

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Commodore

Jan 2023



Snapshot: Volunteer Position Elected Annually at AGM

Summary Job Description:

The Commodore is involved with all aspects of the club and seeks to grow the program. They are responsible and set the tone of a welcoming community for all athletes and families. The Commodore governs by example, is organized and fiscally responsible. They are familiar with club policies and operations. The Commodore confronts difficult situations with integrity and in alignments with SafeSport and all governing policy and seeks to ensure each person involved in the club is valued. The Commodore supports the club employees and volunteers and holds members accountable when needed.

Work Environment

- Monthly Board meetings at various locations (Usually a TCC meeting room)
- Outside at Shumway Lake
- Outside at the Pioneer park
- At various regattas
- Various meetings with community partners

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer skill
- Team player and leader
- Criminal Record Check

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Commodore

Jan 2023



The KCKC Commodore will:

- Presides at all meetings of the Club, unless the voting members or the Directors decide otherwise
- Oversees Club policies and procedures at the operational level
- Produce agendas for board meetings
- Enforces all rules of the Club
- Has general supervision over all matters affecting the interest of the Club
- Issues notice of meetings of the Society and Directors
- Adjudicates conflict between old and new policies or with Bylaws
- Acts as the Chief liaison with community Groups and CKBC, or delegates a board member
- Co-chair of Discipline Committee (must be 1 of each gender)
- Managing, deliver, coordinate or delegates "Safe Sport" protocols and guidelines to BOD, staff, parents, volunteers and athletes
- Has custody of all records, and documents of the society, except those required to be maintained by the Treasurer
- Point of contact for Kamloops Sports Council, or delegates a contact
- Protects the interests of the club by addressing conflict with the aim to resolve issues at the earliest possible time
- Promotes fairplay, sportsmanship and is inclusive
- Acts as the direct point of contact for the Head Coach and Club M&M
- Chairs the HR committee, or delegates a board member, and approves all job offers
- Represents or designates a representative for KCKC in KSC meetings
- Advocates for KCKC based on KCKC BOD decisions.
- Expresses ideas and requests of KCKC BOD into KSC and represents KCKC in its best interest.
- Leading discussions in strategic planning, and organizational and governance priorities and concerns;
- Ensuring ongoing financial planning and reporting;
- Assists / mentors / facilitates the new Commodore during transition of board members following AGM

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Vice-Commodore

Jan 2023



Snapshot: Volunteer Position Elected Annually at AGM

Summary Job Description:

The Vice-Commodore is involved with all aspects of the club and seeks to grow the program. They are responsible and set the tone of a welcoming community for all athletes and families. The Vice-Commodore governs by example, is organized and fiscally responsible. They are familiar with club policies and operations and seek to learn in preparation for becoming Commodore. The Vice-Commodore confronts difficult situations with integrity and in alignment with SafeSport and all governing policy and seeks to ensure each person involved in the club is valued. The Vice-Commodore supports the Commodore, club employees and volunteers and holds members accountable together with the Commodore when required.

Work Environment

- Monthly Board meetings at various locations (Usually at a TCC meeting room)
- Outside a Shumway Lake
- Outside at the Pioneer park
- At various regattas
- Various meetings with community partners

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer skill
- Team player and leadership skills
- Criminal Record Check

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Vice-Commodore

Jan 2023



The KCKC Vice-Commodore will:

- Ensures the implementation of Club policies and procedures at the operational level
- Intends to secede the Commodore once position is vacant
- Is responsible for updating the Policy and Procedures Manual
- Communication Manager (is familiar with club media strategies and oversees messaging)
- Carries out the duties of the Commodore during the Commodore's absence:
 - Presides at all meetings of the Club, unless the voting members or the Directors decide otherwise
 - Produces agendas for all board meetings
 - Enforces all rules of the Club
 - Has general supervision over all matters affecting the interest of the Club
 - Issues notice of meetings of the Society and Directors
 - Adjudicates conflict between old and new policies or with Bylaws
 - Acts as the Chief liaison with community Groups and CKBC
 - Co-chair of Discipline Committee (must be 1 of each gender)
 - Managing, delivering and coordinating "Safe Sport" protocols and guidelines to BOD, staff, parents, volunteers and athletes
 - In cooperation with the Head Coach communicates and delivers the Athlete Medical withdrawal to members
 - Has custody of all records, and documents of the society, except those required to be maintained by the Treasurer
 - Point of contact for Kamloops Sports Council
 - Protects the interests of the club by addressing conflict with the aim to resolve issues at the earliest possible time
 - Promotes fairplay, sportsmanship and is inclusive

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Secretary

Jan 2023



Snapshot: Volunteer Position Elected Annually at AGM

Summary Job Description:

The club secretary is involved with all aspects of the club information management. The secretary creates, monitors and ensures data integrity for the club. They are responsible for recordkeeping and preserving club information in such a way that is accessible and retrievable for those who need it. The secretary maintains password and sign-in details and readily provides the information to those who need it. The secretary ensures smooth transitions from one year to the next by keeping accurate and organized records of club business.

