Sturgeon Falls Curling Club Committees

A *Financial Audit Committee*

Duties Statement

Finance Committee Chair shall oversee the monitoring of expenditures of the Club.

Responsibilities

a. shall verify accuracy of financial records,
b. shall review financial statements from the treasurer on a monthly basis and report to the President,
c. shall advise on financial implications of proposed Board actions,
d. shall prepare activity reports for Board meetings,
e. shall prepare a Financial Review report for AGM.

B *Membership and Leagues Committee*

Duties Statement

Membership and Leagues Committee Chair shall organize and oversee membership registrations, membership building, and league activities for the Club.

Responsibilities

a. shall organize membership registration activities (update contact information, collect fees and waivers, document monies received),
b. shall follow-up with members with outstanding dues,
c. shall survey member's likes and dislikes about the Club and recommend actions,
d. shall plan and host events designed to introduce prospective members to the Club,
e. shall maintain membership database and up-to-date email list of members
f. shall maintain a current map of locker registrations,
g. shall send out regular newsletters to membership,
h. shall establish draws and draw masters,
i. shall ensure scores and standings are posted, if applicable,
j. shall arrange for ice time for various playdowns and high school programs,
k. shall find and appoint League Convenors to organize and supervise various leagues,
l. shall act as a go between the League Convenors and the Board,
m. shall prepare activity reports for Board meetings,
n. shall prepare a Membership and Leagues report for AGM.

C *Marketing and Advertising Committee*

Duties Statement

Marketing and Advertising Committee Chair shall oversee the Club's dealings with the local Business community.

Responsibilities

a. shall create and maintain advertising packages (approved by the Board) to promote the local businesses in the community and generate revenue for the Club,
b. shall promote bonspiel sponsors, ice advertising, signs, and banners,
c. shall recruit and negotiate with sponsors of bonspiels as required,
d. shall solicit local businesses for sponsorship (bonspiel prizes, ice advertising, signs, banners, Rock Report, etc.),
e. shall find a radio spokesperson to work with MOOSE FM to create a weekly Rock Report for promotion of Club activities and sponsor appreciation,
f. shall market club and hall rentals to local businesses,
g. shall maintain an up-to-date list of current advertisers and payment due,
h. shall create continuous awareness of the Club in the community,
i. shall prepare activity reports for Board meetings,
j. shall prepare a Marketing and Advertising report for AGM.

D *House Committee*

Duties Statement

House Committee Chair shall oversee the maintenance (cleaning) of the Club.

Responsibilities

a. shall oversee the purchase of sufficient cleaning supplies, hand towels, bathroom tissues and garbage bags,
b. shall ensure all floors and carpets are routinely cleaned (including washing and vacuuming),
c. shall oversee the annual waxing of the floors and the cleaning of the carpets, or as required,
d. shall oversee the cleaning and sanitizing of the kitchen at the start of each season and as required (including counters, dishes, utensils, cupboards, stove, oven, fridge),
e. shall ensure that washrooms are cleaned,
f. shall monitor and fill all dispensers as required (towels, soap, tissues, hand sanitizers),

g. shall ensure that all garbage's are emptied as required,
h. shall maintain the recycling program of glass, plastic, and cardboard,
i. shall ensure that the glass overlooking the ice clean,
j. shall ensure that the hall and locker rooms are cleaned daily during bonspiels,
k. shall oversee the preparation and cleaning of the hall before and after rentals,
l. shall advise the Board whenever rental did not fulfill their cleaning obligations,
m. shall prepare activity reports for Board meetings,
n. shall prepare a House report for the AGM.

E *Building Committee*

Duties Statement

Building Committee Chair shall oversee repairs to the structure of the building.

Responsibilities

a. shall oversee the repair program of Club assets,
b. shall research information on equipment, material and/or construction requirements,
c. shall research and apply for funding for major maintenance projects,
d. shall ensure that annual maintenance and inspections are performed (i.e., fire alarm system, fire extinguishers),
e. shall perform general minor repairs to building,
f. shall arrange for repair work and or materials which cost under $500,
g. shall bring repairs or material cost over $500 to the Board for approval,
h. shall obtain a minimum of two (2) quotes for any work or material which cost over $1,000,
i. shall bring repairs or material costs over $500 to the Board for approval shall obtain a minimum of 2 quotes for any work or material which cost over $1000
j. shall ensure snow removal, salting and sanding for all entrances as required,
k. shall prepare activity reports for Board meetings,
l. shall prepare a Building report for the AGM.

F *Bar and Entertainment Committee*

Duties Statement

Bar and Entertainment Committee Chair shall manage the bar and oversee the hall bookings and curling club rentals.

Responsibilities

a. shall order all stock for the bar (Beer, Liquor, Sundries, Ice, etc…),
b. shall receive beer orders as required,
c. shall order all curling supplies,
d. shall ensure that a “Daily Sales Slip” is prepared for the bar sales,
e. shall prepare weekly deposit - balance cash versus daily sales slip,
f. shall keep a supply of change for the bar,
g. shall keep track and distribute bar tips,
h. shall be responsible for hall bookings and curling club rentals (including completing rental agreement, collecting deposits, collecting rental fee, returning deposits),
i. shall prepare a schedule for the bartenders,
j. shall perform a bar and curling supplies inventory at end of year,
k. shall work with the treasurer to ensure the cash is closed off (total reading done) at the end of the year,
l. shall prepare activity reports for Board meetings,
m. shall prepare a Bar and Entertaining report for AGM.

