



## **Survivors Abreast Committee Descriptions**

Everybody is expected to work on a committee in addition to helping out with Peterborough's Dragon Boat Festival in some capacity.

Committees are asked to select a chair and notify the President by the end of October. For succession planning, binders or electronic folders with relevant information should be created to pass on to the next chair. When possible, a co-chair should also be selected for training purposes.

All committees are responsible for developing their own budgets and submitting to the Treasurer for consideration. Committee chairs are responsible for submitting receipts for expenses and for monitoring their budgets. Contracts, commitments, purchases or agreements in excess of \$100.00 of their approved budget, must receive prior approval of the Board of Directors.

### **Awareness/Education:**

The purpose of the committee is to recommend ways to raise the profile of the team and to raise awareness of breast cancer within the community.

The committee is responsible for:

- Maintaining the team website and social media sites by providing current content
- Developing awareness and education materials
- Organizing events to support awareness and promote the team.

### **Historian:**

- Watches local media for articles on team and clips with date.
- This includes newspapers, magazines and CHEX TV.
- Attend SA functions and takes appropriate photos.
- Collects photos from each race and event.
- Keeps scrapbooks up to date and available for display at team meetings and functions.



### **International Festival Fundraising Committee:**

Responsible for:

- Coordinating efforts towards fundraising for upcoming International Festivals
- Engaging other members of the Survivors Abreast team to assist/participate. This may include initiating, organizing, appropriately advertising, and executing various events.
- Fundraising events may include coordination Team building events, with the assistance of other SA team members.
- Providing all funds raised to the SA Treasurer on a timely basis.
- Reporting the current status and future plans to the SA team at team meetings.

### **Kindness:**

- Sends appropriate cards/flowers/teddy bears to team members who are sick, had surgery or suffered recent bereavement.
- Prepares certificates of Thanks as described in the Retirement Policy.
- Keeps a list of former members and notifies the President when they learn of the passing of a member or former member.
- Arranges for flowers or a donation in lieu of and sends to the funeral or celebration of life of a deceased member as per the Deceased Member Policy.
- Organizes an honour guard should one be desired by the deceased members family.
- Provides a list of deceased members to the Peterborough Dragon Boat Festival Committee and arranges to have the deceased member's name added to the SA memorial paddle and on the team's website.



### **Membership:**

- Coordinates the yearly registration for current general and alumni members and ensures proper registration process for new members.
- Coordinates committee sign up and chair selection process.
- Manages new member buddy system
- Maintains membership list
- Communicates with other committee heads regarding new members` needs including Alumni.
- Updates registration forms and packages, ensuring they are in keeping with Survivors Abreast approved policies and procedures.

### **Practices/Equipment/Safety:**

- Chaired by the team captain.
- Assistant captain(s) sit on the committee.
- Oversees all aspects of the team that relate to practicing, racing, boats, equipment and safety.
- Arranges for new member water testing.
- Safeguards medical forms and brings to practices while ensuring members privacy.
- Sends out practice notices, schedules safety boat drivers and spotters.
- Arranges for warm ups and cool downs at practices and regattas, and records attendance points.
- Ensures a bathroom key and cox boxes is available at practice.
- Bails the boats and dries the seats when necessary
- Locks and unlocks the dragon boats
- Brings a first aid kit, cox boxes, cell phone to all practices and regattas.
- Transports and sets up (or arranges for) the team tent at away regattas
- Subject to team approval, is responsible for the purchase, maintenance, repair & storage of team equipment which includes dragon and safety boats, cox boxes, paddles, life jackets and paddle labels.
- Arranges for spring launch, and winter storage of dragon and safety boats.

(cont'd)



- Responsible for annual cleaning of dragon and safety boats. Requests additional help from team members if needed.
- Works with the membership committee to recover equipment from members who leave the team.
- Has a member sit on the PDBF safety committee and liaise with SA.
- Organizes and maintains SA and PDBF storage lockers
- Keeps an inventory sheet of assigned paddles and lifejackets.
- Does an annual inventory of the SA and PDBF equipment and storage locker content and presents as part of the committee report at the October year end meeting.

### **Social:**

- Plans, coordinates and notifies general and alumni members of social events and away regattas. These may include a summer pool party, fall pot luck, team outings and winter party. New ideas are always welcome.
- Works with the Kindness committee to coordinate retirement presentations.
- For away regattas, researches and recommends a few restaurants to the team and makes reservations. (Optional - plans a small social in a hotel room or common area for after dinner.

### **Spirit:**

- Members on the spirit committee take a leadership role in promoting team spirit ie: leading team cheers, tent decorating.
- Takes the lead in organizing participation in events such as the Canada Day and Christmas parades.



### **Race Managers:**

- A Race Manager is required for every race we attend (including Peterborough).
- This committee researches and compiles a short list of away festivals for the team to attend and manages the team voting process for away festival selections.
- The Race Manager is responsible for contacting the organization running a regatta, registering the team, conveying information about the race site, times and other info to the team and getting waivers signed.
- For away races the Race Manager searches out options for accommodations.
- Please refer to the Festival Selection Procedures document as well as the Race Managers Job Description and timeline

### **Uniforms:**

- Responsible for the purchase of team hats and race shirts..
- Works with the membership committee to ensure that new members are properly outfitted.
- Educates new members on what the team uniform consists of and when it is appropriate to wear their uniforms.
- Does an annual inventory of inventory in stock and presents as part of the committee report at the October year end meeting.

### **Survivors Abreast Board of Directors:**

- The Board of Directors meets monthly to initiate, discuss and approve issues pertaining to team business, then presents to the team as a whole. (see SA Election of Board of Directors document for job descriptions)



**PDBF Committee:**

- Survivors Abreast hosts Peterborough's Dragon Boat Festival, a fundraising community event held annually on the second Saturday of June since 2001. A portion of the funds raised are allocated to SA and fund's the majority of the team's operating budget.
- The festival planning committee is made up of volunteers from the community and SA team members who meet monthly to plan and organize starting in September.
- The festival committee elects an executive committee consisting of the Festival Chair, Vice-Chair, Executive at Large, Secretary, Treasurer, Past Chair and SA President.
- Job descriptions can be found in the Festival Committee terms of reference document.
- The Survivors Abreast board of directors ratifies the results of the festival executive committee elections.

**International Festival Management Committee – Ad-Hoc committee when needed**

- This committee is responsible for planning for the team to attend International Festivals which are held every 4 years.
- Responsibilities are similar to the Race managers committee and may include contacting the organization running the festival, registering the team, researching and sharing information regarding transportation, hotels, waivers and other documents as may be required by the IBCPC Festival Planning Committee, and conveying information about the race site, times and other info to the team.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:		
Amendment:	October 15, 2015	Approved by the team at the November 4, 2015 meeting
Amendment:	August 31, 2016	Approved by the team at the September 7, 2016 meeting
Amendment:	September 19, 2017	Updated to reflect new policies adopted by the team over the past year. Approved at the Sept 19 team meeting.
Amendment:	October 03, 2017	Addition of International Festival Fundraising committee description. Approved by board at October 3 <sup>rd</sup> meeting
Amendment:	November 21, 2017	Updated to reflect the changes made in the Retirement Policy – Approved at the Nov 21/17 team meeting
Amendment:	October 12, 2018	Updated to reflect changes to Alumni guidelines and timing of AGM and to include additional details – Approved by the team via online poll
Amendment:	May 21, 2019	Updated the social committee job description re: away regattas
Amendment:	September 17, 2019	Updated to combine the Boats/Equipment/Storage committee with the Paddling/Practices/Fitness committee and rename it to Practices/Equipment/Safety