Work Environment

- Monthly Board meetings at various locations (Usually at a TCC meeting room)
- Outside at Shumway Lake
- Outside at the Pioneer park

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer skill
- Organized and attentive to details
- Team player
- Criminal Record Check

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Secretary

Jan 2023



The KCKC Secretary will:

- Keeps minutes of all meeting of the society and Directors
- Manages and organizes all club information and ensures proper accessibility
- Maintains Google Nonprofits
- Operates in the RAMP environment as required
- Complete administrative tasks on behalf of the club and commodore
- Updates the Policy and Procedures Manual when required
- Maintains KCKC Historical Records
- Create (or delegate the creation) and dissemination of the Club Newsletter
- Creates (or delegates the creation) and approves of social media accounts
- Maintains current passwords for all club related accounts (social media, RAMP, website, clothing portal, etc) including Shumway Clubhouse alarm code and lake wifi
- Club keys - maintains current records of who has club keys and organizes collection or reassignment of keys.
- In cooperation with the Treasurer files the annual report of the Society and makes any other filings with the registrar under the Act.
- Ensures KCKC is registered with CKC by May 1st each year (see instructions in KCKC Registration folder)
- Assists / mentors / facilitates the new secretary during transition of board members following AGM

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Treasurer

Jan 2023



Snapshot: Volunteer Position Elected Annually at AGM

Summary Job Description:

The club treasurer is involved with all aspects of the club financial management. The treasurer creates, monitors and ensures financial integrity for the club. They are responsible for recordkeeping and preserving club information in such a way that is accessible and retrievable for those who need it. The treasurer helps create and thereafter tracks club and club-project budgets. The treasurer ensures financial stability for the club, makes fiscal recommendations and acts with integrity and transparency in all club money-matters

Work Environment

- Monthly Board meetings at various locations (Usually at a TCC meeting room)
- Outside at Shumway Lake
- Outside at the Pioneer park
- At various locations with community partners and banks

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer skill
- Accounting or business background an asset
- Organized and attentive to details
- Team player
- Criminal Record Check

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors Treasurer

Jan 2023



The KCKC Treasurer will:

- Consults on financial component of programs and courses offered with Head Coach and Club M&M
- Consults on financial components of all job offers
- Acts as the point of contact for employees in regard to financial matters
- Keeps the financial records, including books of account necessary to comply with the Society Act with the Secretary
- Renders financial statements to the Board of Directors, member and others when required
- Deposits the funds in the name of the Club in such bank or banks or with such depository or depositories and in such manner as the BOD directors may from time to time Direct.
- Signs or countersigns such financial instruments as require their signature and perform all duties incident to their office or that are properly required by the BOD
- Keeps track of motioned spending so the Club does not overspend
- Renews the Club's general insurance policy annually
- Remits CKBC registration forms within 30 days for insurance purposes
- Approve Payroll (through SportBC), accounts/receivable/payable
- Creation of budget in consultation with Head Coach, Club M&M, Commodore and/or parties deemed necessary and submits budgets to the Board for approval or modification before budget is approved
- Works with grants manager/director at large (filing reports)
- Works with bookkeepers and/or external accountant to prepares the Society's financial statements and oversees the Society's fillings with CRA
- Liaise with WCB and Sport BC as required
- Assists / mentors / facilitates the transition to the new Treasurer during transition of board members following AGM

Kamloops Canoe & Kayak Club
Job Description:

**KCKC Board of Directors
Safety Officer (Director at Large)**

Jan 2023



**Snapshot:
Volunteer Position
Elected Annually at AGM**

Summary Job Description:

The Safety Officer is involved with all aspects of the club's safety. Although not part of the Board executive and therefore not a mandatory board position, it is the opinion of the board that the Safety Officer be a director at large (rather than a volunteer parent or club member) due to the expertise and importance of the position.

