



Girls Rock Camp Victoria: Board Positions

Directors at Large:

President

The President is chair of the Board meetings and General meetings, presiding in accordance with Society Bylaws. The President is responsible for supervising other Directors in the execution of their duties. With the entire GRCVI Board, the President is responsible for planning Girls Rock Camp and scheduling regular meetings to prepare for camp. Regular duties include:

- Scheduling and presiding over monthly Board Meetings and AGM with the Executive and Membership
- Stay on track preparing camp through monthly Board meetings and planning sessions as needed
- Monitor the GRCVI email and respond to inquiries
- Manage camper applications; ensure proper paperwork and payment is processed for each camper
- Secure venue for camp and showcase
- Maintain membership records
- With Board, keep society records and handbooks up to date

Vice-President

The Vice-President presides as chair of the Board meetings and General meetings if the President is unable to attend and carries out the duties of the President if they are unable to act. With the entire GRCVI Board, the Vice-President is responsible for planning Girls Rock Camp and attending regular meetings to prepare for camp. Regular duties include:

- Attend monthly Board meetings or planning sessions scheduled as needed coming up to camp
- Manage volunteer applications and coordinate interviews for new volunteers
- Ensure criminal record checks are received for each volunteer that year, or have been secured within their last 5 years of being with camp
- Liaise with volunteers approaching camp
- Compile and distribute volunteer packages with job descriptions, expectations and GRCVI Volunteer Handbook
- Organize volunteer orientation with Board
- Distribute and process volunteer feedback surveys post camp
- Prompts board to schedule a winter get together

Treasurer

The Treasurer is responsible for planning Girls Rock Camp and attending regular meetings to prepare for camp. Regular duties include:

- Maintain financial records for camp, including general ledger, bank reconciliations, and financial statements
- Create budget for camp and track expenditures
- Manage reimbursements, stipends, and payments for GRCVI activities, including issuing receipts

- With support of Board, submit grant applications and reports
- Report to CRA, as needed
- File annual return with BC Registrar
- Renew annual insurance policy
- Record and publish meeting minutes

Programming

With the entire GRCVI Board, the Program Director is responsible for planning Girls Rock Camp and attending regular meetings to prepare for camp. Regular duties include:

- Organize programs and scheduling for the week of camp with the support of the Board
- Liaise with volunteer programming committee and coordinate fundraising events throughout year with the Board
- Approach potential workshop facilitators and bring applications to the Board for consideration
- Maintain records for proposed workshops
- Communicate with workshop facilitators and ensure they are familiar with GRCVI requirements and have what they need for their workshops
- Greet and help facilitators with set-up during the week of camp, with the support of the Board or on-site volunteers
- Organize field trips during camp week, if required
- Co-ordinate Gear Lend program; accept applications for gear, arrange and keep track of equipment donations received and distributed to campers

Committee Positions:

Volunteers are needed throughout the year to assist with Girls Rock Camp Victoria activities. Committee positions can be held by one or more members.

Programming

- Co-ordinate fundraising shows or events with the assistance of the Board of Directors and Direction of the Programming Board Member
- Assist Programming Board Member with identifying workshops and facilitators that meet the Girls Rock Camp Victoria mandate for camp

Social Media / Marketing

- Monitor FB page and post relevant events
- Update website as needed
- Take pictures for camp and GRCVI events