

**Job descriptions for the Directors of the Steering
Committee of the International Breast Cancer
Paddlers' Commission (IBCPC)
January 2018**

The role of the Directors of the IBCPC is to carry out their tasks effectively and within the mandate, spirit and objectives of the IBCPC. This will be accomplished with the support of the Advisory Board and the National Representatives.

President

1. Acts as official spokesperson for the Commission
2. Chairs all IBCPC meetings, including the IBCPC Congress.
3. Provides leadership and direction for IBCPC initiatives within the mandate of the IBCPC.
4. Is responsible for the efficient and effective management of the IBCPC including adherence to the Constitution and By-laws.
5. Orients, supports and encourages Steering Committee members with their responsibilities.
6. Acts as contact and liaison with the International Dragon Boat Federation (IDBF).
7. Represents the IBCPC or organises others to represent the IBCPC within the breast cancer dragon boat community, the IDBF, the media and others as required
8. Ensures succession planning is in place.
9. Acts as one of the Commission's signing officers
10. Oversight of IBCPC budget.
11. Oversees preparation of By-laws and amendments to the Constitution for the Congress meeting
12. Orients incoming President.

Vice President

1. Acts in the absence of the President.
2. Understands the duties of the President.
3. Attends meetings of Steering Committee and Congress.
4. Represents IBCPC within the breast cancer and dragon boat community.
5. Supports the direction of/for IBCPC initiatives within the mandate of the organization.
6. Supports and encourages other Steering Committee members with their respective responsibilities.
7. Supports the preparation for Congress. (at the festivals).
8. Ensures succession planning is in place.
9. Acts as a signing officer based on proximity to the Treasurer.
10. Orients new Steering Committee members.
11. Co-ordinates the work of and liaises with National Representatives worldwide.
12. Orients incoming Vice President.

Secretary

1. In consultation with the President prepares and distributes the Agenda for Steering Committee meetings. (Skype calls).
2. Prepares and distributes Notice of Steering Committee Meetings (Skype calls) taking into account time zone differences.
3. Attends meetings of the Steering Committee
4. Accurately records and distributes the Minutes of the Steering Committee Meetings to the Committee and Advisory Board and makes available to membership at large on request.
5. Keeps track of IBCPC business and liaises with the President.
6. Internal communications: Liaises with the Steering Committee and ensures that members are informed on matters as necessary.
7. In consultation with the President gives Notice of Meetings of the Congress and prepares and circulates the Agenda to the IBCPC membership.

8. Attends meetings of the Congress, accurately records the Minutes, forwards to the webmaster for posting on the website and for distribution to members.
9. Keeps a list of the members.
10. Ensures that all the records pertaining to the above – Steering Committee Minutes, Congress Minutes and Attendance records, and Membership lists are complete, in order and electronically stored.
11. Orients incoming Secretary.

Treasurer

1. Ensures proper accounting and accurate record keeping of all financial transactions.
2. Receives all monies payable to the Commission and issues receipts.
3. Establishes and maintains the IBCPC Bank Account
4. Processes all financial transactions and reconciles monthly to the Bank account.
5. Prepares and provides a monthly financial report to the Steering Committee.
6. Prepares and provides a financial report for Congress
7. Receives Membership applications and membership fees and processes accordingly.
8. Acts as one of two signing officers and disburses money as directed by the Steering Committee.
9. In consultation with the president prepares a budget.
10. Orients incoming Treasurer.

Membership Director

1. Is responsible for verification of membership of IBCPC paddling teams according to established membership criteria.
2. Communicates with IBCPC Treasurer to ensure and confirm membership fee payment and notifies IBCPC Webmaster and Steering Committee members of new teams as they join.
3. Maintains IBCPC database with appropriate current contact information. Ensures member list and IBCPC webpage lists are up to date and correspond with each other.
4. Attends Steering Committee meetings via Skype calls.

5. Researches existence of new BCS teams and provides outreach for possible membership and/or support.
6. Makes personal contact with BCS teams wherever possible at paddling festivals to provide information updates and build relationships.
7. Orients incoming Membership Director.

Communications Director

Purpose

The role of the Director of Communications is to plan and coordinate the communications function to ensure that it is carried out effectively and in alignment with the mandate, spirit, and objectives of the IBCPC.

Key Duties

1 Website

- Liaises with the webmaster and Steering Committee to ensure that the content on the IBCPC website is current and newsworthy.
- Recommend and facilitate changes in the configuration of the website as needed and in consultation with the current webmaster.

2 Newsletter

- Assist with sourcing content for IBCPC on-line news articles.

3 External Communications

- In consultation with the President and other members of the Steering Committee, recommend communication strategies.

4 Internal Communications

- Makes recommendations on enhancing internal communications as appropriate.

5 Printed and/or Digital Materials

- Ensure that the IBCPC brand is consistent on all materials.
- Ensure that the IBCPC logo guidelines are followed for all of its applications

6 Social Media

- Ensure that social media tools e.g. Facebook, Twitter, are well utilized and are kept current.

Other Job Descriptions

New Team Development:

- To assist in the development of new teams in new and existing countries. This involves supporting, and at times travelling to the new team locations to attend clinics and festivals and introducing teams to suppliers of boats and other ancillary equipment.

IBCPC Official Merchandise:

- IBCPC has an official merchandise license agreement between Hornet and the IBCPCT. The position involves monitoring all ongoing merchandise developments and sales of product, checking royalties against sales, working with suppliers and others to develop new product lines for sale.

Future Festivals Committee:

- Membership will comprise IBCPC President, Past Chairs Festival Committees, seconded IBCPC members and external parties.

Future Festival Operations:

- Tasks will include overseeing of the selection of the event site/venue, followed by event, budget and operations. Work as a liaison with the local organizing committee. Set congress date, agenda, distribute summary of the congress.