

| | Description | Member |
|-----------|---|------------------------|
| 1 | Flyer distribution. Deliver brochures and flyers to playschool, daycare, and other locations to attract business | Advertising/Promotion |
| 2 | Assess financial need for the season, recommend fundraising events, report to Board, set up paperwork required to run events, coordinate events | Fundraising |
| 3 | Approach sponsors prepare Thank you cards, collect items from sponsors, ensure all sponsors are represented on posters | Fundraising |
| 4 | Chair meetings, reply to correspondence and member inquiries, provide support to all Board members, monthly reporting to Board, member of all standing committees | President |
| 5 | Deal with all registration matters, provide monthly reports, coordinate moves between levels with coaches, attend monthly meetings | Registrar |
| 6 | Take minutes at all Executive and Planning meetings, Keep Club records, prepare correspondence as required, send out meeting reminders, prepare agendas, attend monthly meetings | Secretary |
| 7 | Order trophies, arrange potluck, book facility, provide tableware, send out notices | Social Coordinator |
| 8 | Assist in set up/clean up for year-end purchase year end gifts for coaches, special mentions, post advertising of event | Social Coordinator |
| 9 | Coordinate date, order tickets, liase with venue, distribute tickets to members, arrange for workers, set up silent auction, facilitate collection of cash and items at end of evening, arrange for debit machine, supervisionMUST BE AVAILABLE FOR EVENT | Social Coordinator |
| 10 | Update website as required, draft & post ads, create artwork & brochures for the Club, prepare advertising materials ie/flyers, coordinate the update of display cases and bulletin boards, attend monthly meetings | Social Media/Promotion |
| 11 | Attend Test Chair meetings, monthly report to Executive re test days, complete paperwork& keep records, attend monthly meetings | Test Chair |
| 12 | Budgeting, Fee calculation, process payments, provide monthly reporting, work directly with all Executive and sub contractors, accuracy control, attend monthly meetings | Treasurer |
| 13 | Provide support to President, coordinate volunteer responsibilities, attend monthly meetings, assist with any Executive positions as required. | Vice President |
| 14 | Assist with first day of canskate in fall and winter, and update display boards as needed | Administration |