



Committee Position Descriptions

Chair

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month for preparation
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day and tidy up after
- Participation on days of event
- Minimum of two year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Chair all steering committee meetings
- Direct and support all sub-committees as needed
- Lead the event to success
- Make decisions based on steering committee input, ensuring the longevity of the Festival, and in the best interest of all partners, sponsors, and volunteers
- Represent the Water Festival in the community
- Host V.I.P. Luncheon at Festival

Vice-Chair

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month for preparation
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day and tidy up after
- Participation on days of event
- Minimum of one year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Provide leadership and direction to sub-committee members
- Chair all steering committee meetings if Festival Chair is unable to
- Support all sub-committees as needed
- Lead the event to success
- Make decisions based on steering committee input, ensuring the longevity of the Festival, and in the best interest of all partners, sponsors, and volunteers
- Represent the Water Festival in the community

Education and Programming Sub-Committee

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month monitoring sub-committee
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day
- Participation on days of event
- Attendance at Festival V.I.P. event
- Minimum of one year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Attend sub-committee meetings and steering committee meetings
- Provide leadership and direction to sub-committee members
- Schedule, advise, assign tasks and monitor the sub-committee members
- Present sub-committee reports at steering committee meetings
- Re-evaluate the Teacher Planning Guide
- Re-evaluate & update activity sheets
- Ensuring that the activity centres meet the provincial curriculum requirements
- Research and development of new activity centres
- Assist with teacher orientation

Facilities and Operations Sub-Committee

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month for preparation
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day
- Participation on days of event
- Attendance at V.I.P. Luncheon
- Minimum of one year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Attend sub-committee meetings and steering committee meetings
- Provide leadership and direction to sub-committee members
- Present sub-committee reports at steering committee meetings
- Schedule, advise, assign tasks and monitor the sub-committee members
- Schedule shelters, orientation centre, gazebo and disc golf area for all Festival requirements
- Arrange activity centre tent rentals, locates for all tents
- Coordinate portable washroom rentals and locations
- Schedule portable radios, pick up, drop off and recharging
- Order bar-b-q, food, condiments and chefs for volunteer lunches
- Ensure that water and hydro is available for specific activity centres
- Design and order site map
- Assist with set up, including picnic tables, garbage receptacles, signs, banners etc..
- Coordinate on site security
- Provide assistance as needed during event
- Assist with activity tear down
- Maintain and repair Activity Centres

Fundraising Sub-committee

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month for sub-committee activities
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day
- Participation on days of event
- Attendance at V.I.P. Luncheon
- Minimum of one year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Attend sub-committee meetings and steering committee meetings
- Provide leadership and direction to sub-committee members
- Present sub-committee reports at steering committee meetings
- Schedule, advise, assign tasks and monitor the sub-committee members
- Identify sponsorship needs and targets
- Plan and implement sponsorship program with long term funding goals
- Utilize contacts to prepare list to be contacted for sponsorship
- Develop and review materials to be sent out to prospective sponsors
- Make any and all necessary follow up actions to secure funding

Media and Promotions Sub-Committee

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month monitoring sub-committee
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day
- Participation on days of event
- Attendance at Festival V.I.P. event
- Minimum of one year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Attend sub-committee meetings and steering committee meetings
- Provide leadership and direction to sub-committee members
- Schedule, advise, assign tasks and monitor the sub-committee members
- Present sub-committee reports at steering committee meetings
- Create awareness of the Festival in the community
- Creating bench mark of how the Festival is perceived by the community
- Co-ordinate the V.I.P. Luncheon event
- Prepare any press releases and media packages for the media
- Co-ordinate any photography or filming at Festival

Volunteer Sub-Committee

Time Commitment:

- Two hours each month for steering meetings
- Eight hours each month for sub-committee activities
- Additional time as needed to complete tasks will vary in length and time of year
- Assistance on set up day
- Participation on days of event
- Attendance at V.I.P. Luncheon
- Minimum of one year commitment

Benefits:

- Opportunity to work with a community based steering committee
- Develop and improve aspects of water festival
- Create awareness of water issues in children, teachers and parent helpers
- Increase your personal network

Responsibilities:

- Attend sub-committee meetings and steering committee meetings
- Provide leadership and direction to sub-committee members
- Present sub-committee reports at steering committee meetings
- Schedule, advise, assign tasks and monitor the sub-committee members
- Recruitment of all volunteers, including high school and adults
- Organize, develop and present all training sessions
- Ensure that all volunteers are aware of time commitment and expectations at the Festival
- Ensure that all activity centres have the minimum number of volunteers to operate effectively and safely
- Update volunteer training manual as needed
- Review volunteer roles, hand out maps and assign partners the morning of the festival
- Monitor volunteers days of Festival
- Update and maintain volunteer data base