

SUNDRE & DISTRICT CURLING CLUB ROLES & RESPONSIBILITIES

PRESIDENT -

PRESIDES OVER EXECUTIVE MEETINGS , RESPONSIBLE FOR DAILY OPERATIONS
RESPONSIBLE FOR CONTRACTS – LOUNGE , KITCHEN , ICE MAKER , FARMERS'
MARKET AND RENTALS
RESPONSIBLE TO THE BOARD FOR ALL WORK CONTRACTS FOR THE YEAR

PAST PRESIDENT – ADVISES PRESIDENT AND PROVIDES SUPPORT AS REQUIRED

VICE PRESIDENT - PRESIDENT IN WAITING AND PROVIDES SUPPORT AS
REQUIRED

SECRETARY - RECORDER AND KEEPER OF THE MINUTES OF ALL THE
MEETINGS WHICH ARE TO BE EMAILED TO ALL BOARD MEMBERS
CREATES AGENDA FOR ALL MEETINGS AND APPROVED BY THE PRESIDENT OR
VICE PRESIDENT , ACTS ON BEHALF OF THE SUNDRE CURLING CLUB BY
COORDINATING UPDATES TO SOCIAL MEDIA , MAINTAINS WEBSITE DOMAIN
CONTRACTS , COORDINATES ALL CLUB PROMOTION INCLUDING BUT NOT
LIMITED TO : NEWSPAPER , SUNDRE ON THE GO , OUR WEBSITE , FACEBOOK ,
LOCAL RADIO STATIONS , POSTERS ETC
ENSURE THAT THE YEARLY SOCIETY RETURN IS SUBMITTED

TREASURER - ADMINISTERS THE FINANCIAL RECORDS FOR THE CLUB , IN
CHARGE OF PAYING ALL BILLS AND RECEIPTS FOR THE CLUB , PRESENTS
MONTHLY FINANCIAL REPORTS TO THE BOARD , INVOLVED WITH BOARD
MEMBERS CONCERNING BUDGET FORECASTING , COLLECTS AND DISTRIBUTES
MAIL , RESPONSIBLE FOR PREPARING AND SUBMITTING THE CLUB'S BOOKS FOR
YEARLY AUDITS , RESPONSIBLE FOR PREPARING YEARLY GST RETURNS ,
PREPARE ANNUAL RETURN AND SUBMIT

EXECUTIVE DIRECTORS –“DIRECT” WITHIN THE CLUB POLICIES . THEY TAKE ON
DUTIES TO PROMOTE THE OPERATION OF THE CLUB - ALL ARE VOTING
POSITIONS

DIRECTOR OF AGLC - RECRUIT A TEAM , OVERSEES ALL GAMING ACTIVITIES ,
REPORTING AND PERMIT ACQUISITION ASSOCIATED WITH ALBERTA GAMING
AND LIQUOR COMMISSION , DISTRIBUTE PERMITS AS REQUIRED

DIRECTOR OF FUNDRAISING – RECRUIT A TEAM , SCHEDULE & COORDINATE A
BRAINSTORM SESSION TO DEVELOP NEW OPPORTUNITIES , DEVELOP PLANS TO
OPPORTUNITIES PRESENTED

DIRECTOR OF SPONSORSHIP - RECRUIT A TEAM , RECRUIT SPONSORS , GET
DIGITAL FORMAT FOR SIGN TO PRINTER , HAVE SPONSOR PROOF READ THE

LAYOUT FOR THE SIGN , GET SIGNS MADE AND INSTALLED , PROVIDE LIST TO TREASURER FOR INVOICING

DIRECTOR OF VOLUNTEERS - RECRUIT A TEAM , RECRUIT HELPERS FOR JUNIOR CURLING , SCHOOL PROGRAMS AND ANY SPECIAL PROJECTS THE CLUB NEEDS , STARTUP AND SHUTDOWN OF THE RINK , ROCKIN THE RINK , ASSIST LEAGUE REPS IN RECRUITING FOR BONSPIEL COMMITTEE , DEVELOP RECOGNITION PROGRAM FOR VOLUNTEERS

