



**JUNIOR LEAGUE OF CALGARY**

*Women building better communities®*

**2016 - 2017**  
**PLACEMENT GUIDE**

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## **ACTIVE MEMBERSHIP REQUIREMENTS FOR 2016 - 2017**

The 2016 – 2017 Junior League of Calgary (JLC) year begins on June 1, 2016 and ends on May 31, 2017. Membership requirements are reviewed annually; therefore, requirements for the 2016 – 2017 year may not be applicable in subsequent years.

The Junior League of Calgary reserves the right to modify Active Membership Requirements during the League year, with members notified of the modified requirements. The Active Membership requirements for the 2016 - 2017 Junior League of Calgary year, effective as of the noted date of this publication, are as follows:

- Pay annual dues of \$165 due May 1, 2016 for the League year
- Fulfill placement obligations
- Attend 5 of the 6 monthly General Meetings. If you must be absent, please contact your advisor before the absence
- Attend the May Annual Celebration Dinner. If you must be absent, please contact your advisor before the absence
- Participate in JLC programs throughout the year earning a minimum of 12 points
- Complete and maintain a current Police Information Check and Child Intervention Record Check
- Participate in one shift or arrange for a friend or family member to take one shift at the JLC casino fundraiser in applicable years
- Keep informed of current JLC events using the website, *Lariat* and *Lasso*
- Maintain contact with your advisor regarding attendance at meetings and volunteer activities. Must complete online questionnaires and two interviews (fall and spring)

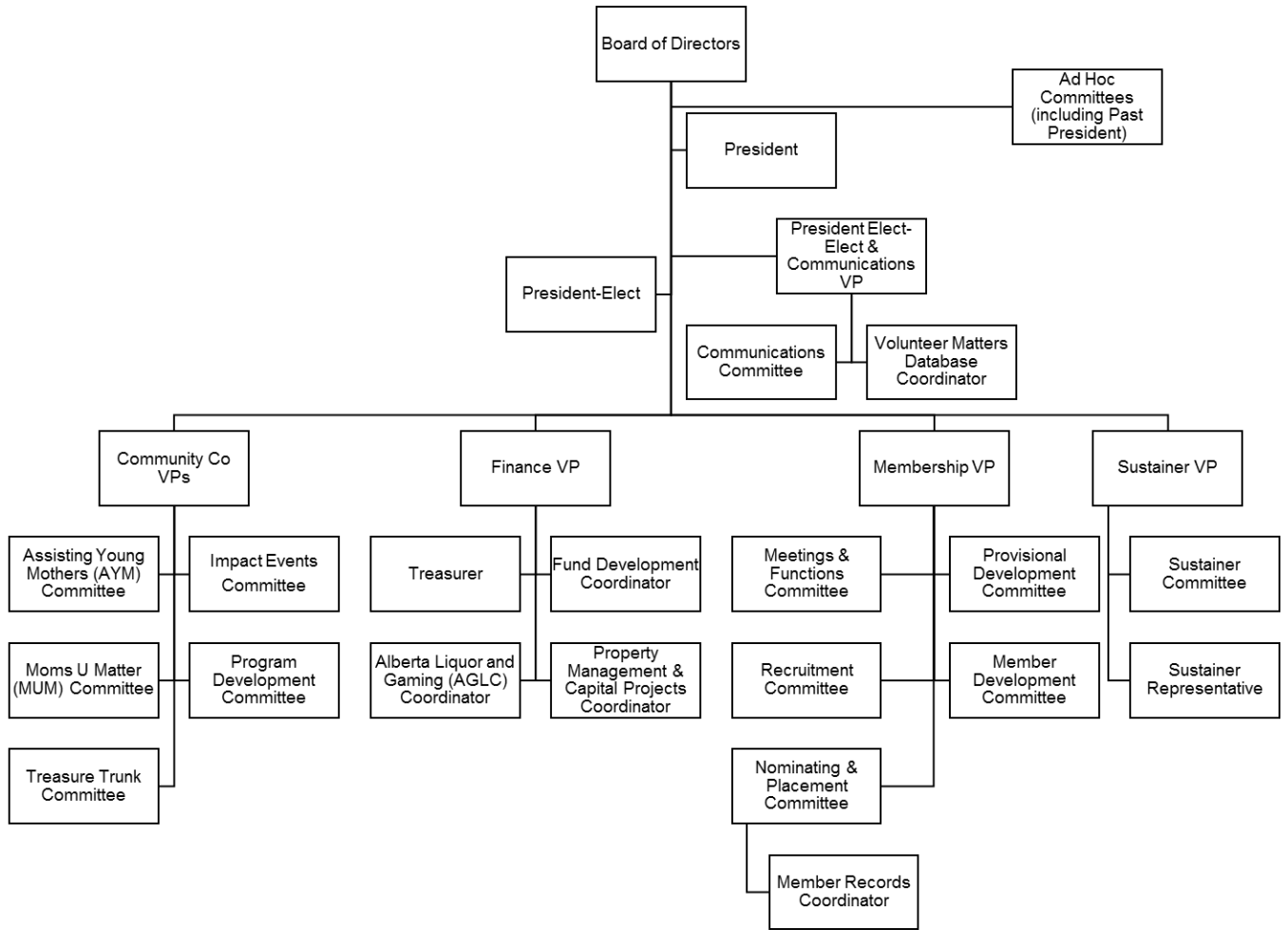
## **ACTIVE SUSTAINER MEMBERSHIP EXPECTATIONS FOR 2016 - 2017**

The 2016 – 2017 Junior League of Calgary year begins on June 1, 2016 and ends on May 31, 2017. Active Sustainer agreements are reviewed annually and tailored for each member; therefore, agreements for the 2016 – 2017 year may not be applicable in subsequent years.

