

# Volunteer Roles, Descriptions and Points Allocation 2026 to 2027



| Executive                                 | Number of People Needed        | Points        | General Description<br><i>(Executive members are expected to attend monthly board meetings)</i>   |
|---|--------------------------------|---------------|---|
| 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. 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.   |
| 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.  |
| 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.   |
| 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. |
| Coaches Representative                    | 1                              | 400           | Act as the representative on the executive board who acts on behalf of the coaching team.   |
| Assessment Coordinator                    | 1                              | 400           | Arrange and supervise all assessments and assessment days in consultation with the Board of Directors, coaches and appointed evaluators.  |
| 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.   |
| Parent Representative/ Casino Coordinator | 1                              | 400           | Parent Rep - Act as a liaison between the parents and coaching team.<br>Casino Coordinator - Lead the coordination of the Casino fundraiser during a Casino year (2028 will be the next one) & in non-Casino years oversee the different events and volunteer in other areas as needed  |
| Event Coordinator                         | 1                              | 400           | Oversee the coordination of all events, liaison between the board and the various event leads, and actively participate in the planning of events as needed.  |
| <b>Executive Assistants</b>               | <b>Number of People Needed</b> | <b>Points</b> | <b>General Description</b>  |
| Treasurer Assistant                       | 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.   |
| Registrar Assistant                       | 1                              | 200           | Assist the Registrar in various tasks such as collecting funds, following up on invoices due and responding to emails. The need for this role will vary season to season, based on club's needs.  |
| 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. The need for this role will vary season to season, based on club's needs.                              |

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| Organizers and Helpers                      | 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 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.  |
| 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   | 5                       | 400    | Fulfill 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.   |
| Music Playing - 16 sessions                 | 20                      | 400    | Fulfill 16 sessions- Help by playing music/solos as required during the StarSkate Sessions. Training to be provided. You can sign up for days that work for your schedule and can be completed anytime during the season.  |
| 2026-2027 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.  |
| 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.  |
| Miscellaneous Helpers - 400 Credits         | 25                      | 400    | Volunteer for various roles throughout the season and accrue a total of 400 points. It will be the responsibility of the volunteer to report to the Volunteer Coordinator what tasks they have completed. Anyone not completing enough volunteering to meet the 400 point requirement will be charged their volunteer deposit accordingly. Some events where helpers are needed include but are not limited to bottle drives, fundraisers, special events, picture day, assessment days, simulation days, cleaning & organization, communciation, etc. |
| Miscellaneous Helpers - 200 Credits         | 25                      | 200    | Volunteer for various roles throughout the season and accrue a total of 200 points. It will be the responsibility of the volunteer to report to the Volunteer Coordinator what tasks they have completed. Anyone not completing enough volunteering to meet the 200 point requirement will be charged their volunteer deposit accordingly. Some events where helpers are needed include but are not limited to bottle drives, fundraisers, special events, picture day, assessment days, simulation days, ceaning & organization, communciation, etc.  |