

ACTIVITY DIRECTOR POSITION RESPONSIBILITIES

The main function of the person(s) in this position is to support the Landlovers Activity Chairs. This is accomplished through a variety of ways:

- Communicate monthly with Coordinators on any updates, reminders of deadlines, other information they may need.
- Request from the Coordinators their monthly upcoming activities for submission to the LL Communications team for publications.
- Train and ensure the Activity Coordinators on the process for Financial Guidelines and Procedures that they may need.
- Train any Activity Coordinators who want to utilize NEON ONE.
- Set up any “Special One-time Events” in NEON ONE for the coordinator.
- Attend monthly LL Board Meetings; report and update Board on Activities and Special Events.
- Notify and submit all website additions and changes pertaining to all Activities to the Webmaster.
- Address and correspond with all Activity Coordinators emails that are received.
- Keep the Master Activity List updated with any new activity coordinators contact information.