The Junior League of Calgary reserves the right to modify Active Sustainer Membership agreements during the League year, with members notified of the modified terms. The Active Sustainer Membership expectations for the 2016 - 2017 Junior League of Calgary year, effective as of the noted date of this publication, are as follows:

- Pay annual dues of \$95 due May 1, 2016 for the June 2016 - May 2017 League year
- Accept placement on a JLC team and serve as a supporting member on one of the team's committees. The Active Sustainer's role will include, but is not limited to, attending committee meetings, assisting with the committee's planning efforts and participating in the execution of the committee's activities
- Work with advisor and Committee chair to agree on and document the specific expectations for responsibilities and attendance
- Encouraged to participate in events and meetings as schedule permits, but there are no requirements for General Meeting or team meeting attendance or community program volunteer shifts
- Complete and maintain a current Police Information Check and Child Intervention Record Check, if necessary based on level of involvement
- Keep informed of current JLC events by regularly reading the *Lasso* and *Lariat* and visiting the website
- Maintain contact with your advisor – must complete online questionnaires and two interviews (fall and spring)

**JLC ORGANIZATION CHART 2016 – 2017**



## **BOARD MEMBER**

### **Responsibilities**

In addition to their operational (management) responsibilities, members of the JLC Board of Directors have the following governance responsibilities basic to any governing board:

- Ensures the JLC's mission, vision and goals are relevant and reflected in all activities
- Develops a strategic plan to support the organization's goals and monitor performance
- Monitors and strengthens programs and services
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training.
- Ensures adequate financial resources
- Protects assets and provides financial oversight
- Ensures legal and ethical integrity
- Enhances the organization's public standing
- Abides by the Code of Conduct, Bylaws and Policies applicable to board members
- Prepares for board meetings and works as a team member, supporting all board decisions
- Mentors, monitors and supports Team committee chairs

### **Time Commitment**

Time commitment varies based on your board position. Please refer to specific placement descriptions for details

### **Member Development Benefits**

- Organizational, administrative and interpersonal skills
- Leadership and public speaking skills
- Strategic planning and project management experience
- Board governance training
- Human resources development skills
- Networking opportunities within the League and the community

## **COMMITTEE MEMBER, COORDINATOR, ASSISTANT CHAIR & COMMITTEE CHAIR**

### **Committee Member Responsibilities**

- Attends all committee meetings
- Takes minutes at committee meetings as needed
- Participates in planning and implementation of committee responsibilities

### **Committee Coordinator**

- Attends training sessions
- Attends Team meetings
- Submits an annual plan to Team VP
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Reviews and revises strategies with Team members
- Reviews and updates task timeline, placement description and policies
- Communicates closely with Team VP - reports and advises before each board meeting
- Prepares for and leads turnover meetings
- Evaluates task effectiveness via an annual report submitted to the Team VP

### **Committee Assistant Chair Responsibilities – all Committee member responsibilities plus:**

- Support and assist the Chair and perform duties of the Chair if she is unable to do so
- Assist with preparation of committee timeline, placement descriptions and policies
- Assist with preparation of budget and tracking of actual expenses
- Participate in a turnover meeting with the Chair and Team VP

### **Committee Chair Responsibilities**

- Attends chair training sessions
- Submits an annual committee plan to Team VP
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Reviews and revises committee strategies with committee members
- Reviews and updates committee timeline, placement descriptions and policies
- Reviews and finalizes committee meeting minutes and forward to Team VP
- Manages the committee budget and submits input for next year's budget
- Plans and chairs all meetings of the committee
- Assigns tasks to committee members
- Determines committee training needs and coordinates with Member Development Committee Chair
- Mentors, monitors and supports committee members
- Prepares a monthly committee report and consent agenda items for the Team VP

- Attends team meetings
- Communicates closely with Team VP - reports and advises before each board meeting
- Communicates to committee members any decisions, discussions or pertinent information from the Team VP that will help them stay informed about the League
- Keeps the membership informed of committee activities through reports at the General Meetings, and through information in the *Lasso* and the *Lariat*
- Prepares for and leads turnover meetings
- Evaluates committee effectiveness via an annual report submitted to the Team VP

### **Time Commitment**

Time commitment varies based on your chosen committee and interest in situational leadership opportunities. Please refer to committee description for details.

### **Member Development Benefits**

- Leadership skills
- Oral communication and presentation skills
- Coordination and delegation skills
- Organizing, budgeting and planning skills
- Interview skills
- Meeting management skills
- Motivation and volunteer management skills



## **PRESIDENT**

### **Responsibilities**

- Chief Executive Officer of the Junior League of Calgary
- Chairs board meetings and General Meetings. May share these responsibilities with President-Elect and President-Elect-Elect
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Prepares and distributes President's consent agenda prior to all board meetings
- Reviews minutes of board meetings before submitting them to the board for approval and Office Administrator for filing
- Supervises annual updating of the JLC Strategic Plan
- Serves as ex-officio member of all teams and committees, except Nominating & Placement, to which she is an advisor/ liaison
- Serves as the keeper of Bylaws and Policies and is responsible for ensuring that all necessary changes are made and distributed
- Represents Junior League of Calgary locally, nationally (Canadian Federation of Junior Leagues) and internationally (The Association of Junior Leagues International, Inc.); acts as a CFJL Director and official voting representative of the JLC at AJLI conferences and meetings
- Serves as the official spokesperson for the JLC and represents the League at local community events where League participation is invited
- Serves as the final authority for contracts and external communication
- Is the signing authority for all JLC agreements and one of the signing authorities for all JLC financial accounts
- Organizes board training
- Supervises the review, update and distribution of the League calendar, the board work plan and the Annual General Meeting schedule
- Secures General Meeting guest speakers
- Trains, guides and mentors the President-Elect through the year
- Supervises the Office Administrator and serves as a member of the Human Resources Committee
- Verifies with Finance VP that Federal and Provincial forms regarding taxes and charitable status are filed within the appropriate deadlines
- Works with Finance Team on the Annual Campaign solicitation, dues collections, re-negotiation of tenant's lease
- Writes *Lasso* articles to keep membership informed on board initiatives, CFJL and AJLI activities
- Plans and organizes Annual Celebration Dinner with assistance from the Meetings & Functions Committee
- Holds the JLC corporate seal

