

Work Descriptions (Oct 2020)

Vice President

Assists the president with implementing the strategic plans and policies of the Corporation. Chair monthly meetings in the absence of the president. Draft correspondence.

Secretary

Take minutes at the monthly meeting

Type up the notes

Keeper of the paper documents

Draft correspondence

Update website with minutes and any new information (e.g. from the city).

FACEBOOK - on a regular basis, inform community of meetings, relevant news, social events and entertainment.

Draft correspondence

(split secretary tasks into Marketing/Communications)

Treasurer

Conducts the banking activities - deposits and bill payments

Manages the books and provide monthly update on financial situation

Takes care of insurance and corporate documents/applications

Draft correspondence

Members at Large

Attends meetings

Make proposals and votes

Serve on ad-hoc committees

Draft correspondence

The following notes are grace á J. Sunstrum:

Rink Preparation/Maintenance Co-ordinator

Responsible for coordinating and conducting base ice preparation (mid-late December)

Responsible for coordinating and conducting ongoing rink flooding and maintenance

Responsible for coordinating and conducting snow clearing after major snow-falls

Unlock/lock rink room

Post rink operating hours onsite

Post rink open/closed signs onsite

Co-ordinator of Rink Supervisors

Unlock / lock change rooms at start and end of shifts

At end of shift, scrape the ice rink (skaters usually help)

Schedule/coordinate/pay Rink Supervisors

Communicate to Rink Supervisor their tasks

Report incidents to City of Ottawa Program Coordinator within 24 hrs.

At the end of the rink contract (Feb), collect the Daily Attendance sheets, scan, and email to the City of Ottawa Program Coordinator

Rink Supervisor

15 years of age minimum

Complete Daily Attendance Sheet hourly checks (hourly attendance numbers, check the change rooms)

Ask skaters to clean ice surface at end of shift

Help with snow clearing if there is a significant snowfall during your shift,

Call emergency services if there is an incident

Return shovels to office at end of daily operation

Enforce "No pucks on puddle rinks" if skaters are using puddle rink.

This amounts to about 5-10 minutes of work each hour and is a great opportunity if you are planning to skate on the rink anyway.