



JUNIOR LEAGUE OF
CALGARY

2022 - 2023
PLACEMENT GUIDE

March 1, 2022

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ACTIVE MEMBERSHIP REQUIREMENTS FOR 2022 - 2023

The 2022 - 2023 Junior League of Calgary (JLC) year begins on June 1, 2022 and ends on May 31, 2023. Membership requirements are reviewed annually; therefore, requirements for the 2022 - 2023 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 2022 - 2023 Junior League of Calgary year, effective as of the publication date of the 2022 - 2023 Placement Guide, are as follows:

- Pay annual dues of \$182 due May 1, 2022 for the League year (June to May). Dues increase to \$186 on May 1st, 2023.
- Fulfill placement obligations
- Attend at least 5 of the 7 monthly General Meetings (GM). If you must be absent, please contact your Advisor before the absence.
- Attend the Annual Celebration Gathering. If you must be absent, please contact your Advisor before the absence.
- Participate in JLC programs throughout the year earning a minimum of 8 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 by regularly reading the *Lariat* and *JLC Newsletter* and visiting the website
- Maintain contact with your Advisor regarding attendance at meetings and volunteer activities. Complete online questionnaires (fall and spring) and one interview in the spring. Fall interview is optional.

ACTIVE SUSTAINER MEMBERSHIP REQUIREMENTS FOR 2022 - 2023

The 2022 - 2023 Junior League of Calgary year begins on June 1, 2022 and ends on May 31, 2023. Active Sustainer requirements are reviewed annually; therefore, requirements for the 2022 - 2023 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 2022 - 2023 Junior League of Calgary year, effective as of the publication date of the 2022 - 2023 Placement Guide, are as follows:

- Pay annual dues of \$109 due May 1, 2022 for the League year (June to May). Dues increase to \$111 on May 1, 2023.
- 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.
- Participate in events and meetings as schedule permits, but there are no requirements for General 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 *Lariat* and *JLC Newsletter* and visiting the website
- Maintain contact with your Advisor – must complete online questionnaires (fall and spring) and one interview in the spring. Fall interview is optional.

