

# Volunteer Roles, Descriptions and Points Allocation 2023 to 2024



| Executive                                 | Number of People Needed | Points | General Description   |
|---|-------------------------|--------|---|
| President                                 | 1                       | 400    | Exercise general supervision of the Club in association with the policies of Skate Canada and the Club.   |
| Vice President                            | 1                       | 400    | In consultation with the President, assist the President with their responsibilities and perform any duties delegated by the President.<br>In the event that the President has to resign his/her position as President, then the Vice President shall step into the position of President.  |
| Assessment Coordinator                    | 1                       | 400    | Arrange and supervise all assessments and assessment days in consultation with the Board of Directors, coaches and appointed evaluators.  |
| Secretary                                 | 1                       | 400    | Deal with all correspondence subject to the approval of the President or his/her delegate such as issue all notices for Board of Directors and general meetings, issue all notices for Board of Directors and general meetings, prepare the draft agenda based on meeting minutes, distribute agenda and past meeting minutes, etc. |
| Registrar                                 | 1                       | 400    | Recruit and train volunteers to perform the functions required for registration, establish registration forms and procedures, conduct registration for all applicants eligible to participate in Club programs.   |
| Treasurer                                 | 1                       | 400    | Be responsible for the safe control of all club funds, prepare and submit annual budget on a regular basis and keeping such records as are required for financial review, oversee financial operations of all committees that generate or disperse funds in the name of TGISC.  |
| Co-Treasurer                              | 1                       | 400    | Assist the Treasurer with associated tasks such as but not limited to bookkeeping, creating reports and balance sheets, acts as a co-signer for club banking account, attends board meetings if required.   |
| CanSkate Representative                   | 1                       | 400    | Work with the CanSkate Coaching Administrator to oversee and administer all CanSkate and Learn-to-Skate activities and communications. Assist with coordination of Program Assistants.  |
| Volunteer Coordinator                     | 1                       | 400    | Communicate with the parents as to various volunteer roles that are needed, follow up and make sure that tasks are being carried out.   |
| Fundraising Coordinator                   | 1                       | 400    | Prepare and implement a strategic plan for fundraising, oversee or manage all fundraising activities of the Club.   |
| Bingo Volunteer Coordinator               | 1                       | 400    | Communicate bingo policies and procedures to club members, liaison between club and community, ensure selected bingos have been fulfilled and follow up with families accordingly (i.e. suspension of bingo volunteer privileges).  |
| Coaches Representative                    | 1                       | 400    | Act as the representative on the executive board who acts on behalf of the coaching team.   |
| Organizers and Helpers                    | Number of People Needed | Points | General Description   |
| Registrar Assistant                       | 1                       | 400    | Assist the Registrar in various tasks such as collecting funds, following up on invoices due and responding to emails.  |
| Volunteer Coordinator Assistant           | 1                       | 200    | Assist with Volunteer Coordinator as needed with various aspects of their role such as explaining how volunteering works at TGISC, informing new parents of volunteer duties available and encouraging parents to volunteer.  |
| Glitter & Gold Spectacular Volunteer Lead | 1                       | 200    | Coordinate volunteers for all roles needed for this event. The volunteer lead will have an understanding of all volunteer positions. Guidance from competition chairs will be provided.   |