### **Time Commitment**

- Approximately 40 - 60 hours per month, most of which are flexible and can be handled away from JLC office
- Requires attendance at internal and external meetings (mostly evening, but some daytime) as well as Leadership Retreats
- Option of serving a one or two-year term
- Year-round commitment (June 1 to May 31) must be available during summer but time commitment in July and August is reduced
- Expected to be available for AJLI conference travel. If unavailable, responsible for arranging suitable replacement to represent the League

### **Member Development Benefits**

- Skills acquired in time management, personnel, finance, letter and contract writing, public speaking, conflict resolution, strategic planning and leadership
- Training and orientation are provided by the previous President and through attendance at AJLI conference training sessions. AJLI conferences may also include CFJL meetings.
- Networking with other community service groups and increasing profile in the community
- Experience gained in board governance and parliamentary procedures

## **PRESIDENT-ELECT (P-E)**

### **Responsibilities**

- Chief Operating Officer of the Junior League of Calgary
- Supervises the daily activities of teams. Works with President to ensure those activities are aligned with the Strategic Plan
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Assumes the duties of the President in her absence
- Serves on the JLC Board of Directors
- May share responsibility for chairing board meetings and General Meetings with President and President-Elect-Elect
- Attends all board meetings
- Organizes and chairs Community Advisory Panel (CAP) meetings and leads the identification and placement of new CAP members
- Maintains communication between JLC and CAP members, invites them to Annual Celebration dinner and organizes appreciation gifts
- Chairs the Human Resources Committee
- Reads all team minutes and passes to President and President-Elect-Elect to read and to the Office Administrator to file
- Becomes familiar with parliamentary procedures and is the Parliamentarian
- Attends AJLI conferences and makes associated travel arrangements
- Responsible for the safe keeping of all documents, including contracts and those prescribed by the *Societies Act*
- Is one of the signing authorities for all JLC bank accounts
- Prepares and monitors administrative budget and approves expenses
- Trains, guides and mentors the President-Elect-Elect throughout the year
- Plans the Past Presidents' Luncheon with the President-Elect-Elect
- Participates in community visits
- Reviews and renews Commercial Insurance policy and Directors and Officers Insurance policy (with input from President)
- Works with Finance VP to manage the tenant relationship and lease

### **Time Commitment**

- Approximately 20 - 40 hours per month
- One or two-year commitment depending on term of President; the office of President is assumed when the current President finishes her term
- Year-round commitment (June 1 to May 31) - must be available during summer but time commitment in July and August is reduced
- Must be available for AJLI conference travel during the two-year period

### **Member Development Benefits**

- Organizational, administrative and interpersonal skills
- Leadership and public speaking skills
- Strategic planning and project management experience
- Human resources development skills
- Networking opportunities within the League and the community
- President-Elect training sessions at AJLI conferences
- Executive coaching session in preparation for term as President, if available for non-profits

## **PRESIDENT-ELECT-ELECT (P-E-E)**

### **Responsibilities**

- Serves on the JLC Board of Directors
- Assumes the duties of the President-Elect in her absence
- May share responsibility for chairing board meetings and General Meetings with President-Elect and President-Elect-Elect
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Attends all board meetings and Community Advisory Panel meetings
- Becomes familiar with parliamentary procedures
- Attends AJLI conferences and makes associated travel arrangements
- Reviews minutes of General Meetings before approval by the Voting Members and passes them on to Office Administrator for filing and posting to the website
- Plans the Past Presidents' event with the President-Elect
- Participates in community visits
- Monitors the AJLI website and provides updates on training opportunities and other valuable information to the board

### **Time Commitment**

- Approximately 20 - 30 hours per month
- One or two-year commitment depending on term of President; the office of President-Elect is assumed when the current President finishes her term
- Must be available for AJLI conference travel during the two-year period

### **Member Development Benefits**

- Organizational, administrative and interpersonal skills
- Leadership and public speaking skills
- Strategic planning and project management experience
- Human resources development skills
- Networking opportunities within the League and the community
- President-Elect-Elect training sessions at AJLI conferences

## **COMMUNICATIONS VICE PRESIDENT**

### **Responsibilities**

- Serves on the JLC Board of Directors
- Attends all board meetings and Community Advisory Panel meetings
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the Communications Committee and the Volunteer Matters Database Coordinator
- Links the JLC Strategic Plan and the Communications Committee and Volunteer Matters Database Coordinator's Annual Plans
- Prepares and monitors Communications budget components
- Mentors and coaches Communication Team committee chairs
- Liaises with the Volunteer Matters Database Coordinator
- Conducts periodic Team meetings to facilitate collaboration among committee chairs
- Provides suggested text for website updates regarding Communications and database to the President for approval and provides them to the Database Coordinator for upload

### **Time Commitment**

- Approximately 25 - 50 hours per month

### **Member Development Benefits**

- Organizational, administrative and interpersonal skills
- Leadership and public speaking skills
- Planning and delegation skills
- Strategic planning and project management experience
- Human resources development skills
- Assist in determining the future of the JLC by serving on the board
- Networking opportunities within the community