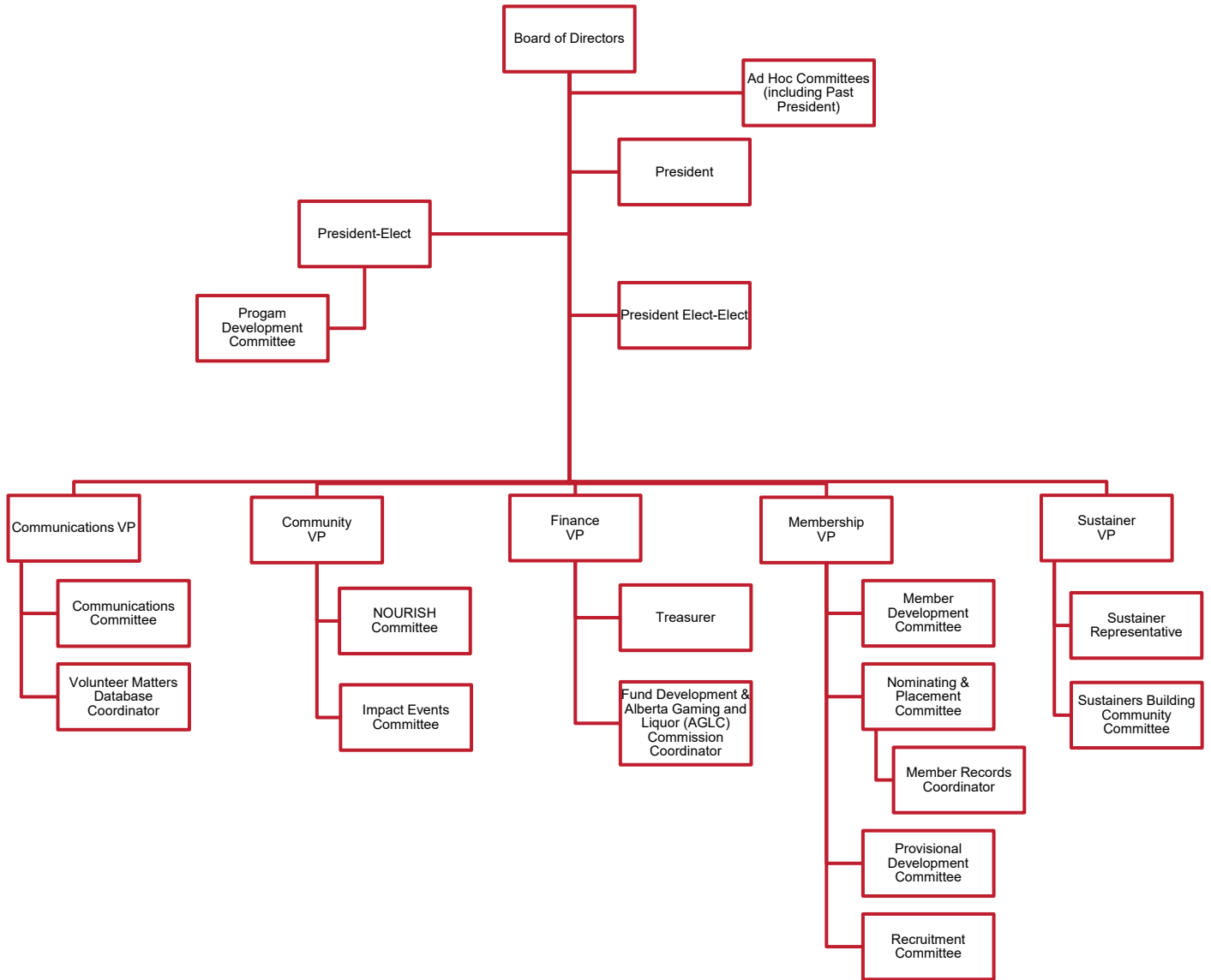
PROVISIONAL MEMBER REQUIREMENTS FOR 2022-2023

The 2022 - 2023 Junior League of Calgary (JLC) year begins on June 1, 2022 and ends on May 31, 2023. Membership requirements are reviewed annually; therefore, requirements for the 2022 - 2023 year may not be applicable in subsequent years.

The Junior League of Calgary reserves the right to modify Provisional membership requirements during the League year, with members notified of the modified requirements. The Provisional membership requirements for the 2022 - 2023 Junior League of Calgary year, effective as of the publication date of the 2022 - 2023 Placement Guide, are as follows:

- Pay Provisional dues of \$182 for the League year. This amount is non-refundable. The fee amount is pro-rated for Provisionals joining part way through the year: Joining between November 1st and February 28th/29th the fee is 50% of the full year amount; Joining between March 1st and April 30th the fee is 25% of the full year amount. The full year dues increase to \$186 on May 1st, 2023.
- Obtain both Police Information Check and Child Intervention Record Check prior to participating in any Programs. When certified Police Information Check and Child Intervention Record Check are received, provide a copy to the Nominating & Placement Committee for JLC records.
- Maintain regular contact with the Provisional Development chairs to discuss your experience as a Provisional Member, your attendance of General Meetings, Provisional Member meetings, Impact Events and/or any questions related to the JLC. An Advisor from the Nominating & Placement committee will be assigned when the Provisional is close to going active. Must complete two online questionnaires and one interview with your Advisor.
- Sign the Provisional Member Code of Conduct and Photo release
- Attend all Provisional Class orientation and training sessions through the Provisional program
- Attend either 2 volunteer shifts or 2 JLC training sessions
- Attend five of seven General Meetings
- 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 by regularly reading the *Lariat* and *JLC Newsletter* and visiting the website
- Complete all requirements within a maximum of 18 months

JLC ORGANIZATION CHART 2022 - 2023



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 monitors performance
- Monitors and strengthens programs and services
- Educates members about the culture of the Junior League of Calgary and the importance of 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 Committee Chairs
- Attends all Board meetings throughout the League year, including the Board Retreat held in June and the August Board meeting
- Takes minutes at Board meetings when assigned

