

*Work Descriptions (Oct 2020)YP*  
*Revised Oct 2021 YP*

**President**

Implement the strategic plans and policies of the CHARA Corporation.  
Chair monthly meetings.  
Official speaker to the press.  
Conduct survey/votes/opinions from Board members.  
Create/Support sub-committees as required. (e.g. Rink sub-committee) (e.g. Courtland Park sub-committee) (e.g. winter festival) (e.g. garage sale committee)  
Sign official correspondence on behalf of the Board.

**Vice President**

Assists the president with implementing the strategic plans and policies of the Corporation.  
Chair monthly meetings in the absence of the president.  
Speaks to the press when the president is not available.  
Conduct survey/votes by Board members in the absence of the president.  
Draft correspondence.

**Secretary**

Take **minutes** at the monthly meetings and special meetings  
Type up the notes  
Keeper of the **paper documents** (12 bank boxes)  
Draft correspondence  
Update **website** with minutes and any new information (e.g. from the city). (e.g. reports and powerpoint presentations from subcommittees)  
Update forthcoming dates  
Add/Organize new information to the website  
FACEBOOK - on a regular basis, inform community of meetings, relevant news, social events and entertainment.  
Draft correspondence  
Maintain contact list  
Monitors, distribute, response to emails received via info@ourchara  
**(split secretary tasks into Marketing/Communications)???**

**Treasurer**

Conducts the banking activities - deposits and bill payments  
Secure signatures of other authorized signatures for cheque payments  
Manage books and provide monthly updates on financial situation  
Takes care of insurance and corporation documents activities  
Complete applications for funding (e.g. from City of Ottawa e.g. for annual BBQ)  
Pays room rental

Draft correspondence

### **Members at Large**

Attend meetings

Make proposals and votes

Create/Serve on ad-hoc committees and reports back to the board.

Monitor/Manage/Advise adherence to by-laws.

Draft correspondence

**Appoint a member to chair the meeting if president and vice president are absent.**

**I have little knowledge about RINK preparation and maintenance. I bow to those who enjoy, creating and maintaining our rink. BIG KUDOS. (YP)**

The following notes are grace á J. Sunstrum: (member, rink volunteer)

### **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.