## COMMUNICATIONS COMMITTEE

### Responsibilities

- Reports to the Communications VP
- Develops Communications Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Describes Communications Committee role and services to teams and League members
- Provides Communications expertise to JLC leadership and teams
- Collaborates with corporate sponsors when applicable
- Monitors Communications budget
- Obtains President's approval for all internal and external communications
- Maintains consistent tone and image for all marketing materials
- Maintains JLC display booth and promotional material
- Creates and places any print advertising
- Promotes media relations/public awareness via:
  - Develops and maintains relationships with media contacts
  - Arranges for relevant TV, radio and/or print interviews
  - Arranges for print media articles promoting the JLC
  - Monitors and tracks the media for articles on the JLC or its issues
  - Promotes public awareness with the intent to increase potential member interest in joining the JLC
- Generates JLC social media messaging via Hootsuite (Facebook / Twitter / Instagram)
- Manages publications via:
  - Produces/updates JLC brochure when necessary
  - Produces/updates any other JLC marketing materials when required
  - Coordinates the production of all *Lasso* articles and follows up with other teams to obtain team-related *Lasso* articles
  - Coordinates with the President and Vice Presidents to assure that community partners receive pertinent JLC communications
- Manages websites via:
  - Assists in maintaining / updating JLC website
  - Monitors and updates information about the JLC on other websites
  - Monitors the AJLI website and social networking site
  - Works with Office Administrator to update JLC page on the AJLI website quarterly
- Manages photography via:
  - Assures photographs are taken at JLC events for *Lasso*, website, etc.
  - Provides photographs to Office Administrator and agencies involved
  - Takes photos of new members and takes annual photos of JLC Board of Directors



### **Time Commitment**

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Organizational, administrative and interpersonal skills
- Leadership and public speaking skills
- Networking opportunities within the League and the community
- Written communication, research, and website maintenance skills
- Media relations training
- Project management



## **VOLUNTEER MATTERS DATABASE COORDINATOR**

### **Responsibilities**

- Reports to Communications VP
- Works with the JLC Office Administrator and Member Records Coordinator to assure effective use of database and associated external processes that impact/rely on database information
- Sets up, tests, and implements database systems that improve efficiency and effectiveness of the JLC
- Develops Volunteer Matters Database Annual Plan to support JLC Strategic Plan
- Primary contact with Closerware for updates and queries regarding the website or database
- Creates Team and Committee Placements in the database and populates at the beginning of the League year (updates during the League year are performed by Member Records Coordinator) to assure dropdown views are current for all database users
- Develops protocols for data processing and provides suggestions for protocols which may improve efficiency and effectiveness of the JLC
- Trains the JLC Office Administrator, Member Records Coordinator and other interested members in effective use of the database
- Updates the website with information as available from JLC sources
- Prepares "how to" documents to assist others with using the website and database.
- Develops the process for team and committee use of documents within Workspaces
- Reviews the consistency of saved data within the Team and Committee Workspaces
- Trains JLC Office Administrator in processes for generation of tax receipts
- Archives data as needed within the Workspaces
- Prepares database documentation, including data standards, procedures and definitions

### **Time Commitment**

- Approximately 25 - 30 hours per month, most of which are flexible and can be handled away from JLC office
- May require attendance at internal meetings (mostly evening, but some daytime)
- One year term
- Year-round commitment (June 1 to May 31) must be available during summer but time commitment in July and August is reduced

### **Member Development Benefits**

- Skills acquired in time management, database management
- Networking with other Junior League of Calgary teams, committees and members
- Experience gained in database administration and overall knowledge of the Junior League of Calgary

## **MEMBERSHIP VICE PRESIDENT**

### **Responsibilities**

- Serves on the JLC Board of Directors
- Attends all board meetings and Community Advisory Panel meetings
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the Nominating & Placement Committee, Recruitment Committee, Provisional Development Committee, Member Development Committee and Meetings & Functions Committee
- Links the JLC Strategic Plan and the Membership Team Annual Plans
- Prepares and monitors Membership budget components
- Mentors and coaches Membership Team committee chairs
- Conducts periodic team meetings to facilitate collaboration among committee chairs
- Reviews and revises Membership Requirements (yearly) and Provisional Member Requirements (Fall/Winter)
- Monitors member progress toward fulfillment of membership requirements.
- Monitors status of members' Police Information Checks and Child Intervention Records Checks and shares data with the Community VPs.
- Prepares current membership roster for board meetings. Verifies placement information and contact statuses in the database and AJLI records have been updated quarterly
- Works with Nominating & Placement Committee Chair to update the Placement Guide
- Introduces new transfers, provisional members and visitors at GMs
- Initiates contact with members transferring into the JLC and assists those transferring out
- Orders name tags for all active members
- Coordinates the annual Awards of Distinction nominating, selection and announcement processes
- Leads Finance VP and Office Administrator in tracking member dues payments and communicates with members who are delinquent
- Provides suggested text for website updates regarding Membership to the President for approval and then provides them to the Database Coordinator for upload to the website

### **Time Commitment**

- Approximately 25 - 50 hours per month

### **Member Development Benefits**

- Opportunity to develop leadership, management, and coaching skills
- Learn about organizational development and strategic planning
- Practice conflict resolution and delegation skills
- Board training and experience
- Budgeting and forecasting
- Assist in determining the future of the JLC by serving on the board

## **NOMINATING & PLACEMENT COMMITTEE**

### **Responsibilities**

- Reports to the Membership VP
- Maintains dialog with JLC Board of Directors through periodic updates from Nominating & Placement Chair at their meetings
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Develops Nominating & Placement Annual Plan in support of JLC Strategic Plan
- Each committee member acts as an advisor to an assigned group of 10-13 Actives, Provisionals or Active Sustainers
- Each committee member takes a leadership role in one of these areas: Communications, Placement Fair, Placement Guide, Reports Administration, or Online Questionnaires
- Reviews and updates interview templates and questionnaires for the current year to collect information and maintain consistency in member interviews
- Ensures that interviews are conducted twice a year with all advisees
- Works to understand members' skills and interests and assign all members to placements
- Monitors records of each advisee's progress toward membership requirements and encourages advisees throughout the year to fulfill their requirements
- Conducts nomination process (Jan or Feb) to slate the board for the following year
- Ensures incoming board in place by third week of March
- Works to establish and maintain a leadership succession plan
- Nominates members to represent the JLC at AJLI conferences

### **Time Commitment**

- Chair: Approximately 20 - 25 hours per month (30 hours in Oct. and March)
- Committee Members: Approximately 8 - 10 hours per month (15 hours in Oct. and March)
- Year round commitment with slow periods in July and August and busy periods in October and March during interviews.