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
- Provides total monthly volunteer hours in support of committee activity to the Committee Chair

Committee Coordinator

- Attends training sessions
- Attends team meetings
- Submits an annual plan to team Vice President (VP)
- Educates members about the culture of the Junior League of Calgary and the importance of 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
- Provides total monthly volunteer hours in support of committee activity to the team VP

Committee Assistant Chair Responsibilities

- Performs all committee member responsibilities
- Supports and assists the Chair and performs those duties if Chair is unable to do so
- Assists with preparation of committee timeline, placement descriptions and policies
- Assists with preparation of budget and tracking of actual expenses
- Participates 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 and the importance of 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 forwards 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 & Events Committee Chair
- Mentors, monitors and supports committee members
- Prepares a monthly committee report 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 *Lariat*, *JLC Newsletter*, and the website
- Prepares for and leads turnover meetings
- Evaluates committee effectiveness via an annual report submitted to the team VP, if requested
- Collates total monthly volunteer hours for each committee member in support of committee activity and reports to the team VP on a monthly basis

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 and the importance of 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 JLC 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 President is an advisor/liaison
- 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 at AJLI conferences and meetings. May share these responsibilities with President-Elect and President-Elect-Elect.
- 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
- Guides and supports the selection of General Meeting guest speakers, with assistance from the Member Development & Events Committee
- Trains, guides and mentors the President-Elect through the year
- Hires JLC Office Administrator and conducts semi-annual performance reviews
- Supervises the Office Administrator and supports the work in property management
- 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 and negotiation of tenant's lease
- Writes articles for the JLC Newsletter to keep membership informed of activities and initiatives from the previous month
- Reviews the weekly Lariat and makes any necessary additions or revisions before it is sent to all members
- Plans and organizes Annual Celebration Gathering with assistance from the Member Development & Events Committee
- Tallies all volunteer hours in support of committee activity and community engagement reported by Board Members
- As Past President, supports the incoming President
- As Outgoing President, assists Sustainer representative with planning the Past

Presidents' Luncheon, if needed

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. (Must notify Nominating & Placement chair by December 31 of first year of her decision on serving a second year).
- 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 JLC.

Member Development Benefits

- Time management, personnel, finance, letter and contract writing, public speaking, conflict resolution, strategic planning and leadership skills
- 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.
- Directs Program Development Committee when League is researching new programs
- Coordinates development of non-casino fundraising events by the Board and individual members. Works with Member Development & Events committee for implementation.
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Assumes the duties of the President in event of President's 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
- Attends leadership training and is fully trained and able to use the JLC workspaces
- Actively learns about all aspects of the JLC, including its committees, operations and activities
- Becomes familiar with parliamentary procedures and is the Parliamentarian
- Serves as the keeper of Bylaws and Policies and is responsible for ensuring that all necessary changes are made and distributed
- Maintains non-financial records of JLC, including agendas and minutes of Board and General Meetings
- Attends AJLI conferences and makes associated travel arrangements
- 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
- Participates in community visits
- Works with Finance VP to review and renew Commercial Insurance policy and Directors and Officers Insurance policy (with input from President). Provides total monthly volunteer hours in support of her position to the President.
- Oversees all approved capital projects
 - Sources quotes for capital projects
 - Presents summary of project quotes and recommendations to Finance VP for approval
 - Presents proposed projects to the Board
- Assists Office Administrator in managing the tenant relationship
- Works with Finance Vice President to negotiate lease renewals with the tenant
- Ensures that all key P-E documents are uploaded to Board workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Approximately 15 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