The Safety Officer is proactive in monitoring club operations to ensure programs are being operated in a safe and policy-compliant manner. The Safety Officer is often checking in on operations to educate and oversee safety measures. They set culture on safety expectations and make sure staff and athletes are up to date on safety policy and practices. The safety officer is the club's leader in SafeSport policy.

Work Environment

- Monthly Board meetings at various locations (Usually at a TCC meeting room)
- Outside at Shumway Lake
- Outside at the Pioneer park

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer skill
- Background in safety administration an asset
- Organized and attentive to details
- Team player
- Criminal Record Check

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors
Safety Officer (Director at Large)

Jan 2023



The KCKC Safety Officer will:

- Managing, delivering and coordinating the "Safe Sport" protocols and guidelines to BOD, staff, parents, volunteers and athletes.
- Ensures the Club adheres to the CKC Code of Safety, Safety Management protocols as well as any other safety measures policy.
- Ensures the Safety management protocols to outlined for members and staff in conjunction with Head Coach
- Acts as the point of contact for employees in regard safety matters
- Conducts an annual safety audit and ensures that the Club has sufficient safety equipment, including medical first aid and fire extinguisher, and that all safety equipment is in good working order.
- In cooperation with the Board, updates, communicates and maintains the Club's Emergency Action Plan, Evacuation Plan, Natural Disasters and other plans for unforeseen environmental factors
- Is reasonably accessible to Head Coach, or designated staff to deal with emerging safety issues
- In cooperation with the Head Coach, creating and communicating safety plans for irregular events such as training camps, domestic regattas, open house, destination events, etc.
- Communicates and delivers the Risk Assessment to members and staff
- Does an annual Club Safety Audit to ensure that all required safety equipment is sufficient and satisfactory for compliance with this Code of Safety and the Office of Boating Safety standards
- Communicates safety protocols with other groups operating at the Kamloops Water Sports Facility as well as KSC when required
- Is reasonably accessible to assist with communicating extreme weather warnings to the staff and membership while cooperating with the Head Coach on schedule modifications

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors

Director at Large

Jan 2023



Snapshot:

Volunteer Position

Elected Annually at AGM

Summary Job Description:

Directors at Large serve on the board on projects and committees throughout the year to promote club interest's. Directors at Large are familiar with Club policy and seek to promote and model club culture and development. They share their expertise and skills in complementary areas within the club and provide member insight and opinion on a broad range of topics that impact the club.

Work Environment

- Monthly Board meetings at various locations (Usually at a TCC meeting room)
- Outside at Shumway Lake
- Outside at the Pioneer park
- At various locations with community partners

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer skill
- Team player
- Criminal Record Check

The KCKC Directors at Large will:

- Sit on two committees throughout the year (Fundraising chair, strategic planning chair, volunteer coordinator chair, club travel-arrangement coordinator, club photographer)
- Engage at board meetings, offering opinion and expertise
- Assist other board members with club business when possible
- Be proactive in recommending how the club can improve practices or protocols
- Volunteer to implement ideas
- Be proactive in seeking funding opportunities or grants

Kamloops Canoe & Kayak Club
Job Description:

KCKC Board of Directors
Chief Grant Writer (Director at Large)

Jan 2023



Snapshot:
Volunteer Position
Elected Annually at AGM

Summary Job Description:

Chief Grant Writer does not necessarily have to be on the board of directors. The position requires a high degree of commitment and attention to detail. If a parent or Club member volunteers for the position without being on the board it may be a mutually acceptable arrangement. The Chief Grant Writer works closely with the board of directors and Commodore. The majority of the work is performed independently away from the club, requiring an independent and intrinsically motivated volunteer. The Chief Grant Writer should be well written, organized, computer and research savvy and willing to meet application deadlines.

Work Environment

- Occasional board meeting
- Home office

Skills and Qualifications

- CAC Safe Sport NCCP Certified
- Ability to work independently in an unsupervised environment
- Google Docs and strong computer / research skills
- University educated an asset
- Organized, creative and demonstrates initiative and follow-through

The KCKC Chief Grant Writer will:

- Research funding opportunities
- Complete grant applications and compile requisite information for submission
- Ensure grant application meet grant criteria
- Track grant deadlines and submit applications on time
- When the club received grants with reporting conditions at the project's conclusion: track deadlines, gather information, write report and submit reports as stipulated
- Provide club secretaries with all grant information so it might be included in the club record
- Liaise as required with previous grant writer and the board to keep up to date