### **Member Development Benefits**

- Public speaking and presentation skills
- Time management and planning skills
- Development of teamwork and leadership skills
- Interview Skills
- Mentoring skills
- Collaborates with Recruitment, Member Development and Provisional Development Committees

## **MEMBER RECORDS COORDINATOR**

### **Responsibilities**

- Reports to Nominating and Placement Committee Chair
- Member of the Nominating and Placement Committee
- Works with the JLC Advisors to obtain member information requiring updates
- Updates member status on an as-needed basis using prepared fields in the VM database
- Advises JLC Office Administrator via email when a member status is changed to "resigned" to permit JLC Office Administrator to update AJLI member roster
- Tracks members' completion and maintenance of Police Information Checks and Child Intervention Record Checks and changes contact status when either record is expired and when both records are current; advises Membership VP of members with expired Police Information Checks and/or Child Intervention Record Checks
- Updates dates for Police Information Checks and Child Intervention Records on an as-needed basis within the VM database
- Serves as the primary point of contact for committees regarding attendance for member events
- Runs volunteer history report on a monthly basis using prepared report templates within VM database and emails to committee chairs to verify correctness before updating fulfillments
- Updates member fulfillments toward requirements on a monthly basis using prepared report templates within the VM database
- Runs volunteer hours report on a monthly basis using prepared report templates within the VM database
- Updates changes in member placements in the VM database on an as-needed basis (start of year placements prepared by Database Coordinator)
- Provides N&P chair and President with the monthly volunteer hours and member participation reports
- Serves as a resource for committee chairs with assistance in setting up events in the absence of the JLC Office Administrator or JLC Database Coordinator
- Maintains confidentiality of information associated with records for which she is provided access

### **Time Commitment**

- Approximately 8 - 10 hours per month, most of which are flexible and can be handled at a time selected by the Member Records Coordinator
- Requires attendance at Nominating and Placement Meetings
- One-year term
- Year-round commitment (June 1 to May 31) with ~ 6 - 8 hours total hours during summer for position training by the Database Coordinator

### **Member Development Benefits**

- Skills acquired in database administration
- Acquire knowledge of information required to maintain an accurate AJLI roster, maintain commitments to provide qualified volunteers for community programming, and maintain records to assure member participation
- Skills acquired in public speaking when providing short training sessions to members
- Networking with other Junior League of Calgary teams and committees

## **RECRUITMENT COMMITTEE**

### **Responsibilities**

- Reports to Membership VP
- Develops Recruitment Annual Plan in support of JLC Strategic Plan
- Conducts recruitment information sessions
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Reviews and updates interview templates for prospective members for the current year to update information and maintain consistency in interviews.
- Responds to inquiries about JLC membership in a timely manner and conducts personal interviews with prospective members
- Creates information packages for prospective members
- Obtains applications, fees payments, Police Information Check and Child Intervention Record Checks, biographies and other documentation from provisional members before turning over to Provisional Development Committee
- Provides provisional member contact information to Office Administrator
- Captures data on how and why prospective members come to the JLC
- Works with Communications Committee on recruitment materials and promotions
- Work with the Meetings & Functions Committee to plan two recruitment socials during the year, one for fall, and one for winter classes

### **Time Commitment**

Time commitment varies depending on the time of year, with committee members required to contact potential members and conduct interviews predominantly in August/September and December/January prior to Provisional classes beginning in September and February.

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Public speaking and presentation skills
- Time management and planning skills
- Teamwork and leadership skills
- Interview skills
- Collaborate with Provisional Development, Meetings & Functions, Nominating & Placement and Communications committees

## **PROVISIONAL DEVELOPMENT COMMITTEE**

### **Responsibilities**

- Reports to the Membership VP
- Develops Provisional Development Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Reviews and updates Provisional Training course materials
- Organizes orientation sessions with key League leaders
- Implements Provisional Training framework
- Creates information binders for provisional members
- Attends Provisional training classes
- Assists fall and winter provisional classes with projects
- Communicates regularly with membership on class status
- Selected committee members act as advisors for provisional members and serve on Nominating & Placement Committee
- Presents name tags and certificates at GM when provisional members become Actives

### **Time Commitment**

- Chair: Approximately 20 - 25 hours per month
- Committee Members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Opportunity to work with experienced trainers and facilitators
- Public speaking and presentation skills
- Time management and project management skills
- Teamwork and mentoring skills
- Interview skills (advisors)
- Collaborate with Member Development and Nominating & Placement committees

## **MEMBER DEVELOPMENT COMMITTEE**

### **Responsibilities**

- Reports to Membership VP
- Develops Membership Development Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Works with team members to plan, implement and evaluate training for membership including placement training, issue area training, and leadership training
- Coordinates conference attendance by members identified by the Nominating & Placement Committee including completion of registration and Alberta Gaming and Liquor Commission (AGLC) documentation and informing delegates of JLC procedures
- Reviews current information on AJLI training tools and suggests opportunities for integration into JLC training
- Facilitates transition training annually for JLC placements

### **Time Commitment**

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Organizational, administrative and interpersonal skills
- Leadership and public speaking skills
- Planning and delegation skills
- Collaborate with League committees and board
- Opportunity to work with experienced trainers and facilitators
- Networking opportunities within the community

## **MEETINGS & FUNCTIONS COMMITTEE**

### **Responsibilities**

- Reports to Membership VP
- Develops Meetings & Functions Annual Plan in support of JLC Strategic Plan
- Organizes General Meeting (GM) details including venue reservations, set up details, refreshments and equipment
- Plans and organizes social events
- Supports planning of the Holiday Luncheon, recruitment events and placement fairs
- Supports the President with planning the May Annual Celebration Dinner
- Greets members at the door, takes attendance, coordinates minute taker and snacks at the monthly GMs

### **Time Commitment**

- Chair: Approximately 10 - 15 hours per month
- Committee members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Opportunity to work with experienced trainers and facilitators
- Event planning skills
- Public speaking and presentation skills
- Organizational and planning skills
- Teamwork and leadership skills
- Collaborate with JLC Board of Directors, and Provisional Development and Recruitment committees