PROGRAM DEVELOPMENT COMMITTEE

Responsibilities

- Reports to the President-Elect
- Develops Program Development Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Follows AJLI Community Impact Model for the development process
- Tracks expenses versus budget
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities
- Research:
 - Committee works together to research new programs for the JLC to consider that align with the JLC's mission, vision and strategic plan
 - Reaches out and meets with potential program partners
 - Provides recommendations on new programs to the JLC Board
- Program Development and Implementation:
 - Committee works together to develop a program and an implementation plan for new programs approved by the Board
 - Committee works collaboratively to design the program and its implementation
 - Committee creates written curriculum using JLC templates for all programming and develops new templates and instructions as required
 - Chair develops methods for measuring and tracking program goals/outcomes. Tracks and reports actual outcomes at least annually.
 - Collaborates with Community VPs during the implementation of the new program
 - Trains and coordinates JLC volunteers to work within the committee and tracks actual member volunteer participation through JLC database
 - Chair ensures that all upcoming volunteer shifts are posted on online volunteer calendar

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

PRESIDENT-ELECT-ELECT (P-E-E)

Responsibilities

- Serves on the JLC Board of Directors
- Assumes the duties of the President-Elect in event of P-E's absence
- May share responsibility for chairing Board meetings and General Meetings with President-Elect
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Attends all Board 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 JLC Office Administrator for filing and posting to the website
- Participates in community visits
- Provides total monthly volunteer hours to the President
- Monitors the AJLI website and provides updates on training opportunities and other valuable information to the Board
- Ensures that all key P-E-E documents are uploaded to Board workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Approximately 10 - 15 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
- Educates members about the culture of the Junior League of Calgary and the importance of 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 team annual plans
- Prepares and monitors Communications budget components
- Mentors and coaches Communications 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
- Submits monthly Vice President updates, including total monthly volunteer hours for the Communications team to the President prior to each board meeting
- Ensures that all key Communications documents are uploaded to team workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Approximately 15 - 20 hours per month

Member Development Benefits

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

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 and the importance of 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
- Tracks expenses versus budget
- Obtains appropriate 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:
 - 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
- Manages social media presence
- Manages publications via:
 - Produces/updates JLC brochure when necessary
 - Produces/updates any other JLC marketing materials when required
- Coordinates the production of all JLC Newsletter articles and follows up with other teams to obtain team related JLC Newsletter 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 media
- Works with JLC Office Administrator to update JLC page on the AJLI website annually
- Manages photography via:
 - Promotes picture-taking at JLC events for any external communication uses
 - Provides photographs to JLC Office Administrator and agencies involved, upon request
 - Confirms photos of new members and annual photos of JLC Board are taken
 - Manages images and their use for external purposes

- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

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
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Sets up, tests, and implements database systems that improve efficiency and effectiveness of the JLC
- 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 to assure dropdown views are current for all database users. Updates during the League year are performed by Member Records Coordinator.
- 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
- 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 10 - 15 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)
- 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

- Database management skills
- 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

COMMUNITY VICE PRESIDENT

Responsibilities

- Serves on the JLC Board of Directors
- Attends all Board meetings
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the NOURISH Committee and Impact Events Committee
- Links the JLC Strategic Plan and the Community team annual plans
- Prepares and monitors Community budget components
- Mentors and coaches Community Committee Chairs
- Conducts periodic team meetings to facilitate collaboration among Committee Chairs
- Oversees completion of Memoranda of Agreement with partners, files original documents in the community binder and sends all necessary documents to be posted to the website, to Office Administrator to post
- Maintains ongoing communication with partners
- Provides website and social media wording for Community programs when required or requested
- Liaises with project funders and partners on a semiannual basis
- Works with Fund Development and committee members to provide information for grant applications
- Contacts community agencies that work within JLC focus area to introduce the JLC and exchange information about areas of common interest and potential future programs
- 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
- Submits monthly Vice President updates, including total monthly volunteer hours for the Community team to the President prior to each board meeting
- Ensures that all key documents are uploaded to team workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Approximately 15 - 25 hours per month

Member Development Benefits

- Develop leadership, management and coaching skills
- Build interpersonal communication skills
- Learn about organizational development, strategic planning, budgeting and forecasting
- Board training and experience
- Conflict resolution and delegation skills
- Improve understanding of our community and the need for services and advocacy

