

Board Member Job Descriptions

Executive

1. Past President

- a. Honorary position
- b. Provides continuity and advice

2. President

- a. Presides over meetings, including board, general and special meetings.
- b. Makes sure that any decisions of the Board are implemented
- c. Makes decisions when an emergency occurs and there is no time to consult with members of the Board.
- d. Makes sure that policies and procedures are followed.
- e. Is an ex-officio member of all sub-committees.
- f. At the end of the term of office, the President automatically assumes the title of “Past President”.

3. Vice President

- a. To deputize for the President when the President is not available.
- b. To give advice and assistance to the President when necessary.

4. Secretary

- a. To deal with all correspondence on club matters (incoming and outgoing)
 - i. The Secretary should be given a copy of all correspondence generated by other Board members.
- b. To record the minutes of all General meetings and Board meetings held by the club. If it is not possible to attend a meeting, the Secretary will ask one of the other members to do this.
- c. To retain copies of all forms which are necessary for club membership.
- d. To see to it that the Articles and By-laws of the constitution are followed and keep these up-to-date when necessary.
- e. To keep general records of the club.
- f. To prepare an agenda, in consultation with the President, for each meeting, and inform members of the time and date for that meeting.
- g. To provide minutes of Board meetings to City of Waterloo as per contractual agreement.

5. Treasurer

- a. To collect and deposit all money received by the club.
 - i. Any member who collects money for the Club must complete supporting documentation and submit along with money as soon as possible. Money collected includes, but is not limited to:
 - Membership
 - Trip Monies
 - Donations
- b. To pay out any money necessary for the operation of the Club:

- i. **No** cheques will be issued without supporting documentation:
 - *Expense Reimbursement* form must accompany request for reimbursement from any member along with an attached receipt
 - A *Towing* form must accompany any request for payment.
 - Training expenses – email or invoice confirming total cost
 - Rental Agreement – invoice from City of Waterloo
 - ii. All forms used, must be the most recent version and be completed in full. It is not the Treasurer’s job to fill out forms for people.
- **Note:** the current policy is that cheques over \$500 require 2 signatures (President, Treasurer, and Training Co-Ordinator all have signing authority for cheques)
- c. To keep an accurate and up-to-date accounting of Club income and expenses as per the following:
 - i. General Ledger
 - ii. Accounts Balances
 - iii. Deposits and Withdrawals
 - iv. Yearly Totals
 - v. Year End Statement
 - vi. Trip Tracker
 - d. To prepare monthly reports for Executive Meetings
 - i. Month-end bank balance
 - ii. Outstanding cheques not cashed
 - iii. Answer any financial inquiries, etc.
 - iv. Prepare Balance Sheet when required.
 - e. To prepare for Year End Reporting and AGM (Annual General Meeting)
 - i. Identify Auditor/Scrutineer to audit the books (can be a past Treasurer or anyone else with financial experience
 - ii. Prepare Financial Statement for auditing
 - iii. Ensure audited financial statement is included with materials to be sent out to general membership ahead of the AGM
 - f. To provide financial statements to City of Waterloo as per contractual agreement

Committee Chairs:

1. Training Co-Ordinator

- a. Work with Trip Co-ordinating Committee to set up training schedule dates for dry land, pool, and pond training as well as for the Refresher Course and Basic and Intermediate Level Training.
- b. Organize training for the club
 - i. Dry Land Training/Orientation
 - Book room in the fall for following spring
 - Arrange for volunteers to assist
 - Act as facilitator-prepare, organize and present training (may be in form of slide show)
 - ii. Pool
 - Book pool in the fall for spring training; provide Treasurer with copy of contract for payment

- Ensure that canoes are clean for use in the pool
- Arrange for volunteer helpers and towers
- prepare, organize and present pool training
- iii. Pond
 - Arrange for volunteer helpers and towers
 - Prepare, organize and lead pond practices
- iv. With Paid Certified Instructor
 - Hire Instructor well in advance of the new season
 - Ensure Instructor provides club with proof of insurance and invoice for payment
 - Arrange for cheques from Treasurer to pay Instructor
 - Work with paid Certified Instructor to organize river training dates and skills to be covered in the different courses.
 - Liaison with Instructor for other courses
 - Provide Instructor with a list ahead of time of names and numbers of participants involved in each course
- c. Annual Spring Membership Drive
 - Co-ordinate sign-up for training for new and returning members
 - i. Prepare sign-up sheets and handout of training dates
 - ii. Enlist help with signups for training
 - iii. Give presentation at meeting of training offered and expectations of club regarding training
- d. Collect training fees, record on deposit form and give to Treasurer
- e. Oversee all training
 - i. Communicate training times and places to members involved before each session
 - ii. Provide maps and directions to training sites
 - iii. Check weather conditions and water levels ahead of time
 - iv. Provide detailed instructions and correspondence with participating members and assistants
 - v. Arrange for towers for river training
 - vi. Provide learning materials (handouts & videos) to new members (to improve their skills & knowledge and to aid in their safety and enjoyment of our weekly trips).
 - vii. Keep an up-to-date attendance list of all new and returning members taking training

2. Trip Co-Ordinator

- a. Lead Trip Co-ordinating Committee in creating an annual “Training & Trip Schedule” in time for the membership drive. Differentiate between “Easy Breezy” (Thurs.) and “Regular” (Tues.) trips.