## **COMMUNITY CO VICE PRESIDENTS**

### **Responsibilities**

- Serves on the JLC Board of Directors with a second member as Co Vice President
- Attends all board meetings and Community Advisory Panel meetings
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the Impact Events Committee, Program Development Committee, Moms U Matter (MUM) Committee, Treasure Trunk Committee and Assisting Young Mothers (AYM) Committee
- Links the JLC Strategic Plan and the Community Team Annual Plans
- Prepares and monitors Community budget components
- Mentors and coaches Community Team committee chairs
- Conducts periodic team meetings to facilitate collaboration among committee chairs
- Prepares and presents Community Team presentation at Annual General Meeting
- Serves on Human Resources Committee when there is paid staff on JLC's projects
- Oversees completion of Memoranda of Agreement with agencies or sponsors, files original documents in the community binder and posts copies to the website
- Maintains ongoing communication with these agencies
- Administers the JLC Bursary Awards to students, if applicable
- Provides suggested text for website updates regarding Community to the President for approval and then provides to the Database Coordinator for upload to the website
- Liaises with project funders and partners on a regular basis
- Work with Fund Development to provide information for grant applications
- Contacts community agencies that work within JLC focus area to meet, introduce the JLC and exchange information about areas of common interest
- Attends annual general meetings and/or forums held by other agencies (when feasible), particularly if they are being held by past JLC programs
- Administers Community Emergency Fund, if applicable

### **Time Commitment**

- Approximately 25 - 50 hours per month for each VP

### **Member Development Benefits**

- Opportunity to develop leadership, management, and coaching skills
- Build interpersonal communication skills
- Learn about organizational development, strategic planning, budgeting and forecasting
- Develop grant writing and funding application skills if applicable
- Board training and experience
- Practice conflict resolution and delegation skills
- Assist in determining the future of the JLC by serving on the board
- Improve understanding of our community and the need for services and advocacy

## **IMPACT EVENTS COMMITTEE**

### **Responsibilities**

- Reports to the Community Co VP's
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Develops the Impact Events Annual Plan in support of JLC Strategic Plan
- Follows the AJLI Community Impact Model for the development process
- Collaborates with board members and other committees on Community team to increase community impact and relationships with our partners
- Liaises with the Communication Committee to provide articles and notices for the *Lasso*, *Lariat* and JLC website
- Tracks expenses versus budget on JLC database
- Identifies Impact Events for membership participation with a minimum of three Impact Events in the fall and three Impact Events in the winter/spring
  - Plans Impact Events with approval from Team VP and board, ensuring that focus of the events meet our Issue Based Impact Area or League mission
  - Implements JLC's participation in Impact Events
  - Coordinates JLC volunteers to work at Impact Events
  - Ensures that all upcoming volunteer shifts are posted on Volunteer calendar. Tracks member volunteer hour participation through JLC database

### **Time Commitment**

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Public speaking and presentation skills
- Organization and planning skills
- Research and project management skills
- Teamwork and leadership skills

## **PROGRAM DEVELOPMENT COMMITTEE**

### **Responsibilities:**

- Reports to the Community Co VP's
- Develops Program Development Annual Plan in support of JLC Strategic Plan
- Follows AJLI Community Impact Model for the development process
- Investigates community needs and documents research for the League
- Conducts community outreach, networking and agency visits in conjunction with Community Co VPs
- Identifies future program delivery components and documents potential components
- Gathers members input for potential interest areas
- Builds and maintains a contact database of prospective new program delivery possibilities
- Liaises with the Communication Committee to provide articles and notices for the Lasso, Lariat, and JLC website

### **Time Commitment**

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

### **Member Development Benefits**

- Public speaking and presentation skills
- Organization and planning skills
- Research and project management skills
- Teamwork and leadership skills
- Collaborate with board members and other committees on Community team

## **MOMS U MATTER (MUM) COMMITTEE**

### **Responsibilities**

- Reports to the Community Co VP's
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training.
- Develops the MUM Annual Plan in support of JLC Strategic Plan
- Works with Team VPs to evolve program components to meet needs of Highbanks Society, our agency partner
- Creates written curriculum using JLC template for all programming
- Develops methods for measuring and tracking program goals/outcomes. Tracks and reports actual outcomes at least annually
- Organizes periodic meetings with agency representatives, keeping Community VPs up to date on discussions
- Collaborates with other Community Team committees to maximize the JLC's impact by incorporating elements/ideas from other programs
- Ensures that all upcoming volunteer shifts are posted on online Volunteer calendar. Trains and coordinates JLC volunteers to work at MUM program and tracks actual member volunteer participation through JLC database
- Tracks expenses versus budget on JLC database

### **Time Commitment**

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

The MUM program typically runs once a month on Thursdays between 5:00 and 8:00 PM. At least one committee member is required to attend each session.

### **Member Development Benefits**

- Opportunity to work with experienced trainers and facilitators
- Public speaking and presentation skills
- Project management and planning skills
- Teamwork and leadership skills
- Volunteer management skills

## **TREASURE TRUNK COMMITTEE**

### **Responsibilities**

- Reports to the Community Co VP's
- Develops the Treasure Trunk Annual Plan in support of JLC Strategic Plan
- Works with Team VPs to evolve program components to meet needs of Brenda's House, our agency partner
- Creates written curriculum using JLC template for all programming
- Organizes periodic meetings with agency representatives, keeping Community VPs up to date on discussions
- Develops methods for measuring and tracking program goals/outcomes. Tracks and reports actual outcomes at least annually
- Collaborates with other Community Team committees to maximize the JLC's impact by incorporating elements/ideas from other programs
- Ensures that all upcoming volunteer shifts are posted on online Volunteer calendar. Trains and coordinates JLC volunteers to work at Treasure Trunk program and tracks actual member volunteer participation through JLC database
- Tracks expenses versus budget on JLC database