NOURISH COMMITTEE

Responsibilities

- Reports to the Community VP
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Committee works together to develop the NOURISH Annual Plan in support of the JLC Strategic Plan alongside the needs of Highbanks Society and Elizabeth House
- Chairs and Committee work with team VPs to evolve program components to meet needs of agency partners
- Chairs create written curriculum using JLC template for all programming
- Chairs develop methods for measuring and tracking program goals/outcomes. Tracks and reports actual outcomes at least annually.
- Chairs organize periodic meetings with agency representatives and Community VPs to ensure the program is meeting the needs of both parties
- Collaborates with other Community committees to maximize the JLC's impact by incorporating elements/ideas from other programs
- Chairs ensure that all upcoming volunteer shifts are posted on online volunteer calendar
- Trains and coordinates JLC volunteers to work at NOURISH program and tracks actual member volunteer participation through JLC database
- Tracks expenses versus budget
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Chair: Approximately 10 - 15 hours per month
- Committee Members: Approximately 3 - 6 hours per month
- At least one committee member is required to attend each session

The NOURISH program typically is offered twice a month

- Highbanks Society: roughly every third Sunday of the month from 2:00pm to 4:00pm
- Elizabeth House: roughly every third Tuesday of the month from 5:30pm to 7:30pm

(Please note days and times are negotiated with the partners at the beginning of each year. We try to accommodate the partners and the personal schedules of the committee members.)

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

IMPACT EVENTS COMMITTEE

Responsibilities

- Reports to the Community VP
- Educates members about the culture of the Junior League of Calgary and the importance of 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 Communications Committee to provide articles and notices for the *JLC Newsletter*, *Lariat* and JLC website
- Tracks expenses versus budget
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities
- Identifies Impact Events for membership participation with three Impact Events in the fall and three Impact Events in the winter/spring suggested:
 - 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
 - Liaises with community partners to organize Impact Events for JLC members
 - Coordinates JLC volunteers to work at Impact Events
 - Ensures that all upcoming volunteer shifts are posted on online Volunteer calendar
 - Tracks member volunteer hour participation through JLC database

Time Commitment

- Chair: Approximately 5-10 hours per month, (5 when there are no large events/drives)
- Committee Members: Approximately 5-10 hours per month, (5 when there are no large events/drives)

Member Development Benefits

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

FINANCE VICE PRESIDENT

Responsibilities

- Serves on the JLC Board of Directors
- Attends all Board meetings
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the Treasurer, Fund Development & Alberta Gaming and Liquor Commission (AGLC) Coordinator
- Links the JLC Strategic Plan and the Finance team annual plan
- Mentors and coaches Finance Committee Coordinators
- Conducts periodic team meetings to facilitate collaboration among Committee Coordinators
- Sends budget to Board members and requests reviews each month
- Provides quarterly financial statements and reports to Board and leads Board discussion
- Ensures Bookkeeper sends monthly Financial Reports to President via email
- Assists Treasurer in managing monthly Budget vs. Actual spreadsheet
- Monitors the annual budget against actual fiscal performance
- Adjusts the annual budget throughout the year per approved motions
- Communicates with Board for budget preparation process in March Board meeting. Finalizes and submits following year's budget for Board approval by May Board meeting.
- 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-Elect)
- Oversees JLC annual campaign and other fund development
- Works with President-Elect to negotiate lease rentals with the tenant
- Completes the Common Cost spreadsheet for the tenant in early July (Office Administrator assists)
- 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
- Ensures current backup copy of Simply Accounting files exists offsite
- Submits monthly Vice President updates, including total monthly volunteer hours for the Finance team to the President prior to each board meeting

Time Commitment

- Approximately 15 - 25 hours per month (year-round term June 1 – May 31). Busiest period in the fall.

