



### **Volunteer Committee Role Description**

<b>POSITION:</b>	<b>Volunteer Committee Vice-Chair</b>
<b>DATE:</b>	October 2022
<b>REPORTS TO:</b>	Committee Chair

#### **GENERAL**

The management of the program operations of each committee are vested in the committee vice-chairs who are appointed by the board of directors upon recommendation of the director liaison, developed in consultation with the chair, staff liaison and event coordinator (if applicable) to the committee. Upon appointment, each vice-chair will carry only such powers and authorizations as provided to him or her by the committee chair in adherence with the policies of the Calgary Stampede.

#### **EXPECTATION**

The primary role for the committee vice-chair is to support their chair in leading the volunteers on the committee. It is expected the individual will reflect the values of the Calgary Stampede in all they do and will work with the chair to ensure all corporate policies and practices are being adhered to.

The 1<sup>st</sup> and 2<sup>nd</sup> vice-chair positions are developmental roles and the expectation is for the incumbent to eventually become chair of the committee. A number of factors may impact succession plans for the chair role including a change of scope for the committee which no longer aligns with the interests or skills of the vice-chair, ability or availability of the vice-chair to the requirements of the role of vice-chair or chair, or other factors relevant to a volunteer supported organization. Each committee vice-chair position is a two-year term.

#### **NATURE AND SCOPE**

##### **Partnership:**

The vice-chairs will work in partnership with the chair, staff liaison and event coordinator to achieve the committee's objectives while taking accountability for their agreed upon tasks.

##### **Operations:**

In order for the chair to focus at a more strategic level, the vice-chairs will be responsible for all operational aspects of the committee, which will include, but may not be limited to:

- orientation, training, administration and supervision of volunteers
- management of operating activities of the committee
- coordination of supply and utilization of assets assigned to the committee

Vice-chairs will also:

- hold themselves, and their volunteers, accountable for the accomplishment of their specific responsibilities and insure those accomplishments meet the time requirements and deadlines imposed upon the committee

Approved – October 2022

- ensure that all activities of the committee will be done in accordance with the policies and procedures established by the Calgary Stampede
- ensure that there is a spirit of cooperation between the volunteers under his or her authority and between those volunteers and the staff who provide resources, coordination, or other support for the committee’s activities

**Organizational processes:**

In addition, the following organizational processes will be assigned to the 1<sup>st</sup> and 2<sup>nd</sup> vice-chairs:

<b>1<sup>st</sup> vice-chair</b>	<b>2<sup>nd</sup> vice-chair</b>
Annual planning	Brand alignment
Budget and finance	Media relations
Volunteer recruitment	Sponsorship

**Planning and resource allocation:**

The chair is ultimately accountable for the annual and long-range program planning process, but the 1<sup>st</sup> vice-chair is responsible for coordinating the process which will include, at minimum, the 2<sup>nd</sup> 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 has overall responsibility for ensuring the committee stays within the established budget but that responsibility has also been delegated to the 1<sup>st</sup> vice-chair. 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 vice-chairs are expected to provide input to the chair regarding the identification of future leaders, and develop these individuals as possible leadership successors as required.

**Meetings:**

The chair is accountable for determining meeting agendas and chairing their committee meetings but it is expected that the vice-chair will:

- provide input into meeting agendas as required
- be significant participants and resources in the meeting discussions
- chair the committee meeting in the chair’s absence

The number of committee meetings necessary to fulfill the committee mandate will be determined by the chair, in consultation with their vice-chairs and staff liaison.

Additional meeting requirements for vice-chairs will include:

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

**SKILLS AND KNOWLEDGE REQUIRED FOR POSITION**

**Leadership:**

Proven successful leadership experience within the Calgary Stampede or with other similar or aligned organizations. Practical knowledge of planning and event management and successful experience with motivating, supporting, and delegating to a wide variety of individuals (could be either volunteers or staff).

**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.