### **Time Commitment**

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 5 - 10 hours per month

The Treasure Trunk program typically runs twice per month on Wednesdays between 6:30 and 7:30 PM. Committee members are expected to attend the session for which they are responsible for content

### **Member Development Benefits**

- Opportunity to work with experienced trainers and facilitators
- Public speaking and presentation skills
- Project management and planning skills
- Teamwork and leadership skills
- Volunteer management skills

## **ASSISTING YOUNG MOTHERS (AYM) COMMITTEE**

### **Responsibilities**

- Reports to the Community Co VP's
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training.
- Develops the AYM Annual Plan in support of JLC Strategic Plan
- Works with Team VPs to evolve program components to meet needs of the Alex, our agency partner
- Creates written curriculum using JLC template for all bi-weekly programs focused on JLC focus areas of parenting skills, healthy lifestyle and active living and development of life skills
- Organizes periodic meetings with agency representatives, keeping Community VPs up to date on discussions
- Develops methods for measuring and tracking program goals/outcomes. Tracks and reports actual outcomes at least annually
- Collaborates with other Community Team committees to maximize the JLC's impact by incorporating elements/ideas from other programs
- Ensures that all upcoming volunteer shifts are posted on online Volunteer calendar. Trains and coordinates JLC volunteers to work at AYM program and tracks actual member volunteer participation through JLC database
- Tracks expenses versus budget on JLC database

### **Time Commitment**

- Chair: Approximately 25 - 30 hours per month
  - Committee Members: Approximately 15 - 20 hours per month
- The AYM Program typically runs twice a month on Thursdays between 11:00 AM and 12:30 PM. Program volunteers are limited to committee members, with 3 - 4 members attending each session and facilitating program curriculum

### **Member Development Benefits**

- Opportunity to work with experienced trainers and facilitators
- Public speaking and presentation skills
- Project management and planning skills
- Teamwork and leadership skills
- Volunteer management skills

## **FINANCE VICE PRESIDENT**

### **Responsibilities**

- Serves on the JLC Board of Directors
- Attends all board meetings and Community Advisory Panel meetings
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the Fund Development Coordinator, Treasurer, Alberta Liquor and Gaming (AGLC) Coordinator and Property Management & Capital Project Coordinator
- Links the JLC Strategic Plan and the Finance Team Annual Plan
- Mentors and coaches Finance Team committee coordinators
- Conducts periodic team meetings to facilitate collaboration among committee coordinators
- Reports all bank and investment account balances at each board meeting
- Provides quarterly financial statements and reports to board and leads board discussion
- Manages monthly Budget vs. Actual spreadsheet
- Monitors the annual budget against actual fiscal performance
- Adjusts the annual budget throughout the year per approved motions
- Prepares the annual operating budget and submits it to the board for approval by May 31
- Posts the approved budget to the JLC website for members' review
- Holds one of the signing authorities for all JLC bank accounts and one of the trading authorities for the investment accounts
- Oversees the management of investments (in conjunction with investment banker)
- Ensures adequate financial resources through effective planning and regular review of budget and financial documents
- Educates members on the JLC's finances by presenting the annual audited financial statements at the October Annual General Meeting
- Maintains the documentation of all capital assets
- Reviews annual property tax assessment and appeals if necessary
- Reviews and renews Commercial Insurance policy and Directors and Officers Insurance policy (with input from President)
- Oversees JLC annual campaign and other fund development
- Works with President-Elect to manage the tenant relationship and lease
- Completes the Common Cost spreadsheet for the tenant in early July
- Completes and submits the necessary government filings and paperwork which includes the Renewal for Property and Business Tax Exemption, GST Rebate Application, Notice of Charitable Registration Renewal, Registered Charitable Return, Society Annual Return, and Workers' Compensation Return
- Provides suggested text for website updates regarding Finance to the President for approval and then provides to the Database Coordinator for upload to the website
- Oversees and supervises the annual audit and supports the Treasurer in supervision of the audit (as outgoing Finance VP)

- Assumes leadership responsibilities in the absence of the President, P-E and P-E-E
- Maintains (with bookkeeper) Simply Accounting software and data file update after audit is completed
- Ensures current backup copy of Simply Accounting files exists offsite

#### **Time Commitment**

- Approximately 30-35 hours per month (year round term June 1 – May 31)

#### **Member Development Benefits**

- Develop leadership, management, coaching and communication skills
- Learn about the financial and government requirements that are necessary to keep a registered charity operating successfully
- Financial management and accounting skills, fund development and grant writing skills
- Acquire an understanding of financial contributions the JLC makes to the community
- Assist in determining the future direction of the JLC by serving on the board



## **FUND DEVELOPMENT COORDINATOR**

### **Responsibilities**

- Reports to the Finance VP
- Develops Fund Development annual plan in support of JLC Strategic Plan
- Participates in the selection process for any bursaries the JLC awards to students
- Prepares and submits grant applications as applicable
- Works with the President on the JLC Annual Campaign solicitation
- Coordinates research and development of alternate/additional fundraising methods
- Organizes and implements approved non-casino fundraising initiatives
- Uploads all Corporate Donations / Grants Information to the Finance Workspace of the JLC website

### **Time Commitment**

- Approximately 2 - 5 hours per month
- Year round term (June 1 to May 31 including summer)

### **Member Development Benefits**

- Enhance fund development skills
- No finance or accounting background is necessary for this position
- Develop leadership skills by being responsible for organizing and implementing new fundraising initiatives
- Gain an understanding of the financial operations of the JLC and the contributions the organization makes to the community
- Develop grant writing skills
- Volunteer management skills
- Enhance organization, planning and time management skills
- Develop project management skills