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
- Board training and experience
- Conflict resolution and delegation skills
- Acquire an understanding of financial contributions the JLC makes to the community

TREASURER

Responsibilities

- Reports to the Finance VP
- Develops Treasurer Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Holds one of the signing authorities for all JLC bank accounts
- Pays all JLC bills
- Reviews all reimbursements for correct COA, GST and ensures proper expenditure of casino funds per the AGLC Use Of Proceeds before issuing reimbursement
- Maintains JLC financial books (in conjunction with the bookkeeper)
- Maintains (with bookkeeper) Simply Accounting software and data file update after audit is completed
- 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
- Ensures that all key documents are uploaded to group workspace to provide a long-term record of activities
- Quarterly: manages PayPal reports and transfers funds from PayPal to main account
- Quarterly: reconciles all cash, cheque, and EFT deposits with Donation & income spreadsheet
- Maintains Casino Tracking spreadsheet and assists in AGLC financial report filing
- Manages donations from Benevity, Canada Helps, United Way and SkiptheDepot

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
- Requires commitment during year end audit usually from June – August

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 (no certification/designation required)

FUND DEVELOPMENT & ALBERTA GAMING AND LIQUOR COMMISSION (AGLC) COORDINATOR

Responsibilities

- Reports to the Finance VP
- Develops Fund Development & AGLC Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- 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
- Supports President-Elect on financial aspects of approved non-casino fundraising initiatives
- Uploads all corporate donations/grants information to the Finance workspace of the JLC website
- 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 AGLC Casino Advisor 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
- Uploads approved Casino Use of Proceeds document onto the Finance Workspace of the JLC website every September 30, January 31 and May 31
- Liaises with Treasurer to ensure accuracy of casino expenses
- Liaises with Member Development Chair to provide support as needed for conference travel documentation

Time Commitment

- Approximately 3 - 6 hours per quarter (non-casino years); 6 - 8 hours per month for the 3 months leading up to casino
- 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 fund-raising initiatives and being responsible for organizing the JLC's largest fund-raising event
- 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
- Develop an understanding of the AGLC casino process and how funds earned can be properly used to make a positive impact
- Gain accounting knowledge
- Learn about financial tracking processes

MEMBERSHIP VICE PRESIDENT

Responsibilities

- Serves on the JLC Board of Directors
- Attends all Board meetings
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Directs the Member Development & Events Committee, Nominating & Placement Committee, Provisional Development Committee and Recruitment Committee
- Links the JLC Strategic Plan and the Membership team annual plans
- Prepares and monitors Membership budget components
- Mentors and coaches Membership Committee Chairs
- Conducts periodic team meetings to facilitate collaboration among Committee Chairs
- Reviews and revises Membership Requirements (yearly)
- Monitors member progress toward fulfillment of membership requirements
- Presents name tags and certificates at GM when Provisional members become Actives
- Organizes Provisional Development events and volunteer opportunities
- 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.
- Confirms with Member Records Coordinator that 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 JLC 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
- Submits monthly Vice President updates, including total monthly volunteer hours for the Membership team to the President prior to each board meeting
- Ensures that all key documents are uploaded to the team workgroup on JLC website

Time Commitment

- Approximately 25 - 50 hours per month

Member Development Benefits

- Develop leadership, management and coaching skills
- Learn about organizational development and strategic planning
- Conflict resolution and delegation skills
- Board training and experience
- Budget and forecasting

MEMBER DEVELOPMENT & EVENTS COMMITTEE

Responsibilities

- Reports to Membership VP
- Develops Membership Development & Events Annual Plan in support of JLC Strategic Plan
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Tracks expenses versus budget
- Works with team members to plan, implement and evaluate training for membership including placement training, issue area training, and leadership training
- Coordinates and/or creates/presents “Training in Ten” sessions for GMs
- Reviews current information on AJLI training tools and suggests opportunities for integration into JLC training
- Facilitates transition training annually for JLC placements
- Organizes General Meeting (GM) details including venue reservations, set up details, speakers, agendas, refreshments and equipment
- Plans and organizes social events
- Supports President-Elect in organizing non-casino fundraising events, including the Little Black Dress initiative and the related hygiene items drive for International Women’s Day
- Supports planning of recruitment events and placement fairs
- Supports the President with planning the Annual Celebration Gathering
- Coordinates greeting members at the door, attendance taker, minute taker and snacks/beverages at the monthly GMs
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Chair: Approximately 15 - 20 hours per month
- Committee Members: Approximately 1-5 hours per month. More hours are spent at the beginning of the year with planning.
- Committee spends 70% of time on event planning and 30% of time on training and development

