

KALS VOLUNTEER JOB DESCRIPTIONS**MARCH 2021**

KALS depends on volunteer work to create, deliver & administer courses to operate with modest fees. Jobs can be shared with another volunteer & some require only a few hours a few times a year and many are done independently at home by phone & email.

Volunteer Job Description	Status
<p>Program Planning: The committee meets for 2 hours 8 times a year & generates ideas and names for follow up calls & emails to potential instructors by individual committee members called coordinators. Once an instructor agrees, the coordinator works through details (dates, room, equipment needed, etc.) and course description and Bio. A computer-based input form is used for the Calendar creation twice a year. Much of the work is done at home.</p> <p>Target - 10 people on an ongoing basis.</p>	Ongoing
<p>Course Presenter: One 2- hour class or a weekly series – instructors prepare their presentation – provide a brief course description and short Bio for the calendar and leads the class. A program committee member helps determine details of dates, room & class size, equipment, photo copying, etc. A volunteer host supports each class setting up equipment, greets students, etc. Some classes have multi-presenters.</p> <p>Target - 40 classes per semester x 2 per year.</p>	Ongoing
<p>Class Hosts: Hosts attend the class to support the instructor and the students to ensure a smooth presentation. They welcome students, introduce and thank the speaker, provide housekeeping info about coffee, washrooms, etc., arrive early to ensure room set up is as requested and equipment needed is set up and working, take attendance, etc. Hosts attend the class for free.</p> <p>Target - A list of 20 hosts.</p>	Ongoing
<p>Media paid Advertising liaison: The task is to contact paid media radio, TV and Print to outline advertising needs and budget, get ad proofs and book ad dates based on the timing of class registration dates.</p> <p>Target -1 Person to work with Publicity chair.</p>	
<p>Social Media Preparing articles about the KALS program and post these on Facebook and other social media sites and, as appropriate, email to local media or other community groups to increase awareness in the community</p> <p>Target – 1 person to work with Publicity chair.</p>	1 person needed
<p>Media Interview setup: Contact with radio and TV to setup interviews with instructors or other KALS volunteers about upcoming classes.</p> <p>Target 1-2 people to work with Publicity chair.</p>	1 person needed
<p>Poster & Flyer distribution: Placing and maintaining posters & flyers throughout each semester in various public places in libraries, restaurants, malls, info centres etc. & Maintaining a List of locations.</p> <p>Target -6 people for 2-4 locations each to work with Publicity chair.</p>	??? Mid-August to mid-March
<p>Newsletter Writer: Monthly email news about KALS classes and events. Writing and computer skills are needed. The work is done individually, by email or phone with the President & other volunteers. It is sent online to 525 people on the KALS email list via Mailchimp approximately 10 times a year.</p> <p>Target – 1-2 people</p>	
<p>Special Events: Helping to organize Annual Events like the AGM and Xmas Party with food, decorations, invites, entertainment, prizes, speakers, etc.</p> <p>Target – 6 people Chair should come from the Board.</p>	6 people in September-December
<p>Venue Locations: Maintain a list of vetted classroom spaces, equipment set up and costs.</p>	1 Person
<p>Farmers Markets: Organizing distribution of flyers at several dates in August & Sept.</p> <p>Target -Team of 6-10 people FULL JOB DESCRIPTION ON FILE</p>	DISCONTINUED IN 2020
<p>Class technical support: People with computer skills to set up projector, computer, speakers, wifi, on the day of class; teach hosts to do this work, assist presenters without technical skills and ensure KALS equipment has regular updates, is maintained, current and working efficiently. This position has not been filled</p>	

BOARD OF DIRECTORS: 10 people are needed to take on various **LEADERSHIP** roles including President, Vice President, Treasurer, Secretary, Committee Chairs for Program, Publicity, Volunteers and At large members for special events/projects. Roles can be shared.

The Board has 4 officers and 3 standing committees. Currently the Volunteer Committee is the Board as a whole. The officers are individually elected by members at the AGM in September. Other directors are elected as a group of at-large members with jobs assigned by the President and are recruited & named before the AGM and confirmed at the meeting.

A Nominating Committee, when needed, is short term & appointed in May. The President appoints the Chair & the committee can include non-Board members.

The role of Past President can also exist as part of the Board structure.

KALS BOARD ROLE DESCRIPTIONS: Detailed descriptions are available.

PRESIDENT –oversees the operation of the society, chairs meetings, drafts agendas, proposes the Board committee structure and appoints committee chairs. She/he is a signing officer, authorizes payments based on the Board approved budget, and signs other documents as needed including contracts, reports to governments, donors or funders. The President is the Chief Executive Officer and oversees the ongoing daily operations. Currently the Role is shared by 2 Co-Presidents.

VICE PRESIDENT – responsible for the organization in the absence of the President. The VP also assumes leadership of special projects at the request of the President.

SECRETARY – records and maintains the proceedings of the Board and Annual General Meetings of members and circulates these to the Board. He/she also files the Annual Report to the Provincial Registrar of Societies and oversees the maintenance of society records & documents.

TREASURER – proposes an annual budget for Board approval and ensures a record of income, expenditures and the overall financial position of the Society is presented to the Board. She/he is a signing officer; oversees the work of the bookkeeper and ensures that all financial obligations are met; Board and Society members receive regular financial reports and filing of annual reports to Canada Revenue Agency are completed.

PROGRAM CHAIR – with members of the Program Committee, develops classes for the Fall & Winter semester Calendars. He/she chairs Program meetings, establishes registration dates, deadlines for calendar finalization and publishing, communicates with possible presenters and once classes are underway problem solves issues related to operations including cancellations, refunds, space use, etc., and reports to Board.

PUBLICITY CHAIR – with members of the Publicity Committee, develops a publicity program that informs the community of KALS classes and encourages participation. She/he creates the bi-annual communications plan using paid and unpaid advertising, including newspapers, TV, Radio, posters, flyers, word of mouth, email newsletters, community events, and social media.

VOLUNTEER Committee- recruits volunteers and maintains a list of available roles & people who undertake various volunteer roles. Roles include members of the Board, Board Committees, class hosts, instructors, or special projects and oversees the selection and annual presentation of The Margaret Cleaveley Volunteer Award.

MEMBER-AT-LARGE - take on special projects or sits on committees.

PAST-PRESIDENT – for continuity a retiring president can be invited to sit as a voting member.