DIRECTOR OF AG SOCIETY – RECRUIT A TEAM , ATTENDS ALL AG SOCIETY MEETINGS ON BEHALF OF THE CLUB , LIAISON WITH AQUAPLEX FOR COMMON AREA'S INCLUDING SIDEWALKS , PARKING LOT OR GARBAGE DISPOSAL

DIRECTOR OF GRANTS – RECRUIT A TEAM , SEEKS GRANT OPPORTUNITIES TO IDENTIFY & APPROVE THE PROJECTS ON OUR WISH LIST , COORDINATE THE PLAN AND PREPARE GRANT APPLICATION FOR SUBMISSION

DIRECTOR OF LOUNGE – OVERSEES THE OPERATION OF THE BAR INCLUDING INVENTORY CONTROL , OPERATING HOURS , LEASE CONTRACTS AND ALL FUNCTIONS PERTAINING TO PROFIT IMPROVEMENTS FOR THE LOUNGE OPERATIONS , RESPONSIBLE TO ENSURE ALL LIQUOR PERMITS ARE ATTAINED AND APPROVE PAYMENT OF CONTRACT HOLDERS AND BILLS FOR LOUNGE INVENTORY , COORDINATES CONTRACTS AND AGREEMENTS WITH LIQUOR STORES , GROCERY STORES , LOUNGE SUPPLIES , ETC

DIRECTOR OF CONCESSION OPERATIONS – OVERSEES THE OPERATION OF KITCHEN FACILITY INCLUDING INVENTORY CONTROL , OPERATING HOURS , LEASE CONTRACTS AND ALL FUNCTIONS PERTAINING TO PROFIT IMPROVEMENTS FOR THE KITCHEN OPERATIONS , RECRUIT VOLUNTEERS TO THOROUGHLY CLEAN ALL ITEMS IN KITCHEN PRIOR TO OPENING FOR THE SEASON , RESPONSIBLE TO ENSURE ALL FOOD PERMITS ARE ACQUIRED , APPROVE PAYMENT OF CONTRACT HOLDERS AND BILLS FOR KITCHEN INVENTORY , COORDINATES CONTRACTS AND AGREEMENTS WITH GROCERY STORES & FOOD SUPPLIERS

DIRECTOR OF RENTALS - PROMOTION OF FACILITY RENTALS , OVERSEES ALL FACILITY RENTALS OF CURLING SURFACE/LOUNGE AREA , KITCHEN AREA INCLUDING INSPECTION OF FACILITY PRIOR TO AND FOLLOWING EACH RENTAL , IN CHARGE OF BILLING AND FOLLOW-UP COLLECTION (IN CONSULTATION WITH THE TREASURER) FOR RENTALS

DIRECTOR OF FACILITY - RECRUIT A TEAM , IN CHARGE OF KEYS TO THE FACILITY , RESPONSIBLE FOR STOCKING JANITORIAL SUPPLIES , CONDUCT ASSESSMENT ON ALL APPLIANCES TO BE IN GOOD WORKING CONDITION SUCH AS STOVE , DISHWASHER , COOLERS , REFRIGERATOR AND FREEZER , INSURE FIRE EXTINGUISHER AND RELATED SAFETY EQUIPMENT ARE INSPECTED YEARLY , COORDINATE A YEARLY CLEANING OF FACILITY INCLUDING RUGS , LOUNGE

STORE ROOM AND LOCKER ROOMS , DIRECTOR WILL REPORT ANY ANALOMIES TO PRESIDENT FOR AN ACTION PLAN TO BE DEVELOPED

DIRECTOR OF LEAGUES - IMPLEMENT ONLINE REGISTRATION , COORDINATE REGISTRATION & MEET AND GREET DAY , MAINTAINS MEMBER LISTS , COORDINATES SCHEDULES AND ASSISTS BONSPIEL COMMITTEES , REPRESENTS LEAGUE REPS AT EXECUTIVE MEETINGS , COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL REPS

