

Executive	Number of People Needed	Points	Total Available Points for this Role	General Description
President	1	200	200	Exercise general supervision of the Club in association with the policies of Skate Canada and the Club.
Vice President	1	200	200	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.
Assessment Chairperson	1	200	200	Arrange and supervise all assessments and assessment days in consultation with the Board of Directors, coaches and appointed evaluators.
Secretary	1	200	200	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	200	200	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	200	200	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.
CANSkate Representative	1	200	200	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	200	200	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	200	200	Prepare and implement a strategic plan for fundraising, oversee or manage all fundraising activities of the Club.
Bingo Volunteer Coordinator	1	200	200	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).
Club Return to Skating Protocols Coordinator	1	200	200	Responsible to review and update the club with the most up-to-date communications from Federal, Provincial and relevant Municipalities, update and maintain COVID-19 Response plan will work with helpers to ensure various tasks required to adhere to Return to Play Guidelines are being completed, coordinate check in/check out volunteers and safety meeting leaders.

Organizers and Helpers	Number of People Needed	Points	Total Available Points for this Role	General Description
Fundraising Helper	10	25	250	Help with the facilitation of various fundraising events, must help out with at least 2 fundraisers to validate your points.
Special Events Organizer**	1	50	50	Plan and organize all yearly special events (i.e. team building, year end party, etc.) as determined by the board and coaching team.
Special Events Helper	10	25	250	Help the Special Events Coordinator with special events (team building, year end party etc.), must help out with at least 2 events to validate your points.
Picture Day Organizer**	1	40	40	Help plan and prepare for Picture Day.
Picture Day Helper**	5	15	75	Help with various duties on picture day.
Winterfest Organizer	1	40	40	Help plan Winterfest, be the main point of contact for volunteers, coaches will provide direction with what needs to be done for this event.
Winterfest Helper	5	15	75	Help with various duties during Winterfest.
Family/Bring a Friend Skate Days Organzier	1	50	50	Help plan Family Skates and Bring A Friend Days, coordinate with the volunteer helpers and delegate necessary tasks.
Family/Bring a Friend Skate Days Helper	5	25	125	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	50	50	Help the CANSkate Coordinator/CanSkate Rep prepare goodie bags for fun days like Halloween, Christmas, Valentine's day, etc.
Assessment Day Helper	10	25	250	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	8	25	200	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	75	75	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.

Maintenance/Organization	Number of People Needed	Points	Total Available Points for this Role	General Description
Costume Room Maintenance**	5	50	250	Ongoing clean up and organization.
Music Room Maintenance**	5	50	250	Ongoing clean up and organization.

Communication	Number of People Needed	Points	Total Available Points for this Role	General Description
Website Management	1	150	150	Upload new information provided by the board and coaches, if experienced could assist with updating design and formatting.
Bulletin Board Management	1	50	50	Update the bulletin board with information provided by coaches/board, some photocopying maybe involved to make sure our flyers are always available.
Social Media Management	1	150	150	Update social media with information provided by coaches/board, post ads for our clubs on Facebook groups, etc.
Promotions/Advertising	1	150	150	Coordinate with sign company for our community signs, hang up tear away posters, make sure our monthly ad gets into the Horizon (community newsletter), seek sponsorship and donation opportunities, etc.

Covid Return to Play Protocol Committee	Number of People Needed	Points	Total Available Points for this Role	General Description
Self-screening measures/On-site Health Screening	37	100	3700	Check in/check out skaters before each session, screen skaters, contract tracing log to be provided - Must volunteer for at least 10 sessions in order for the duties of this role to be considered complete.
Conduct Virtual Trainings for Parents	3	100	300	This team of volunteers will be trained and would be responsible for holding virtual parent meetings to inform them of our Return to Play/Covid guidelines (i.e. self-screening, when to arrive at the arena, entrances/exits, dressing room protocol, mask info., etc.); once at the beginning of each season and then again regularly throughout the season as each week there will potentially be new skaters registering - looking for 1 volunteer for each season (if necessary we can ask for additional help if 1 person cannot do the whole season on their own, however each volunteer will be expected to do their share in order to validate their volunteer commitment has being filled.

Miscellaneous	Number of People Needed	Points	Total Available Points for this Role	General Description
Miscellaneous Tasks	10	10	100	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.

8630	TOTAL (estimate needing about 7500 points)
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***roles that may not be needed to do Covid protocols*