

NGCL Program & Social Event Chair

(previously Family Programs Chair and Adult Programs Chair)

Brief Job Description

Facilitate the provision of child, family and adult recreational, leisure and social activities for NGCL members such as Turkey Supper, Summer BBQ, Winter Carnival, Green Shack park program, babysitting course, indoor playground, cooking classes, etc.; liaison between NGCL Executive and program/event coordinators to ensure sufficient communication of expectations, requirements and goals of each; maintain a record of all events and programs.

NORTH GLENORA COMMUNITY LEAGUE – Executive Board Profiles

Section 9: NGCL Executive Board Profiles Updated: March 2007

Position: Programs for Family Programs, Adult Programs, 45 Plus Programs, & Sports Programs

Accountability: Vice President responsible, in accordance with the current NGCL Channels of Communication, Executive Board, Executive Committee Members and General Membership

Term: May be Elected or Approved, if uncontested at Annual General Meeting

1 Year Term – No Maximum

Mandate:

- **Liaison between NGCL Executive and program/event coordinators to ensure sufficient communication of expectations, requirements and goals of each**
- **Seek out community members to provide leisure, recreational, organized sports and/or educational programs**
- **Ensure** a varied program selection according to membership interest and current needs
- *Encourage and increase active involvement in the Community League by all residents*
- *Provide support (financial or other) to separate and related organizations in the forms of manner, time, and space*
- Establish partnerships and/or communications with organizations internal and external to the community of North Glenora as approved by the board to broaden the scope of programs available to our community

General Duties for all Program Chairs

- Attend and report at regular monthly board meetings
- Work with a standing, ad hoc committees or coordinators for individual events and programs **to ensure proper communication and reporting between all aspects of the NGCL Executive**, i.e.: Indoor Playgroup and Playschool will report via Family Programs, 45 Plus Club will report via the 45 Plus Program, Soccer Coordinator will report via the Sports Program, Adult programs may put on a BBQ & Dance and form an ad hoc committee who will report via Adult Programs
- Ongoing program groups such as 45 Plus, Playschool and Indoor Playgroup may form their own executive but they do not maintain separate bank accounts and must report through their Program Chair on the Executive Board
- Coordinate use of hall or rink facilities with Hall Bookings and/or Buildings & Grounds

- Coordinate community programs with City of Edmonton CRC who is a major resource for citywide and neighbourhood programming information
- Facilitate police security clearance as required for those having direct contact with children
- Call and chair meetings of the standing or ad hoc committee
- Maintain records of committee activities
- Arrange to advertise programs and events with Publicity
- Arrange registrations, set fees/ticket prices, collect money, pay instructors and referees
- Seek executive board approval for floats or any special funding not included in yearly budget to cover program expenses
- **ENSURE THAT** collected fees, event profits, and excess float money **ARE DELIVERED** to the Treasurer
- Create a program budget as requested by the Treasurer
- Submit a report for distribution at the Annual General Meeting
- Responsible for annual review of any policies pertaining to programs and the submission of updates per current League operating practices outlined in Appendix P

Requirements

- Time commitment depends on program activities and number of events
- Ability to organize and delegate responsibility
- Recruitment of members **to arrange and oversee delivery of programs and events**
- Investigate current trends in community programming and wants and needs of the members of the League and residents of North Glenora
- **Keep communication open between NGCL executive and program/event coordinators**

List of possible programs and events

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| • Gymnastics; Dance lessons | • Darts, Cards, Games |
| • Skating lessons; Figure skating | • Volleyball at Coronation School |
| • Safety & Babysitting courses | • Pub Night |
| • Indoor Playgroup | • New Years Eve |
| • Playschool | • Musical Evenings |
| • Girl Guides of Canada | • Bus Tour Opportunities |
| • Scouts Canada | • Travel Shows |
| • Summer Playground Program | • Talent Nights |
| • Turkey Supper | • Pot Lucks |
| • Family Dance | • Fun League Hockey |
| • Skating Party | • T-ball, baseball |
| • Community Swim | • Soccer |
| • Winter Carnival | • Shiny Hockey, Ringette |
| • Christmas Light Tours | • Walking Club |
| • Sleigh Rides | • Yoga, Aerobics |
| • Adult Socials/Dance/BBQ | • COE Summer Programs per CRC |
| • Pancake Breakfast | • Lectures, Presentations of interest |

The needs and wants of any community wax and wane as a community grows, ages and matures. There is a normal cycle of renewal in most neighbourhoods. The North Glenora Community League needs to be cognizant of who is accessing programs and what programs are required to provide maximum benefit to the residents of North Glenora. There is a growing trend, as our population is so mobile, for our residents to access programs outside of our local neighbourhood. There is also a trend of outside groups inquiring about renting our hall to put on programs that our residents would be able to access. These can be dealt with on a case by case basis and Hall Bookings will keep Programs and the Executive Board informed of these requests. We have to use good judgement to keep a balance between the real benefit to our residents versus revenue from hall rentals and increased activity in our facility.