



Volunteer Committee Role Description

POSITION:	Staff Liaison
DATE:	October 2022
REPORTS TO:	Senior Manager or Vice-President

GENERAL

The management and planning of each committee is vested in the committee chair who is appointed by the board of directors upon recommendation of the director liaison, developed in consultation with the past committee chair, staff liaison and event coordinator to the committee. The operational support for the committee's activities is vested in the staff liaison who is accountable to the senior manager or vice-president in their department. The staff liaison is to support the success of the committee.

EXPECTATION

The primary role of the staff liaison is to support the committee in the successful fulfillment of their committee's mandate. It is expected that the staff liaison will support the organization's objectives, goals and purpose by reinforcing the aligned messaging of the committee chair or by providing necessary clarifications to ensure the committee's activities align with the organization's overall strategic plan.

As the committee's key contact to internal support systems, the staff liaison will provide information and be a resource to the committee on operational issues, strategic planning, promotions, financial constraints and other internal operations. It is expected that the staff liaison will reflect the values of the Calgary Stampede in all they do and will work with the committee chair and Volunteer Services to ensure all corporate policies and practices are being adhered to.

NATURE AND SCOPE

Partnership:

The staff liaison will work in partnership with the chair, vice-chairs and event coordinator (if assigned) to achieve the committee's objectives and will work in partnership with the chair to clarify clear lines of responsibility for staff, including event coordinator/recording secretary and volunteers; with each taking accountability for their agreed upon tasks. The staff liaison will ensure that the staff who work with volunteers are kept informed of policy changes and updates regarding the volunteer program.

Planning and resource allocation:

The chair is ultimately accountable for the annual and long-range program planning process, but the 1st vice-chair is responsible for coordinating the process which will include, at minimum, the 2nd vice-chair, staff liaison and event coordinator. The committee's annual and long-range program planning will, in turn, determine the financial and human resources required to achieve their 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 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 staff liaison is expected to provide input to the chair regarding the identification of future leaders, and the director liaison will consult with the staff liaison regarding potential leadership candidates. The staff liaison will assist as required in developing these individuals as possible leadership successors.

Meetings:

The chair is accountable for determining meeting agendas and chairing their committee meetings but it is expected that the 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 their vice-chair(s) and staff liaison.

Meeting requirements for staff liaisons will include:

- committee meetings
- chair/leader meetings
- training and development seminars as required
- new staff liaison orientation session
- additional ad hoc meetings and focus groups as required

SKILLS AND KNOWLEDGE REQUIRED FOR POSITION

Strategic leadership:

The ability to think strategically and effectively communicate the organization’s objectives, goals and purposes as well as 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 and communication skills including successful experience with motivating, supporting, and delegating to, a wide variety of individuals (could be either volunteers or staff). Experience working with volunteers or personal volunteer experience is an asset.

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.