



Administrator duties include:

- attend and be the secretary of all meetings of the board, members and committees of the board
- take and enter minutes of all meetings to the Associations website and provide minutes of these meetings to the executive one week prior to the next meeting
- ensure all necessary and appropriate insurance is in place, in a timely manner, prepare and maintain the membership list. The list shall be updated, as necessary and made available to all Directors and such lists shall be used to determine eligibility to attend and vote at any meeting of the membership
- custodian of all books, papers, records, documents and other instruments belonging to the Association.
- ensure all electronic files are loaded and maintained in the Associations website server.
- back up assistant for the Associations website ie: updates/additions to news articles

Administrator duties may also include:

Bingo Coordinator Role

- Solely responsible for scheduling and ensuring attendance every 2nd Saturday 10pm – 12 *provide 2 Bingo Volunteers per session
- Attend annual Barrie Bingo Sponsors Annual General Meeting. This year's AGM will be held on Sept 15th 2015 at 6:30pm at Heritage Place, IOOF Seniors Homes
- Keep in constant contact with the Barrie Bingo hall contact
- Maintain the volunteer list with the Barrie Bingo hall
- Attend monthly AAA executive meetings and report on Bingo related issues
- Keep all matters pertaining to Bingo/executive meetings strictly confidential
- Maintain Yearly Bingo schedule
- Schedule training for new volunteers
- Ensure all rules and regulations pertaining to the Barrie Bingo hall are adhered to – such as dress code, attendance – time frame)
- Constant communication with Bingo Volunteers in regards to Bingo dates (dates they cannot work, weekly reminders, cancellations, reschedules)
- Submit Quarterly Bingo Permits to the Bingo hall signed by the executive
- Pick up the Quarterly Bingo Permits at the City offices (Cedar Pointe Plaza) and submit approved Permits back to the Bingo hall
- Be readily available to cover a shift, if a replacement cannot be found.

Bingo Volunteer Responsibility

- This is an option for families wishing to lessen costs associated with registration. It is available on a volunteer basis and provided to those families who apply for subsidy.
- Families wishing to apply may do so by sending an email to Hugh Campbell and Andy King (in strict confidence) for the application form. Approval for subsidy is granted to those most in need first, and then to others who simply wish to assist with Bingo's.
- Provide Bingo Coordinator, dates not available
- Communication when/if there are extenuating circumstances and you cannot attend
- Ensure, should you have to reschedule you give the Bingo Coordinator adequate time to find replacement or someone to switch shifts
- Attend all scheduled Bingo dates
- Arrive to your scheduled shift on time and appropriately dressed
- Adhere to all Barrie Bingo hall rules and regulations
- Conduct yourself in a professional manner when representing the Barrie Colts AAA organization

Yearbook Coordinator

- Beginning in January of each year, have team managers coordinate the collection of items for yearend.
- February begin collection of team items and forward to the printer
- Each team to supply: stats, photos, coaches letter, Esso Award recipients
- Contact executive members for yearend wrap-up letters for the book, VP of Finance, VP of Hockey Ops, Chairman.
- Ensure Volunteer of the year awards are included in yearbook
- Ensure all items are checked and verified prior to sending to the printer
- Ensure March 15th deadline is met in order to have books ready for handoff at first tryout
- Printer will send proof of book to be verified and signed off on
- Once books are returned, coordinate delivery to each team mgr. for distribution during tryouts