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| Organizers and Helpers (continued)          | Number of People Needed | Points | General Description   |
|---|-------------------------|--------|---|
| Glitter & Gold Spectacular Experience Lead  | 1                       | 200    | Create and source skater gift bags, coordinate honourariums for judges, coordinate photographer and decor. Guidance from competition chairs will be provided.   |
| Glitter & Gold Spectacular Fundraising Lead | 1                       | 200    | Coordinate flower sales and items needed to run raffle table as well as the help coordinate the raffle items themselves; while adhering to AGLC guidelines. Guidance from competition chairs will be provided.  |
| CanSkate Welcome Desk Helper- 16 sessions   | 15                      | 400    | Fullfill 16 sessions- Help by greeting skaters as they arrive to skating on CanSkate Days, point families in the right direction and to answer any questions. You can sign up for the days you can assist. Tues, Wed, Thurs and Saturday during CanSkate and PreCan Times. Sessions can be completed anytime during the season. |
| CanSkate Welcome Desk Helper- 8 sessions    | 15                      | 200    | Fullfill 8 sessions- Help by greeting skaters as they arrive to skating on CanSkate Days, point families in the right direction and to answer any questions. You can sign up for the days you can assist. Tues, Wed, Thurs and Saturday during CanSkate and PreCan Times. Sessions can be completed anytime during the season.  |
| Bottle Drive Helper                         | 15                      | 50     | We will have 5 bottle drives throughout the season. We need a volunteer to collect the bottles brought in to the arena on Tues, Wed and/or Sat for the week of each drive and bring them to the depot. Earn 50 points for every day you sign up for.  |
| Fundraising Helper                          | 12                      | 50     | Help with the facilitation of various fundraising events; must help out with at least 2 fundraisers.  |
| Special Events Helper                       | 20                      | 25     | Help the various tasks associated with a special event. Depending on what is needed additional points may be earned.  |
| Picture Day Helper                          | 5                       | 25     | Help with various duties on picture day.  |
| Family/Bring a Friend Skate Days Helper     | 5                       | 50     | Help during Family Skates/BAF Days (ensuring CSA approved helmets are worn for those who require them, check in friends/family, help plan and set up any goodies for guests, etc.), must help out with at least 2 of these events to validate your points.  |
| Goodie Bags for CanSkate Special Days       | 1                       | 100    | Help the CANSkate Coordinator/CanSkate Rep prepare goodie bags for fun days like Halloween, Christmas, Valentine's day, etc. This person should be able to do the goodie bags for the whole year.   |
| Assessment Day Helper                       | 10                      | 50     | Help Assessment Chairperson with various duties in planning and hosting our club hosted assessment days as well as other duties related to the Assessment Chairperson role they may need help with. Must assist with at least 2 assessment days or tasks to validate your points.   |
| Simulation Day Helper                       | 10                      | 50     | Assist with simulation days as directed by the coaching team, must assist with at least 2 simulation days to validate your points.  |
| Teamwear & TG Merchandise Organizer         | 1                       | 100    | Coordinate with supplier the teamwear order and TGISC merchandise that we would like to offer this year. Will also collect orders, process payments and distribute teamwear/merchandise. Information will be provided to get started.   |
| 2023-2024 Financials Review/Audit           | 2                       | 200    | The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the society elected for that purpose at the Annual Meeting.   |

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| Maintenance/<br>Organization  | Number<br>of People<br>Needed | Points | General Description  |
|---|-------------------------------|--------|--|
| Maintenance/<br>Organization -<br>Costume and<br>Music<br>Maintenance | 2                             | 25     | Ongoing clean up and organization of the Costume and Music Room as is needed at regular intervals throughout the season.   |
| Communication   | Number<br>of People<br>Needed | Points | General Description  |
| Communication<br>Assistant  | 4                             | 200    | Supporting the Marketing Manager with various tasks such as:<br>- Website Management: Upload new information provided by the board and coaches, if experienced could assist with updating design and formatting.<br>- Bulletin Board Management: Update the bulletin board with information provided by coaches/board, some photocopying maybe involved to make sure our flyers are always available.<br>- Social Media Management: Update social media with information provided by coaches/board, post ads for our clubs on Facebook groups, etc.<br>- Promotions/Advertising: Coordinate with sign company for our community signs, hang up tear away posters, set up advertising in community newsletters as needed, seek sponsorship and donation opportunities, etc.<br>Volunteers in this role will be directed accordingly by members of the executive and/or the coaches. |
| Miscellaneous   | Number<br>of People<br>Needed | Points | General Description  |
| Miscellaneous<br>Tasks  | 30                            | 25     | Any miscellaneous jobs that may come up from time to time, volunteer points will be determined depending on the task being asked to be fulfilled.  |

Additional roles will be added as necessary.

Thank you for giving of your time and helping to make our club a success!

