

## **Ward Recreation Committee Volunteers Responsibilities:**

### **Chair**

Organizes meetings and volunteers; leads meetings; facilitates discussion and open communication; ensures cooperative majority decision is arrived at; helps to determine annual events and programs; facilitates volunteers and community support; represents the Recreation Committee with Ward school and community events; usually one of executive member with signing authority.

### **Vice Chair**

Acts in the absence of the Chair to run meetings, facilitates discussion and open communication; ensures cooperative majority decision is arrived at; may take on a specific project or activity.

### **Treasurer**

Collects funds, co-signs and issues cheques, tracks and reports expenses and revenues on a monthly and yearly basis; prepares financial statements, assists with activities of the Recreation Committee; prepares annual budget and year-end reporting to the County of Prince Edward.

### **Secretary**

Records meeting minutes for each meeting including motions and accurately summarizes discussion; circulates minutes to members prior to the meeting with a copy to the County of Prince Edward Recreation Parks & Culture Department; drafts correspondence on behalf of the committee.