Member Development Benefits

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

NOMINATING & PLACEMENT COMMITTEE

Responsibilities

- Reports to the Membership VP
- Maintains dialog with JLC Board of Directors through periodic updates from Nominating & Placement (N&P) Chair at their meetings
- Educates members about the culture of the Junior League of Calgary and the importance of 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 8-11 Actives, Active Sustainers, or Provisionals ready to go active
- Committee members can take a leadership role in one of these areas: Placement Guide, Reports Administration, or Online Questionnaires
- Reviews and updates fall and spring questionnaires for the current year to collect information and maintain consistency in member interviews
- Ensures that interviews are conducted with all advisees. Fall interview is optional, and spring interview is required
- Works to understand members' skills & 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 and informs confirmed delegates of JLC procedures on registration and travel arrangements
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Chair: Approximately 10-15 hours per month (25 hours in March)
- Committee Members: Approximately 6-8 hours per month (12 hours in March)
- Year-round commitment with slow periods in July and August and busy periods in 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
- Google Docs and Survey Monkey skills

MEMBER RECORDS COORDINATOR

Responsibilities

- Member of the Nominating & Placement Committee, reporting to Chair
- Works with the JLC Advisors to obtain member information requiring updates
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Updates member status as needed using prepared fields in the Volunteer Matters (VM) database
- Runs monthly synchs between the JLC VolunteerMatters database and the AJLI e-update system to capture changes in member contact information and status
- Tracks members' completion and maintenance of Police Information Check and Child Intervention Record Check (security checks) and changes contact status when either record is expired and when both records are current; advises Membership VP and Advisors of members with expired Police Information Check and/or Child Intervention Record Check; contacts members with expiring/expired security checks.
- Runs and distributes Member Forms and dues status report to Advisors and Executive committee
- Requests attendance from committee chairs and runs volunteer hours report on a monthly basis using prepared report templates within VM database
- Updates member fulfillments toward requirements 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
- Provides N&P Chair and the Executive Committee 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 to which she has access
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Approximately 5 hours per month, with the exception of June for processing year end placement and status changes (approximately 10 hours). Hours are mostly flexible.
- Year-round commitment (June 1 to May 31) with 5 hours of position training with Database Coordinator over summer as needed

Member Development Benefits

- Database administration skills
- 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

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 and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Tracks expenses versus budget
- Reviews and updates Provisional Training course materials
- Organizes orientation sessions with key League leaders
- Implements Provisional Training framework
- Provides Provisional members with documents pertinent to each session
- Attends Provisional training classes
- Communicates regularly with membership on class status
- Committee members act as Advisors to Provisionals until they are ready to go active
- Coordinates with Recruitment Committee to obtain applications, fee payments, Police Information Check and Child Intervention Checks, and other documentation from Provisional members
- Coordinates with Nominating & Placement committee on tracking individual progress toward completion of program to ensure that their Nominating & Placement Advisor is assigned, and interview arranged to expedite first Active placement
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Chair: Approximately 5 – 10 hours per month
- Committee Members: Approximately 1-5 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
- Collaborate with Recruitment, Member Development & Events and Nominating & Placement Committees