## **TREASURER**

### **Responsibilities**

- Reports to the Finance VP
- Develops Treasurer annual plan in support of JLC Strategic Plan
- Holds one of the signing authorities for all JLC bank accounts
- Pays all JLC bills
- Reviews all reimbursement forms for correct chart of accounting before sending to the bookkeeper
- Maintains JLC financial books (in conjunction with the bookkeeper)
- Administers payroll and associated filing
- Records all in-kind donations made to the JLC
- Ensures all records are finalized for the annual audit by June 30 (as outgoing Treasurer)
- Acts as liaison to bookkeeper
- Monthly: manages PayPal reports and transfers funds from PayPal to Main account

### **Time Commitment**

- Approximately 15 - 20 hours per month
- Year round term (June 1 to May 31 including summer)
- Requires commitment to pay all incoming bills and invoices twice a month

### **Membership Development Benefits**

- Learn about the financial operations of the JLC
- Acquire a strong understanding of the financial contributions that the JLC makes to the community
- Develop the financial skills necessary to successfully operate a registered charitable organization
- Accounting and budgeting skills

## **ALBERTA LIQUOR AND GAMING (AGLC) COORDINATOR**

### **Responsibilities**

- Reports to the Finance VP
- Develops AGLC annual plan in support of JLC Strategic Plan
- Manages the completion of the AGLC Financial Report in conjunction with the Treasurer
- Organizes the JLC's participation in the two-day casino event. This includes acting as a liaison between the Alberta Gaming Liquor Commission (AGLC) coordinator and the JLC, organizing the volunteer schedule and ensuring that all of the proper paperwork is completed and submitted prior and post event
- Attends the AGLC training session on the proper use of casino proceeds
- Submits required paperwork to AGLC for special circumstances that arise during the year
- Logs all Casino expensed transactions and assists the Finance VP in preparing the required paperwork when a casino report is requested by AGLC
- Oversees the proper expenditure of casino funds as per the Use Of Proceeds document
- Uploads approved Casino Use of Proceeds document onto the Finance Workspace of the JLC website every September 30, January 31 and May 31
- Manages input of casino expenses in the casino tracking spreadsheet
- Maintains copies of casino related expense reimbursement/cheque requests and associated supporting documentation
- Liaise with Treasurer to ensure accuracy of casino expenses
- Liaise with Member Development Chair to provide support as needed for conference travel documentation

### **Time Commitment**

- Approximately 2 - 5 hours per quarter (non-casino years); 5 - 7 hours per month for the 3 months leading up to a casino
- Year round term (June 1 to May 31 including summer)

### **Member Development Benefits**

- Develop an understanding of the AGLC casino process and how funds earned can be properly used to make a positive impact
- Enhance leadership skills by being responsible for organizing the JLC's largest fund raising event
- Gain an understanding of the financial operations of the League and the contributions the organization makes to the community
- Gain accounting knowledge
- Learn about financial tracking processes
- Enhance organization, planning and time-management skills
- Develop project management skills
- No previous experience with finance or accounting required

## **PROPERTY MANAGEMENT & CAPITAL PROJECTS COORDINATOR**

### **Responsibilities**

- Reports to the Finance VP
- Develops Property Management and Capital Projects annual plan in support of JLC Strategic Plan
- Maintains the condition of the JLC building and property
- Conducts monthly interior and exterior inspections of building, consulting maintenance request list
- Coordinates maintenance related repairs and service as necessary
- Maintains building safety and regularly assesses potential risks
- Works closely with the Office Administrator to manage regular and periodic cleaning, snow removal and annual work services
- Coordinates a spring cleanup
- Visits JLC office as needed to approve Utilities invoices
- Oversees all approved capital projects
- Sources quotes for capital projects
- Maintains documentation related to capital projects
- Conducts reference checks and secures copies of business insurance documentation for proposed vendors
- Presents summary of project quotes and recommendations to VP Finance for approval
- Presents approved projects to the board

### **Time Commitment**

- Approximately 5 - 10 hours per month
- Year round term (June 1 to May 31 including summer)

### **Member Development Benefits**

- Enhance leadership skills by being responsible for the maintenance of JLC's largest asset
- Gain a solid understanding of the financial operations of the League and the contributions the organization makes to the community
- Gain experience with summarizing and assessing project quotes
- Develop organizing, planning, budgeting, negotiation and cost management skills
- Develop project management skills
- Increase inter-personal and written communication skills
- No previous experience with finance or accounting required

## **SUSTAINER VICE PRESIDENT**

### **Responsibilities**

- Serves on the JLC Board of Directors
- Attends board meetings, board retreats / training, Community Advisory Panel meetings and annual Past Presidents' Luncheon and if possible, General Meetings, the Holiday Luncheon, and the Annual General Meeting
- Educates members about the culture of the Junior League of Calgary to appreciate collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Links the JLC Strategic Plan and the Sustainer Annual Plan
- Prepares and monitors Sustainer budget components
- Plans and organizes Holiday Luncheon with assistance from the Meetings & Functions Committee (can be shared with Sustainer Representative)
- Updates Sustainers on board decisions and other key JLC activities
- Represents views of the sustaining membership to the board as the Sustainer VP
- Acts as liaison to other Sustainer groups (may be shared with Sustainer Representative)
- Recruits Sustainers as needed for committees
- Assists Finance VP in collecting dues from Sustainers
- Provides suggested text for website updates regarding Sustainers to the President for approval and then provides to the Database Coordinator for upload to the website
- Keeps track of and reports to the President her hours in the community, as well as those of the Sustainer Representative, and those of the members of all other Sustainer Committees

### **Time Commitment**

- Approximately 7 hours per month
- Such time as necessary (usually on the telephone) to recruit Sustainers for various projects

### **Member Development Benefits**

- Represent and support the largest membership group of the JLC
- Communications skills
- Leadership skills to motivate and connect an extremely diverse group board experience and training

## **SUSTAINER REPRESENTATIVE (IF APPLICABLE)**

### **Responsibilities**

- Plans and organizes Holiday Luncheon with assistance from the Meetings & Functions Committee (can be shared with Sustainer VP)
- Act as liaison to other Sustainer groups (may be shared with Sustainer VP)

### **Time Commitment**

- Approximately 3 hours per month