

**POSITION DESCRIPTION –**

**THE DIRECTOR OF CARNIVALS AND SPECIAL EVENTS**

*Be responsible to the Board for all matters involving Carnivals & Special Events.*

*Events include any Carnivals, Hockey 8's and any other Special Events that may arise*

*Manage budget provided for portfolio.*

*Prepare and submit to the Director of Finance by the 31st August in each year a Carnivals & Special Events budget for the following year.*

*Carry out all duties as directed by the Board.*