

STCI Volunteer Role Descriptions

Board of Directors take on a governing role, not operational functions.

Comprised of:

Directors who act as Members at Large

Lacey Schroeder, Christian MacIntosh, Vickie Clarke, Greg Todd, Jennifer Davey, Helene Haughey

Ad hoc duties, board decisions, community liaisons, etc

4 Directors who comprise Executive

President (Dual Presidents 2019-2020) – Stephanie Blacklock and Nathan Evans

Relationship and Stakeholder Management

Direction, Oversight

Voice of Organization

Executes contracts, etc

Role responsibility - Full Administrator access for every event and Treasurer have Financial Controller for every event, within CCN Registration.

info@triathlonsaskatoon.org

Vice-President – Vacant for 2019-2020 as dual Presidents

Shared role with President.

Treasurer – Veronica Bendig

Approve all budgets and payments

Monitor for MAP / Government funding and Sponsorship

Mailbox / bookkeeping / reconciliation

Insurance (vehicle / liability)

Lawyers / ISC Filing

CRA if required

Secretary – Susan Hamilton

Board meeting preparation – agenda & minutes, date polls, location booking, filing management

Signatory on accounts

Past President: Nicole Shoaf (2019)

Capacity to share and transfer knowledge to the new board and committee members

Note: non-voting position

Operational requirements – to be filled by STCI (non-Board) Members

Volunteer Administrator to the President – Joel Davey

Supports the President with their role and intakes knowledge for potential future use in the President role.

Registration Coordinator – Frank Paradis

Liaison with Event Directors, Finance and Marketing

Builds CCN profile to reflect required info

May or may not act as Registration Coordinator on event day

Handle the registration component and as Administrator will need to see present and past events - and be able to do / see everything, duplicate of President, Treasurer and Financial Controller

Marketing & Communication Coordinator – Vacant

E-Newsletter (MailChimp) creation and recipient additions – Jennifer Davey
Facebook – event creation and reply to queries – Jordan Anderson
Website – provide write-ups / links and attachments - Janis Brown
Posters and print – creation – Wade Klassen
Grant writing – Christian MacIntosh, Jennifer Davey, Gwenda Baier
RD checklists - Stephanie Blacklock

Sponsorship / Merchandise / Membership Coordinator - Vacant

Liaison with Event Director, Finance and Marketing
Sponsorship – Joel Davey
Swag selection, purchase, delivery – Lacey Schroeder / Vanessa Honaizer
Club clothing design / ordering – Lacey Schroeder / Vanessa Honaizer
Surveys
Awards and Nominations
Relationship Management with President
Sub-Committee Volunteers to support the Volunteer Coordinator - Vacant – 1 more needed

Volunteer Coordinator – Helene Haughey

Liaison with Event Director and Marketing
Builds Volunteer Sign-up sheet to reflect required information
Provides written instructions for each position
Monitors Volunteer Email and address in a timely fashion
stcivolunteers@gmail.com
May or may not act as Volunteer Coordinator on event day
Noel Galuschik, Danielle De Boer, Greg Todd, **1 additional volunteer space is Vacant**

Equipment Coordinator – Vacant

Bike Bag Coordinator
Liaison with Event Director and Volunteer Coordinator
Monitors rental forms and coordinates pickups
Monitors trailers (plated, insured and liaise with Treasurer) and contents (re-supply)
Monitors Equipment Email
equipmentrequest@triathlonsaskatoon.org
May or may not act as Equipment Coordinator on event day
1 Sub-Committee Volunteer to support the Coordinator - Vacant

Program & Race Directors: *Group meeting required to discuss responsibilities

Program / Race Coordinators / Events - **Vacancies**

Report to Board but do not need to be Board member

Sunday Swim – Janis Brown

Saturday FH Cycle – Brian Taylor and Blair Chapman

Resolution Tri - Miriam Sculka

JTI & JTI2 – Susan Hamilton and Vicki Clark

Wintershines – Jackie Lai and Christian MacIntosh

Spring Bridge City Duathlon – Jenny Billet and Sarah Figley

Kids of Steel – Sheldon Mathies / Jackie Lai

Living Sky - Vacant Kids Splash & Dash – Jennifer and Joel Davey

Dash and Splash August/September – Megan Blatz

Bridge City Duathlon, Fall Edition – Miriam Sculka

Kids / Youth / Junior: **TBD / Vacant**

*Note: each event should have 2 coordinators and a team of volunteers to support the event.