



## VOLUNTEER POSITION DESCRIPTION

### MEMBER – MAYOR’S CHARITY GOLF TOURNAMENT COMMITTEE

#### RECORDING SECRETARY & COMMUNITY PROMOTIONS

#### **Committee Purpose / Goals**

- The purpose of the Mayor’s Charity Golf Tournament Working Committee is to plan, coordinate and implement the Mayor’s Charity Golf Tournament with tournament proceeds supporting local charities.
- The Committee will:
  - Hold meetings and forward all decisions and minutes to Council.
  - Advise and assist Council on matters related to the Committee and its Terms of Reference or referred to it by Council.
  - Hold meetings that shall be open to the public.

#### **Position / Outline of Responsibilities**

- Increase participation in the the Mayor’s Charity Golf Tournament through creative promotion initiatives.
- Maintain accurate details of Committee meetings through the recording of meeting minutes that reflect all committee discussion and follow township standards.
- Act as a Member of the Committee on behalf of and in partnership with the Township to respect and fulfill the Committee’s Terms of Reference.
- Work with the Committee to develop and deliver a marketing & promotion action plan that incorporates advertising for players, dinner guests, volunteers, sponsors and donors with the goal of increasing participation and donations.
- Assist in the preparation of meeting agendas in conjunction with the committee chair and the staff liaison.
- Record & maintain documents and processes for future events.
- Attend Committee meetings and make a serious commitment to participate actively in Committee work.
- Understand the Committee’s purpose and the responsibilities of the position.
- Report to and maintain active communication with Committee Chairperson, seeking guidance when needed.
- Be aware of current issues that might affect the Township and the Committee.

### **Time Commitment Expected / Length of Appointment**

- Maximum - four year Council term
- Twelve to fifteen meetings per year
  - Attend monthly Committee meetings. The Committee may meet up to 4 times per month from May to July
- One to four hours per meeting
- Estimated time commitment: 1-8 hours per week (May to July)

Any appointed member shall be deemed to have resigned himself/herself from his/her respective appointment if he/she has missed three consecutive meetings without being authorized to do so by a resolution of Council.

### **Skills, experience and qualifications**

- Team Player, friendly, reliable, detail-oriented.
- Experience with event marketing and/or secretarial duties is preferred but not required.
- Ability to work and plan independently.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Tact and diplomacy & willingness to serve.
- Objective knowledge of issues.
- Commitment to attend meetings and meet deadlines.

### **Working Conditions/Accessibility**

- All reasonable accommodations will be undertaken by the Municipality to ensure that each Committee member is able to fully participate in the Committee meetings and Committee work.

### **Agent of the Municipality**

- The Committee shall at all times be the Agent of the Municipal Corporation and while acting bona fide within the limits of the authority of a by-law, neither the Committee nor any member shall incur any liability by reason of anything done or left undone by the Committee; provided however, that nothing in this paragraph shall authorize or empower the Committee to incur any debt, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of Council.

### **Level of Risk**

Low to Medium risk – see Risk Assessment Tool attached

- Position requires specific skills or knowledge
- Position is occasionally exposed to physical or emotional stress/risk
- Position requires volunteer to have moderate contact with participants and/or vulnerable populations
- Position receives supervision at regular intervals
- Position requires volunteer to work with participants and/or vulnerable populations but never be alone
- Position has access to confidential information
- Position does not have access to cash

### **Link to Guiding Principles**

- Deliver efficient and exceptional municipal services
- Healthy environment and sustainable community planning
- Support community health, safety & well being
- A well connected and engaged community

### **Supervisor/Contact Person**

- Committee Chairperson
- Community Engagement Leader and/or designate

### **Screening, Orientation and Training**

#### Screening

- Application and Declaration form
- Volunteer Agreement/Acknowledgement/Release and Waiver
- Intake Interview/Meeting
- Drivers Abstract & Proof of Insurance (\$2 Million Liability Insurance)
- Police Records Check
- Screening and Training Checklist

#### Orientation

- Review and understanding of the Volunteer Orientation Package
- Review of previous silent auction work plans, goals and objectives
- Opportunity to network with others performing similar tasks

#### Training

- Review of job description
- Accessible Customer Service Policy
- Understanding Accessibility in Ontario: Overview of the AODA
- Workplace Violence, Harassment & Psychological Health & Wellness Policies
- Health and Safety Policy and Checklist Guidelines