

Participation Director

REPORTS TO:

The Executive, Board of Directors, and General Membership. The Participation Director responds to emails at wns.participation@gmail.com.

BASIC FUNCTION:

The Participation Director is responsible for driving the growth of WNS membership and promoting its benefits to potential members. This role involves developing partnerships with other organizations and associations, leading the Participation Committee, and ensuring the successful execution of its activities.

The Participation Director is elected in odd-numbered years.

SKILL SET:

- Strong administrative skills with the ability to create and implement processes.
- Experience in volunteer recruitment is an asset.
- Negotiation skills would be beneficial for building partnerships and securing resources.

KEY RESPONSIBILITIES:

- Chair the Participation Committee and recruit 3-5 members to serve on the committee.
- Advocate for WNS and promote its mission and benefits to the community.
- Educate the public about the advantages of participating in the sport.
- Grow membership and ensure that new members meet the required qualifications.
- Collaborate with the Secretary to ensure new members receive their membership package, including the welcome letter, certificate, receipt, and membership card.
- Coordinate events such as the Milk Fair.
- Develop the SNS outcomes for the upcoming year and ensure Participation activities align with these goals.
- Ensure the Participation Committee adheres to its Terms of Reference.
- Apply for grants to fund competition and/or training opportunities.
- Liaise with the Organizational Effectiveness Committee regarding communication, promotion, and marketing.

RELATIONSHIPS:

The Participation Director is accessible to the Board of Directors, all coaches, and the general membership. They work closely with the Board to foster membership growth and community engagement.

TIME COMMITMENT:

Approximately 15 hours per month, allocated as follows:

- 10–12 hours for work-related tasks.
- 3 hours for attending monthly meetings, the AGM, and events as required.