

## Kitchener Waterloo Skating Club

### VOLUNTEERS NEEDED



The Kitchener Waterloo Skating Club is a not-for-profit organization with a volunteer Board of Directors. As a governance board, Committees support the Board by taking on more detailed work which enables the Board to make decisions and pass policies efficiently while still having adequate information to guide those decisions.

The Kitchener Waterloo Skating Club (KWSC) board currently is in need of volunteers to join the following Committees (and work alongside the Committee Chair):

- A. Elections – Chair is Laszlo Sarkany
- B. Finance – Chair is Norbert Horvat
- C. Youth Committee – Chair is Joy Crockett

#### Roles/Responsibilities/Tasks:

- Attend meetings as called by the Chair of the Committee
- Contribute time, energy, experience and opinion to the dialogue at the meeting
- Ability to do research or seek out experts to contribute to the Committee's work

#### Qualifications/Skills/Experience & Other Requirements:

- A. Elections Committee: looking for community leaders who know other community leaders who may like to join the KWSC Board of Directors; experience with Not-for-Profit or Charity Boards is an asset
- B. Governance Committee: looking for individuals who have experience with (or interest in) by-laws, constitutions and policies
- C. Finance: looking for individuals with experience generating or analyzing financial documents such as cashflow statements, budgets, balance sheets, income statements, as well as an understanding of reserve fund management
- D. Must have the ability to communicate virtually to join Committee meetings

#### Expected Time Commitment:

- Committees meet virtually via Zoom in between monthly board meetings. Committee meetings are typically 1 hour long. Most committees meet every other month.

#### Orientation, Training & Other Support Provided:

- Committee Chairs and the Executive Director of the Skating Club will support the Committee volunteers with background information about the Club and the Committee

Volunteers should apply by filling out the volunteer form from the KWSC website here

<https://docs.google.com/forms/d/e/1FAIpQLSeAd6SFagIbb8hffw0cgo-m1SbjpzwH9o2JA7-zEV2wf3E1g/viewform>

OR

By sending an email to Debra Brown, Executive Director at [dbrown@kwsc.org](mailto:dbrown@kwsc.org) or the President of the KWSC Board at [president@kwsc.org](mailto:president@kwsc.org) indicating their interest.

We thank all volunteers in advance for expressing an interest in these Committee positions. The Chair of the Committee will vet the applications to determine suitability and be in touch directly with those who have expressed an interest.