JUNIOR LEAGUE REP - REPRESENT CLUB AT NEIGHBOURS DAY AND SCHOOL'S WELCOME BACK BBQ TO RECRUIT MEMBERSHIP , ORGANIZE FOR REGISTRATION ON MEET AND GREET DAY , SIGN UP MEMBERS , COLLECT FEES , LIAISE WITH JUNIOR COACH , DEVELOP RECOGNITION PROGRAM , PROMOTE JUNIOR BONSPIEL , COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL MEMBERS

STURLING AFTERNOON LEAGUE REP – RECRUIT MEMBERSHIP BY COMMUNICATING REGISTRATION DATES AND REQUIREMENTS TO ALL PAST CURLERS , ENSURE ALL CURLERS ARE REGISTERED AND COLLECT FEES , DEVELOP SCHEDULE FOR LEAGUE PLAY AND PLAYOFFS , COORDINATE BONSPIEL AND RECRUIT BONSPIEL COMMITTEE (PLANNING SHEET HAS BEEN DEVELOPED AND CAN BE MODIFIED AND WE RECOMMEND ITS USE) COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL MEMBERS

SENIOR LEAGUE REP - RECRUIT MEMBERSHIP , COLLECT FEES , ORGANIZE BONSPIEL : THIS MAY INCLUDE, BUT IS NOT LIMITED TO : TAKING ENTRIES AND GETTING ENTRIES TO A DRAWMASTER (POST DRAW ON WEBSITE) AND TO THE TREASURER SO THEY CAN MAKE RECEIPTS , COLLECTING ENTRY FEES , MAKING/DISTIBUTING WELCOME ENVELOPES , ORGANIZING SOCIAL OR SPECIAL EVENTS DURING SPIEL , PRIZES AND DISTRIBUTION , GETTING CASH FROM TREASURER AND MAKING PAYOUT ENVELOPES , COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL MEMBERS

STURLING EVENING LEAGUE REP - RECRUIT MEMBERSHIP BY COMMUNICATING REGISTRATION DATES AND REQUIREMENTS TO ALL PAST CURLERS , ENSURE ALL CURLERS ARE REGISTERED AND COLLECT FEES , DEVELOP SCHEDULE FOR LEAGUE PLAY AND PLAYOFFS , COORDINATE BONSPIEL AND RECRUIT BONSPIEL COMMITTEE (PLANNING SHEET HAS BEEN DEVELOPED AND CAN BE MODIFIED AND WE RECOMMEND ITS USE) , COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL MEMBERS

LADIES AFTERNOON REP - RECRUIT MEMBERSHIP BY COMMUNICATING REGISTRATION DATES AND REQUIREMENTS TO ALL PAST CURLERS , ENSURE ALL CURLERS ARE REGISTERED AND COLLECT FEES , DEVELOP SCHEDULE FOR LEAGUE PLAY AND PLAYOFFS , COORDINATE BONSPIEL AND RECRUIT BONSPIEL COMMITTEE (PLANNING SHEET HAS BEEN DEVELOPED AND CAN BE MODIFIED

AND WE RECOMMEND IT'S USE) , COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL MEMBERS

OPEN LEAGUE REP - RECRUIT MEMBERSHIP BY COMMUNICATING REGISTRATION DATES AND REQUIREMENTS TO ALL PAST CURLERS , ENSURE ALL CURLERS ARE REGISTERED AND COLLECT FEES , DEVELOP SCHEDULE FOR LEAGUE PLAY AND PLAYOFFS , COORDINATE BONSPIEL AND RECRUIT BONSPIEL COMMITTEE (PLANNING SHEET HAS BEEN DEVELOPED AND CAN BE MODIFIED AND WE RECOMMEND ITS USE) , COMMUNICATES CLUB INFORMATION (WANTS AND NEEDS) TO ALL MEMBERS

DIRECTORS AT LARGE – FULFILLS DUTIES AS DIRECTED BY THE BOARD , THEY MAY WORK WITH OTHER BOARD MEMBERS ON GRANTS , SPECIAL PROJECTS AS REQUESTED , HELP BONSPIEL ACTIVITIES THAT ARE COORDINATED BY LEAGUE REPS

JOBS THAT REQUIRE DELEGATION WITH EACH NEW EXECUTIVE

MAY 27 ,2024