

Volunteer Positions

1	Assessment Coordinator: Attend Test Chair meetings, monthly report to Executive on test days and tests taken at Club, complete paperwork; keep records (updating Skate Canada), attend monthly meetings
2	Secretary: Take minutes at all meetings, Keep Club records, prepare correspondence as required, send out meeting reminders, prepare agendas, attend monthly meetings
3	Registrar: Deal with all registration matters, provide monthly reports, coordinate moves between levels with coaches, attend monthly meetings
4	Fundraiser Approach sponsors to sponsor Club, prepare Thank you cards, ensure all sponsors are represented on posters
5	Vice President: Provide support to President, coordinate volunteer responsibilities, attend monthly meetings, assist with any Executive positions as required.
6	Fundraiser - organizer a fundraiser for the test skaters,
7	President: Chair meetings, reply to correspondence and member inquiries, provide support to all Board members, monthly reporting to Board, member of all standing committees
8	Social Committee Person Plan year end event – Assist in set up/clean up for year-end purchase year end gifts for coaches, special mentions, post advertising of event, announcing at event,
9	Social Committee Person Organize a Christmas event for STARSkate and PreSTARSkate (likely on a Monday) would need to attend event as well
10	Marketing update instagram, twitter and facebook on a monthly basis, attend monthly meetings
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