

KELOWNA RIDING CLUB – VOLUNTEER POSITIONS LIST

PRESIDENT

- a) *Chair monthly and AGM meetings*
- b) *Publish agenda for meetings*
- c) *Assist executive members with duties as required*

VICE PRESIDENT

- a) *Chair meetings in the President's absence, and assist the President as required*
- b) *Assist executive members with duties as required*
- c) *VP is either a Past President or should have the intent to become President*

TREASURER

- a) *Maintain and execute A/P and A/R Files*
- b) *Maintain books (Ledger, cheque, deposit)*
- c) *Present monthly financial report to the Executive*
- d) *Provide Annual Budget at AGM*
- e) *Liaise with Bookkeeper*

SECRETARY

- a) *Take Minutes at Executive and General Meetings*
- b) *Type and Publish Minutes in a timely manner and provide a copy to each Executive Member*

MEMBERSHIP COMMITTEE (1-4 people)

- a) *Publish and distribute Membership Forms*
- b) *Manage online membership data*
- c) *Collect Forms and Fees, forward fees to Treasurer*
- d) *Maintain and distribute Membership Tags*

VOLUNTEER COMMITTEE (1-2 people)

- a) *Arrange for a work party list to be published*
- b) *Supervise and/or assist at work parties*
- c) *Collect and distribute list of volunteers from membership applications*
- d) *Monitor Membership Volunteer hours*

EDUCATION COMMITTEE (2-4 people)

- a) *Arrange Camp, Clinics, Lectures, Lessons, and bursaries if required*
- b) *Present monthly activity report to the Executive*
- c) *Provide information re above to the Communications/Website Committee*

ACTIVITIES COORDINATOR COMMITTEE (2-4 people)

- d) *Organize and manage Fun Days and informal shows, events and activities for all disciplines*
- e) *Present monthly activity report to the Executive*
- f) *Provide information re above to the Communications/Website Committee*

EQUIPMENT MAINTENANCE & IMPROVEMENTS COMMITTEE (1-5 people)

- a) *Arrange for equipment maintenance, repair and storage*
- b) *Create and maintain equipment inventory list*
- c) *Identify & arrange acquisition of new equipment*
- d) *Oversee equipment repairs and upgrades*

FACILITY MAINTENANCE & IMPROVEMENTS COMMITTEE (1-5 people)

- a) *Identify facility repairs needed*
- b) *Ensure facility is accesible to persons with dissabilities*
- c) *Oversee facility repairs and upgrades*

- d) *Identify and manage capital improvements needed*
- e) *Oversee Caretaker*

FACILITY RENTAL COMMITTEE (1-2 people)

- a) *Review forms and fees*
- b) *Manage all rental inquiries*
- c) *Sign up renters and collect fees*

COMMUNICATIONS & WEBSITE COMMITTEE (1-3 people)

- a) *Gather information to be posted on website*
- b) *Sell web advertising to subsidize the cost of web upgrades and changes*
- c) *Post updates to the website on a weekly basis*
- d) *Keep members up to date and assist with group correspondence*

DRESSAGE SHOW COMMITTEE (3-6 people)

- a) *Manage and run Spring Dressage Show*

H/J SHOW COMMITTEE (4-8 people)

- a) *Manage and run Spring H/J Show*

GAMING/LOTTERY FUNDRAISING committee (1-6 people)

- a) *Apply annually for gaming/lottery funds*
- b) *Research methods of using such funds*
- c) *Apply to the City for a Permissive Tax exemption*
- d) *Organize and manage fundraising events*

ADVERTISING COMMITTEE (1-3 people)

- a) *Assist with sponsorship when required*
- b) *Place Show Schedules in horse publications*
- c) *Provide newspapers, TV, HCBC with information on shows, events etc that are being held at the club*
- d) *Write articles and promote the club*

COACHES LIAISON (1 person)

- a) *Manage list of current coaches*
- b) *Collect Coaches insurance certificates*
- c) *Maintain flow of information between coaches/club*

HI-POINT COORDINATOR (1 person)

- a) *Copy and distribute Hi-Point forms to various barns*
- b) *Gather information for Hi-Point awards*
- c) *Purchase awards (within a predetermined budget given by the executive) to be presented at the AGM*