

# Social Director

## Millwoods Minor Football Association

### MISSION

TO PROVIDE THE  
BEST MINOR  
FOOTBALL  
PROGRAM IN  
EDMONTON AND  
IMPROVE THE  
QUALITY OF  
COMMUNITY AND  
SPORTING LIFE  
FOR ALL IT'S  
MEMBERS.

### Function

The Social Director of the Millwoods Minor Football Association is responsible for all association functions and events aimed at enhancing the enjoyment of the association to its entire membership. These functions include but are not limited to: Spring Camp, Jersey Hand-out Ceremony, Millwoods Minor Football Day, Picture Day, Silent Auction and the Year-end Banquet.

### Duties & Responsibilities

#### *Leadership*

- Attendance at monthly Board meetings.
- Serve a two year term at minimum.
- Ability to work hand-in-hand with volunteers.
- Good Organization and verbal/written communication skills.
- Money Management experience.

#### *Spring Camp*

- Work with Communications Director to develop appropriate literature and messaging to promote Spring Camp on the website and throughout the community.
- Work with the Registrar in the 1<sup>st</sup> week of May to gather information on the number of participants registered for Spring Camp.
- Order specific Spring Camp participant supplies based on registration numbers (allow for late registrations & volunteers/coaches). These supplies include:
  - T-Shirts
  - Water Bottles
  - Lanyards
- Supply Concession Director with registration numbers for Saturday/Sunday lunch (include players/coaches & volunteers).

#### *Jersey Hand-Out Ceremony*

- Work with General Manager to decide when and where event will take place.
- Consult Concession Director on type of menu provided for the evening as he/she may have some of the food already purchased.
- Along with the General Manager, develop an agenda for the evening and help General Manager/coaches organize jerseys for distribution.

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### *Millwoods Minor Football Day*

- Requests to General Manager & President that scheduling be made with the CDMFA for all teams to play a home date in September. (MWMFA Day)
- Responsible for securing “enhanced event” supplies that include:
  - Popcorn Machine
  - Anthem Singer
  - PA Announcer
  - Other Items as needed
- Works with Communications Director to promote the day throughout the area.
- Works with Communications Director & President to invite local politicians to the event including: Mayor, City Councilors, MLA’s and major sponsors.
- Notifies opposing associations of the event and requests team rosters or any other pertinent information.

### *Picture Day*

- In consultation with the General Manager, decide on a date whereby all team pictures can be taken. Usually done in late August or early September.
- Contact photographer with the date and times.
- Receive updated order forms from photographer that can be handed out to players & parents for additional orders. Usually done 2 to 3 weeks prior to picture date.
- Request updated roster from General Manager.

### *Year-End Banquet*

- Send out RFQ’s (request for quotes) to 3 or more banquet facilities on the Southside of Edmonton asking for costs (food, beverages, service, etc).
- In consultation with Board of Directors secure a date as best possible (often dates are subject to scheduling & play-offs which the association will not have a specific answer to).
- Secure banquet facility in early July.
- Discuss appropriate price of banquet tickets with the Board of Directors, based on services, menu, and availability.
- Design “theme” of banquet and purchase required decorations.
- Co-ordinate with General Manger the process for player awards (usually done in late September).
- Choose individual player awards and engraving process.
- Choose participation awards for entire association.
- Consult with General Manager about any specific recognition for members required for the event. (Team Championships, Alberta Summer Games, Under – 17 or the 5-year player recognition award).
- Develop and order specific recognition awards from supplier. In the past, these have usually been in the form of Banners.