



**Board of Directors**  
**Activities Chairperson**  
**Position Description and Duties**

Revised 2-15-2019

Purpose of the Activities Chairperson is to work with the business staff and Activity Committee on social events/trips and ensure that the events/trips are diverse and of interest for our membership. The Activities Chairperson is an appointed member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD), hereinafter referred to collectively as the CRSAC. As such assume responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Activities Chairperson:

- Be a liaison with business staff and members regarding activities.
- Attend activity committee meetings.
- Have a committee of a minimum of 6 members and no more than 12 members. The purpose of this committee is to brainstorm with the Activity Chairperson and Activity Coordinator and provide ideas and information for scheduling of social events/trips for the members
- Coordinate with the Activities Coordinator/Newsletter Editor on committee meetings and finding replacements for the activity committee.
- Attends monthly BOD meetings and reports on activities.
- Works with the Activities Coordinator/Newsletter Editor and develops reports for the board.
- Works with the Membership/Outreach Vice President and develops membership satisfaction surveys.
- Is back up to the Activities Coordinator/Newsletter Editor for activities meetings.
- Develop Host/ Hostess training in conjunction with Executive Director, Activities Coordinator/Newsletter Editor, and Volunteer Coordinator. Offer suggestions of volunteers to Volunteer Coordinator for recruitment of host/hostess training.
- Work closely with the BOD members on other duties as requested by the BOD.