RECRUITMENT COMMITTEE

Responsibilities

- Reports to Membership VP
- Educates prospective and current members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Tracks expenses versus budget
- Uses JLC recruitment email to conduct communication on behalf of the recruitment committee
- Develops Recruitment Annual Plan in support of JLC Strategic Plan
- Responds to inquiries about JLC membership in a timely manner and conducts in-person interviews with prospective members
- Reviews/shares recruitment documents with prospective members either in-person or via email
- Conducts recruitment information sessions/presentations
- Updates recruitment documents & recruitment tracking spreadsheet on Volunteer Matters to keep information current, maintain consistency in interviews and to capture data on how and why prospective members come to the JLC
- Coordinates with Provisional Development to obtain applications, fees payments, Police Information Checks and Child Intervention Record Checks, and other documentation from Provisional members
- Provides Provisional member contact information to Member Records Coordinator, Provisional Development and Membership VP
- Collaborates with Communications Committee on recruitment materials and promotions
- Collaborates with the Member Development & Events Committee to plan recruitment socials during the year
- Ensures that all key documents are uploaded to committee workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Chair: Approximately 5-10 hours per month
- Committee Members: Approximately 1-5 hours per month
Time commitment varies depending on the onboarding interest from potential members, with committee members required to contact potential members and conduct interviews.

Member Development Benefits

- Public speaking and presentation skills
- Time management and planning skills
- Teamwork and leadership skills
- Interview skills
- Collaboration with Provisional Development, Member Development & Events, Nominating & Placement and Communications committees

SUSTAINER VICE PRESIDENT

Responsibilities

- Serves on the JLC Board of Directors
- Attends all Board meetings
- Attends GMs, AGM, Past Presidents' Luncheon, Holiday Luncheon and Annual Celebration Gathering, if possible
- Educates members about the culture of the Junior League of Calgary and the importance of 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
- Updates Sustainers on Board decisions and other key JLC activities
- Represents views of the sustaining membership to the Board
- Acts as liaison to other Sustainer groups
- Recruits Sustainers as needed for committees
- Plans the Holiday Luncheon with the assistance of the Sustainers Building Community Committee and other Sustainer volunteers
- 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 VM Database Coordinator for upload to the website
- Collates total monthly volunteer hours for her team and herself in support of team activity and reports to the President on a monthly basis
- Submits monthly Vice President updates to the President prior to each board meeting
- Ensures that all key Sustainer documents are uploaded to Sustainer workgroup on JLC website to provide a long-term record of activities

Time Commitment

- Approximately 15 hours per month
- Such time as necessary (usually on the telephone) to follow up on items relevant to Sustainers (such as dues or events)

Member Development Benefits

- Represent and support the largest membership group of the JLC
- Board training and experience
- Communication skills
- Conflict resolution and delegation skills
- Leadership skills to motivate and connect an extremely diverse group

SUSTAINER REPRESENTATIVE

Responsibilities

- Chairs Book Club
- Plans Past Presidents' Luncheon, with assistance of Outgoing President as needed
- 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

Time Commitment

- Approximately 3 hours per month

Member Development Benefits

- Opportunity to connect with larger Sustainer population
- Communication skills
- Organizational skills to maintain the engagement of its members through their shared love of reading

SUSTAINERS BUILDING COMMUNITY COMMITTEE

Responsibilities

- Reports to the Sustainer VP or to the President in the years where there may not be a Sustainer VP
- Engages the JLC's Sustainer membership and re-engages lapsed Sustaining members
- Educates members about the culture of the Junior League of Calgary and the importance of collaboration, building consensus, professionalism, accommodation, and alignment to our values: Commitment, Community, Friendship, Integrity, Leadership and Training
- Organizes Sustainer participation in the JLC through social events, impact events and/or projects that are aligned with the JLC Focus Area
- Presents written proposals to the JLC Board on planned events and activities; provides written status updates to the JLC Board during the planning process and provides a written report about the event/activity to the Board after completion
- Ensures Board and/or Community VP approval for all planned activities and events
- Ensures Board approval for any fundraising in advance of the planned activity
- Depending on the nature of the impact event or project, assures that participating Sustainers have current Police Information Checks and Child Intervention Record Checks in place, with copies of these reports on file with the JLC Office Administrator
- Reports to the Sustainer VP all volunteer hours for committee members and guests on a monthly basis
- Assists Sustainer VP in planning and organizing Holiday Luncheon

Time Commitment

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

Each committee member must be a Sustaining Member in good standing

Membership Development Benefits

- Event planning skills
- Planning and organizational skills
- Networking skills within the community
- Communication skills