

BCKC Volunteer Job Descriptions

Mailing address:
 #30 - 2801 Eilerslie Ave
 Burnaby BC V5B 4R9
 info@burnabylake.com

This document describes the following volunteer positions:

Club Executive	1
Commodore	1
Vice-Commodore	1
Treasurer.....	2
Portfolio Managers (non-executive positions)	2
Safety Officer	2
Equipment Manager.....	2
Transport/Trailer Manager	3
Officials Liaison.....	3
CKBC Liaison	3
Fundraising Coordinator.....	3
Public Relations and Marketing.....	3
Nomination Chair.....	3
Regatta Coordinator.....	4
Website Management.....	4

Club Executive

Commodore

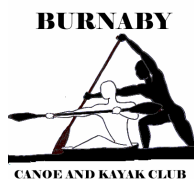
- Responsible for ensuring submission of BCKC's Direct Access Grant Application.
- Responsible for preparation of BCKC budget with input from Club Executive, coaches and general members as necessary.
- Responsible for ensuring BCKC finances are consistent with BCKC budgeting.
- Responsible for preparation of BCKC programming with input from Club Executive, coaches and general members as necessary.
- Responsible for development of the long-term vision and strategy for BCKC through consultation with the Club Executive and membership.
- Responsible for distribution and collecting of BCKC boathouse keys to/from members and staff.
- Keep informed of club activities and monitor them (with assistance of other Club Executive, general members and coaches) for conformity with law, club policy, and sport standards.
- Chair BCKC general meetings and Club Executive meetings, including participating in Club policy discussion conducted as necessary via email.

Vice-Commodore

- Ensure reporting under the societies act.
- Responsible for hiring and negotiating contracts of BCKC paid staff.
- Responsible for ensuring all users of the BCKC boathouse facility and program participants have registered and paid the required fees.
- Chair meetings when the Commodore isn't available.
- Coordinate specific ad-hoc projects as assigned by the Club Executive.

Clubhouse located at:
 6871 Roberts St
 Burnaby BC V5G 2B8

www.BurnabyLake.com



BCKC Volunteer Job Descriptions

Mailing address:
#30 - 2801 Eilerslie Ave
Burnaby BC V5B 4R9

info@burnabylake.com

- Participate in BCKC general meetings and Club Executive meetings, including Club policy discussion conducted as necessary via email.

Treasurer

- Prepare annual financial statement.
- Maintain monthly updated bookkeeping of club accounts
- Banking
- Ensure payment of BCKC coaches.
- Maintaining accounts receivable and payable, including reimbursement and invoicing.
- Keep Club Executive and membership (as necessary) regularly updated as to the status of BCKC accounts, particularly with respect to the year's budget.
- Participate in BCKC general meetings and Club Executive meetings, including Club policy discussion conducted as necessary via email.

Secretary

- Maintain registry of BCKC members and program enrollment in accordance with CKC Privacy Policy.
- Ensure adequate supply of club forms are kept on file at BCKC boathouse.
- Ensure all BCKC members and program participants have completed a CKBC membership/insurance form.
- Record and distribute minutes of meetings.
- Participate in BCKC general meetings and Club Executive meetings, including Club policy discussion conducted as necessary via email.

Portfolio Managers (non-executive positions)

Safety Officer

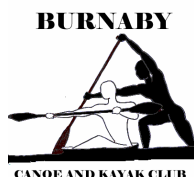
- Ensure safety equipment is maintained in good working order, including lake platform ladders, first aid kit, whistles and lifejackets; obtain approval from Club Executive for expenses in excess of that outlined in the Safety Equipment budget.
- Communicate safety issues, warnings and reminders to BCKC members via email and/or postings in the boathouse.
- Ensure adequate safety information is posted on the BCKC website, particularly as a means of educating new BCKC members to safety issues specific to our paddling facility.
- Regularly communicate with BCKC coaches to ensure compliance with Canoe Kayak Canada safety policy.
- Manage incident report forms; determine future prevention strategies, report/recommend to Club Executive.

