



Volunteer Committee Role Description

POSITION:	Volunteer Committee Chair
DATE:	October 2022
REPORTS TO:	Director Liaison

GENERAL

The Calgary Stampede draws upon the leadership and participation of many volunteers to develop and operate programming in support of the objectives of the organization and to expand its reach into the community. The engagement of volunteers in meeting many of the organization's planning, management, and operational requirements is achieved through volunteer committees.

The management and planning of each committee is vested in the committee chair, who is appointed by the board of directors. Upon appointment, each chair will carry only such powers and authorizations as provided to him or her by the policies of the Calgary Stampede.

KEY RESPONSIBILITY OF COMMITTEE CHAIR

The primary role for the committee chair is to lead the volunteers on the committee in the successful fulfillment of their committee's mandate. It is expected that while they are fulfilling their committee mandates, they will reflect the values of the Calgary Stampede. The committee chair appointment is a two-year term.

NATURE AND SCOPE

Partnership:

The chair will work in partnership with the staff liaison and event coordinator (where identified) and vice-chairs to achieve the committee's objectives in accordance with the strategic plan.

Volunteer engagement:

The Calgary Stampede enjoys the support of a substantial number of very committed, dedicated and competent volunteers. To ensure that our volunteers are appropriately tasked in roles that provide quality experiences and meet the requirements of a volunteer engagement, chairs are accountable for:

- ensuring volunteers have the appropriate skill sets needed to achieve the committee's objectives;
- ensuring tasks are assigned appropriately in order to ensure a safe environment for our volunteers, staff and guests;
- adhering to approved organizational processes on recruiting, screening, orientation, training, recognition and performance management practices;
- ensuring Volunteer Services is contacted prior to recruiting new volunteers and prior to any significant disciplinary action being taken against a volunteer, such as removal from a committee or withdrawal of perquisites. Disciplinary action of a significant nature is done in consultation with those involved in the matter (to include the Director Liaison and Staff Liaison) and in agreement with Volunteer Services;

- keeping committee members informed of Stampede policy changes and updates; and,
- incorporating best practices regarding the operations of volunteer committees

Vice-chair mentorship:

In order for the chair to focus at a more strategic level, he/she will mentor the vice-chairs by working in partnership with them, and by delegating all operational authority to them to provide for a seamless leadership transition. In addition, the following organizational processes will be delegated to the vice-chairs for their further development. The chair is accountable for ensuring that the vice-chairs follow the established organizational practice for each of these processes, as applicable.

1st vice-chair	2nd vice-chair
Annual planning	Brand alignment
Budget and finance	Media relations
Volunteer recruitment	Sponsorship

Planning and resource allocation:

The chair is accountable for the annual and long-range program planning process, the committee’s annual and long-range program planning will, in turn, determine the financial and human resources required to achieve the committee’s goals and objectives. The chair is responsible for ensuring the committee stays within the established budget, and the staff liaison is accountable for the preparation and on-going administration and monitoring of the budget to ensure the committee budget is not exceeded. Any committee requests for additional funding after budgets have been approved will be determined through the process established by the CFO.

Succession planning:

In order to ensure the continued strength and depth of committee leadership, the chair, in consultation with the director liaison, vice-chairs, staff liaison and/or event coordinator will identify future leaders and develop these individuals as possible successors.

Meetings:

The chair is accountable for determining meeting agendas and chairing the committee meetings, while it is expected that the vice-chairs, staff liaison and event coordinator will provide input into meeting agendas as required and be significant participants and resources in the meeting discussions. The number of committee meetings necessary to fulfill the committee mandate will be determined by the chair, in consultation with the vice-chairs and staff liaison. Additional meeting requirements for chairs will include:

- new leader training and orientation session;
- leadership development training seminars;
- chair meetings;
- additional ad hoc meetings as required.

SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION

Strategic leadership:

The ability to think strategically and see beyond individual committee interests towards what is in the best interests of the organization. Proven successful leadership experience within the Calgary Stampede or with other similar or aligned organizations. Managerial and business acumen, including practical knowledge of planning and event management utilizing creativity and innovation.

People leadership:

Broad leadership skills including successful experience with motivating, supporting, and delegating to a wide variety of individuals.

Relationship management:

The ability and desire to work in partnership with a variety of stakeholders (e.g. internal volunteers and staff at all levels, sponsors, exhibitors, government, etc.).