Schedule should include:

- i. Date of the trip
- ii. Section of the river/ pond / lake to be canoed
- iii. Spot for two trip organizers and two towers
- iv. Brief description of area to be paddled
- v. Cost of the trip
- vi. Time of departure
- vii. Where to meet

Should also include:

- i. Trip Co-Ordination Committee members with phone numbers and emails
- ii. List of alternate trips
- iii. List of towers

Update trip schedule throughout the season as needed and ensure it is posted on the blog.

- b. Ensure there are trip organizers for each outing
 - i. Provide trip organizers with a list of responsibilities and checklist.
 - ii. Provide trip organizers with information regarding the put-in and take-out and river flow rates.
- c. Assist Trip Organizers as required throughout the season.
- d. Scout rivers as needed with volunteers (people who signed up on membership forms)
 - Unfamiliar (ones that haven't been done before or haven't been done in a while)
 - In the Spring

3. **Membership Chair**

- a. Plan for membership drive (start after AGM)
 1. Advertising – flyer distribution, putting up posters, contacting newspapers, updating online community boards, contacting radio stations, etc.
 2. Organize membership drive in coordination with Social Committee
 - i. Utilize people who volunteered (from registration form) and have planning session
 - ii. Decide what needs to be done for meeting – delegate
 - deliver flyers, posters, etc
 - Contact Jaye Kuntz so posters can be posted at City of Waterloo locations and to ensure club info is correct for seasonal activities books
 - Ask committee members to use their social media to get word out about the club
 - Assign committee members to man tables and greet people at the door
 - iii. Review membership forms and ensure they are updated annually to reflect club requirements
 - iv. Make sure forms are filled out correctly and signed on both sides for both the registration part and the waiver part (one form per person)
 - v. Compare information on new forms with current membership list and ensure information is accurate, particularly telephone numbers
- b. Collect annual membership fees and registration forms from current members by April 15th
 - Members who have not registered by April 15th will be removed from the blog until they are registered
 - Contact Web Admin to remove members who have not paid membership fees
 - Contact members who have not paid membership fees to inquire if they intend on renewing and let them know that they will no longer have access to the blog and will not receive email notifications until they have renewed their membership.
- c. Prepare membership list of all members to include (but not limited to) the following: Name, address, telephone numbers (landline and/or cell), email
 - Update the list as required and forward to Web Admin to post on the blog asap.

- Remember to change version number as required so members will know there is an update.
- d. Provide membership contact information to Web Admin as soon as possible
- e. Order and distribute name tags for all new members.
 - Tags are ordered from: Tomkar Awards
<http://tomkar.ca/>
 Tomkar Trophies & Awards Ltd.
 52 Francis Street N
 Kitchener, ON N2H 5B5
 Phone: 519-745-5432
 Fax: 519-579-1758
 Email: sales@tomkar.ca
- f. Contact members with no emails to keep them informed about club events.

4. **Web Administration** – formally “Communications”

Responsible for the Club email box, web page and the blog

- a. Maintain and administer OSSCC domain for web page, blog and email address
- b. Monitor Club email and forward to appropriate person for action or answer where appropriate.
- c. Update and administer the web page as required
- d. Update and administer the Blog as required
 - i. Send out notices/reminders/cancellations of canoe trips and club events in a timely manner
 - ii. Send out any information that the Board thinks the members should know about
 - iii. Provide guidance and assistance to members who have technical issues with the blog
 - Ensure all members have access to the blog and its resources
 - iv. Provide monthly summary of club events to members for planning purposes
 - v. Act as “librarian” for blog resources provided for membership use
- e. Ensure that resources provided on the blog are updated (with version numbers) in consultation with other Board members. These include but are not limited to:
 - OSSCC Handbook
 - Club forms
 - i. New Membership
 - ii. Membership Renewal
 - iii. Waiver (For Club members)
 - iv. Waiver for Non-Members
 - v. Contact Card
 - vi. Towing/Mileage Expense
 - vii. OSSCC Expense Reimbursement
 - viii. OSSCC Trip sheet

5. **Social Committee Chair**

- a. Act as main organizer for social committee
- b. To work with the committee to:
 - i. Organize the food and refreshments for the spring Membership Drive, the fall AGM meeting and the Christmas Lunch party

- To determine the cost
- Collect money
- ii. Maintain the club's supplies (tea, coffee, plates, utensils, etc.) which are stored at Wing 404
- iii. Organize a day at Paradise Lake in June
 - Collect money from members participating
 - Pay facility
- iv. Organize other club events
 - Corn Maze
 - Car Rally
 - Geocaching
 - Bowling
 - Games Day
 - Mini-Golf

6. Equipment Chair

- a. To maintain a complete and up to date list of all club equipment and property
- b. To keep a record of loss of damage to club equipment and property and advise the board of such loss or damage
- c. To inform the board when maintenance, repair or replacement is needed and give an estimate of the cost involved
- d. To initiate and supervise maintenance, repair or replacement with club volunteers or hire professionals as needed
- e. To control all keys for locks securing equipment and property and keep a record of those persons to whom keys are issued

7. Safety

- a. Acts as contact person and resource for safety concerns within the Club

8. Senior Advisor

- a. Provides a sense of continuity with the club's past and to uphold the founding principles of the club.
 - i. Historical background is provided as required
 - ii. Contact is maintained with founding members
 - iii. Proposed changes are assessed for their compliance with the club's founding principles
- b. Responsible for maintenance of the first-aid kit