ACTIVITIES COMMITTEE STAFF LIAISON

Appointment:

An Activities Committee Staff Liaison from the Big Sisters Casework Team will be appointed by the Executive Director. This appointment will be reviewed annually by the Program Managers if needed. Appointments can be continued indefinitely at the discretion of the Executive Director. The Staff Liaison reports to the Program Manager.

Purpose:

The Activities Committee Staff Liaison will act as an agency and community resource for the Committee members (in particular the Co-Chairs). The Staff Liaison will provide valuable agency and counselling perspectives to the Committee and ensure that the Committee is planning activities that are in-line with Big Sisters of BC Lower Mainland's mission, beliefs, values, and goals, as well as ensuring budgetary guidelines are being adhered to.

Time Commitment:

The Staff Liaison will attend all Activities Committee meetings (8-10 monthly meetings per year). Attendance at Committee meetings will be accrued as work hours. The Staff Liaison will be required at the two major events of the year (Summer BBQ & Winterfest), attendance at other events will be decided as directed by the Program Manager and/or the Staff Liaison's supervisor. The caseload of the Liaison will be 0.8 to give provide the Staff Liaison with amply time to manage AC concerns and to design and distribute the e-newsletter.

Specific Responsibilities:

- Act as an agency and community resource for the Activities Committee and Chair;
- Act as BSBCLM contact for KidsUpFront, the PNE and other organizations who provide tickets and opportunities for LS and matches.
- Provide ideas and direction from an agency/counselling perspective (i.e. ensure agency mission, goals, values, and beliefs are taken into account when activities are being planned; this would include discussing our Little Sisters' backgrounds, experiences, and needs as applicable; diversity policy, healthy living initiative, etc);
- Ensure activities planned by the Committee don't conflict with other agency events (i.e. AGM/Volunteer Recognition, workshops, etc);
- Ensure the Committee is fulfilling its purposes (as outlined in the Committee Terms of Reference):

        - To instil a sense of community belonging in our Little Sisters;
        - To engage Little Sisters in a socializing environment they may otherwise not be exposed to;
        - To help build the self-esteem and confidence of our Little Sisters through participation in a group environment;
        - To expose Little Sisters to opportunities/talents they may otherwise never have the opportunity to experience or discover;
        - To promote healthy living in all of our Big & Little Sisters by encouraging a healthy mind, body, and spirit
    - Book the Big Sisters boardroom for Committee meetings/events in the Outlook calendar
    - Ensure the Committee minutes are accessible in the Common Drive
    - Review Activity Evaluations on Survey Monkey and discuss at meetings as needed
    - Assist with venue bookings and other activity logistics for the activities as needed
    - Approve Committee member expense forms and forward to Accountant
    - Assist in creating Activity Committee budget as needed and/or in collaboration with Grant Writer or other members of Fundraising team
    - Ensure trends and key comments/suggestions on activity evaluation forms are discussed at committee meetings
    - Ensure all photos taken at events have consent and label photos (forward to caseworkers to identify) and save to Common Drive
    - Act as the primary agency contact if the Chair/Committee reports any match issues occurring at an activity and discuss with Program Managers as needed
    - Report any Committee volunteer issues to the Program Manager
    - In cooperation with the Committee Chair, organize an annual thank you event for Committee members before summer break or at end of year (expensed to Activities Committee budget)
    - Generally assist the Chair with any Committee issues or questions
    - Create and send out weekly e-newsletter and any necessary e-blasts in collaboration with Marketing Coordinator
    - Ensure there are events are promoted and held in the communities we serve throughout the year. Events not to be exclusively organized in Vancouver

Reporting:

- The Staff Liaison reports to the Program Manager.