Equipment Manager

- Coordinate maintaining the boathouse equipment in an organized state.
- Coordinate repair and maintenance of club equipment as necessary.

Clubhouse located at:
6871 Roberts St
Burnaby BC V5G 2B8

www.BurnabyLake.com



BCKC Volunteer Job Descriptions

Mailing address:
#30 - 2801 Eilerslie Ave
Burnaby BC V5B 4R9
info@burnabylake.com

- After consultation with club coaches, make recommendations as to new equipment purchases to BCKC Commodore.
- Coordinate annual BCKC equipment inventory to be submitted to BCKC Commodore by September 30 to assist with equipment insurance renewal.

Transport/Trailer Manager

- Ensure trailers are maintained in safe working state.
- Ensure trailers are adequately insured.
- Seek approval from Club Executive for expenses in excess of that outlined in Trailer and Equipment Transport Budgets.
- Work with club coach(es) to coordinate transport of boats and equipment to regattas and training camps.
- Coordinate secure storage of the trailers.

Officials Liaison

- Communicate CKBC officiating information to BCKC members as necessary.
- Ensure all BCKC officials are registered as such with CKBC.
- Submit to CKBC Regatta Reconciliation forms for BCKC hosted regattas.
- Encourage BCKC members to become involved in officiating at BCKC and other CKBC club hosted events.

CKBC Liaison

- Communicate relevant CKBC information to BCKC members as necessary.
- Communicate BCKC concerns/issues/suggestions to CKBC as necessary.
- Ensure BCKC is represented at CKBC meetings and conferences as invited to.
- Ensure BCKC is represented to vote at the CKBC Annual General Meeting.

Fundraising Coordinator

- Organize fundraising events and opportunities with specific objectives.

Public Relations and Marketing

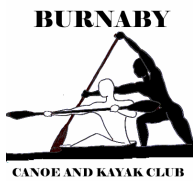
- Responsible for submitting BCKC news and race results to local newspapers.
- Responsible for submitting BCKC advertising to the Burnaby Leisure Guide.
- Responsible for encouraging club members to submit marketing ideas and supporting the investigation and execution of those ideas.
- Other communication with Burnaby Parks, Rec and Culture

Nomination Chair

- Chairs the elections of Club Executive (Directors) at BCKC Annual General Meeting.
- Responsible for seeking nominations for Club Executive positions in advance of the BCKC AGM.
- Chairs the assignment of Portfolio Managers positions through discussion at BCKC AGM (as time allows) and/or follow up BCKC general meeting(s); positions can be decided by election if necessary.

Clubhouse located at:
6871 Roberts St
Burnaby BC V5G 2B8

www.BurnabyLake.com



BCKC Volunteer Job Descriptions

Mailing address:
#30 - 2801 Eilerslie Ave
Burnaby BC V5B 4R9

info@burnabylake.com

- Responsible for seeking nominations for Portfolio Manager positions in advance of the BCKC AGM.

Regatta Coordinator

- Responsible for coordinating BCKC hosted regattas including but not limited to the following:
 - Chair discussion of regattas BCKC to host.
 - Ensure BCKC's regatta plans are compatible with CanoeKayak BC's event schedule, and any other relevant organization's event schedule as necessary.
 - Ensure BCKC's regatta plans are compatible with other City of Burnaby approved events scheduled to use the BCKC pavilion and surrounding area.
 - Organize volunteers to help run the event

Website Management

- Responsible for maintaining registration and website hosting contract for BCKC's website (www.burnabylake.com).
- Maintain up to date list of BCKC member's email addresses for communication using the bckc-announce email feature.
- Responsible for maintaining BCKC's website in accordance with the following main objectives:
 - Communication of club services available to our community.
 - Communication of club policies and rules to BCKC members and program participants.
 - Communication of club activities to BCKC members and our community.
- Responsible for preparing website content in consultation with Club Executive, portfolio managers and membership as necessary.

Clubhouse located at:
6871 Roberts St
Burnaby BC V5G 2B8

www.BurnabyLake.com