G *Bonspiels Committee*

Duties Statement

Bonspiels Committee Chair shall organize and manage Club Bonspiels.

Responsibilities

a. shall develop an annual plan for Club bonspiels,
b. shall recruit volunteers to assist with each bonspiel (draw, cleanup, decorating, running Calcutta, etc.). Will contact local high schools for potential volunteers,
c. shall work with the draw master to make the draw fair and equitable,
d. shall prepare informational posters for each bonspiel (date, type number of teams, fees, deadline date, registration instructions, etc.),
e. shall distribute promotional materials through a variety of means (newsletter, social media, website, mailouts, etc.),
f. shall post sign-up sheets and Bonspiel information at the Club,

g. shall contact sponsors and bar sales reps for promotional door prizes,

h. shall arrange for food and entertainment well in advance (including kitchen operations, confirm catering, book D.J for Mixed/Ladies, and organize for Calcutta & Horse Race for Men's, tickets for door prizes and 50/50),

i. shall coordinate with Facilities, Ice and Bar committees to ensure all is in order,

j. shall communicate with team skips well in advance with pertinent details,

k. shall post official bonspiel rules on draw Board and in various visible locations (including # rock rules, penalties for late play, procedures for tie games/spares, game time requirements,

l. shall make up envelopes for each team (including welcome letter, bonspiel rules, tickets for prizes and meals),

m. shall prepare activity reports for Board meetings,

n. shall prepare a Bonspiel report for AGM.

H *Ice Committee*

Duties Statement

The Ice Committee Chair shall oversee ice preparation, ice maintenance, and end of ice season shutdown

Responsibilities

a. shall plan, organize, and assist Ice Maker with:

   i. ice preparation (turn on ice plant, close vents, install hacks and center pins, mist sand, flood, shave dirt from ice surface, seal ice, paint white and seal, scribe paint and seal circles, install and seal lines and ice advertising, flood, shave, clean, pebble and nip, tighten handles on rocks, freeze before putting on ice, set ice brine temp (s/b 22-23 F) and set ice area temp (s/b 34-36 F);

   ii. ice maintenance (shave, clean, pebble for leagues, bonspiels, and rentals);

   iii. end of season shutdown (remove and store rocks, shut off ice plant, open vents, remove and clean ice advertising),

b. shall prepare and submit ice contract for the Ice Maker,

c. shall learn the basics of ice maintenance (pebbling, shaving, nipping, cleaning, spray and flooding),

d. shall assist with locker room cleaning,

e. shall help organize ice maintenance during bonspiels,

f. shall prepare activity reports for Board meetings,

g. shall prepare an Ice report for AGM.

I *Special Events Committee*

Duties Statement

Special Event Committee Chair shall oversee and organize all special event activities for the club. Special Events are primarily less formal curling events which aim to attract new curlers or curlers that want to curl less frequently than joining a league.

Responsibilities

a. shall develop and organize annual Special Events for the club, including Funspiels, Curling Canada Day activities, TRY Curling events, etc.,

b. shall recruit volunteers to assist with each event in collaboration with the Volunteers Committee,

c. shall promote each event by arranging for the preparation informational posters (event description, date, fees, etc.), and distribution of information through various communication platforms (website, social media, emails, etc.),

d. shall set up registration through Club online platform and sign-up sheets at the Club,

e. shall work in collaboration with Marketing committee for prizes if needed,

f. shall coordinate with House, Bar and Ice committees to ensure all is in order,

g. shall arrange for food well in advance, if necessary,

h. shall communicate with participants well in advance with pertinent details of the event, such as start times or any special instructions,

i. shall post event rules and instruction for the day of event,

j. shall oversee and organize the running of the activities on the day of the event or delegate a volunteer to do so,

k. shall prepare activity reports for Board meetings,

l. shall prepare a Special Events report for AGM.

J *Volunteers Committee*

Duties Statement

Volunteer Committee Chair shall manage Club volunteers and develop strategies to recognize and appreciate volunteers.

Responsibilities

a. shall establish and maintain a list of Club volunteers,
b. shall work to recruit and organize volunteers,
c. shall work with other committees to ensure that their volunteer requirements are met,
d. shall undertake activities to provide volunteer recognition (including selection of the "Volunteer of the Year" award, annual volunteer draw, etc.),
e. shall prepare activity reports for Board meetings,
f. shall prepare a Volunteers report for AGM.

K *Youth Curling Committee*

Duties Statement

Youth Curling Committee Chair shall promote, organize and manage Youth Learn-to-Curl, Youth Special Events, School Programs, and Youth Leagues.

Responsibilities

a. shall work to recruit and organize volunteers for Youth Curling,
b. shall find and appoint coordinators to organize and supervise various youth programs, including Learn-to-Curl, Special Events, and Youth Leagues,
c. shall determine needs and request funds necessary to purchase equipment to help maintain a high value product for all youth programs,
d. shall help to organize social activities and the purchase of resources (prizes, treats, certificates, etc.) to be used to enhance youth programs,
e. shall prepare activity reports for Board meetings,
f. shall prepare Youth Curling report for AGM.

L *Accessibility Renovations Committee*

Duties Statement

Accessibility Renovations Committee Chair shall oversee the actions required for the accessibility renovation.

Responsibilities

a. shall complete applications for government funding to support the renovations,

b. shall establish and maintain connections with professionals hired to complete renovations,

c. shall organize meetings with interested members to assist in the selection of specific purchases and design options required for the renovations,

d. shall prepare activity reports for Board meetings,

e. shall prepare an Accessibility Renovations report for AGM.