

Work Descriptions

*Created Oct 2020 YP Revised Oct 2021 YP
Revised January 25 Jan 31 2022 at monthly meeting*

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.
Authorize the Creation of sub-committees as required. (e.g., Rink sub-committee) (e.g., New Official Plan Courtland Park sub-committee) (e.g. winter festival) (e.g. garage sale committee)
Draft correspondence
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.
Gathers Board member votes in the absence of the president.
Takes care of insurance
Maintain contact list
Draft correspondence.

Secretary

Take **minutes** at the monthly meetings and special meetings
Type up the notes
Update Website with agenda and minutes

Draft correspondence
Explore/create/update Twitter and Instagram (support for secretary)
Keeper of paper documents except financials (12 boxes)
Add/Organize new information to the website with new information (e.g. from the city). (e.g., reports and PowerPoint presentations from sub-committees)
Update forthcoming dates on website monthly
FACEBOOK - on a regular basis, inform community of meetings, relevant news, social events and entertainment.
Membership and Maintain contact list
Monitors, distribute, responds to emails received via info@ourchara

Treasurer

Conducts the banking activities - deposits and bill payments
Secure signatures of other authorized signatories for cheque payments
Manage books and provide monthly updates on financial situation
~~Takes care of insurance~~
Takes care of corporation documents activities
Pays room rental
Draft correspondence

Members at Large

Attend meetings

Make proposals, motions and votes

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

Monitor/Manage/Advise adherence to by-laws and

Draft correspondence

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

The following rink 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”.

Takes care of insurance

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.