

Terms of Reference

1. Committee Need

The Calgary Firefighters Association provides support to its members and the public at large through various charities such as the Calgary Firefighters Charitable Foundation (CF²), and the Firefighters Assistance Charitable Society (FACS). In order to provide this support, a substantial amount of volunteers and events planning for fund raising is crucial in the success of these two charities. In addition to these Charities, the Association continues to engage the membership through events which foster comradery, teamwork, and builds on the firefighter community.

2. Project Goals

Members of the Volunteer/Events Committee will be tasked with identifying a volunteer base, managing volunteer activities, identifying volunteer opportunities, and growing the volunteer list. In addition, committee members will identify potential events which align with the Association's vision, ensure potential events are not missed within the community, evaluate event successes or failures, and develop recommendations to improve event delivery.

The Association has a membership of over one thousand three hundred (1300) members. Currently, we only use a small percentage of our people. The vision is to engage a majority of the membership to assist with the work the Association and our charities are involved in.

3. Structure

The Committee will consist of an appointed committee lead (steward), who reports to the VP of Charities of the Calgary Firefighters Association executive board. The Committee lead shall be selected by the president of the Calgary Firefighters Association. The Committee shall be comprised of four (4) to six (6) members from the 255 Association membership. Members of the committee will be selected based on the outlined process and will be appointed by the president of the Calgary Firefighters Association as per the constitution.

4. Requirements

The successful candidate(s) will:

- possess high organizational skills
- be able to attend at minimum seventy (70) percent of the monthly meetings

- be able to work in a collaborative group committee setting
- gather information relevant to potential events
- develop a communications plan to the membership in regards to events and volunteer needs
- evaluate future needs through a strategic plan

5. Roles and Responsibilities

Committee Lead:

- Chair committee meetings
- Deliver verbal and/or written reports on behalf of the Volunteer/Events Committee at regular Union Meetings
- Oversee work of the Committee
- Record the meeting minutes or designate to a committee member
- Coordinate committee members
- Coordinate meeting times
- Organize Agenda prior to meetings
- Report to the VP of Charities
- Carry out work as directed by the Executive Board

Committee Members:

- Attend meetings as required
- Report Progress of work assigned
- Maintain an up to date list of volunteers, strengths and prior involvement
- Coordinate event volunteers and tracking
- Expand the volunteer list to include potential public involvement
- Search out potential events which would assist charities, provide member engagement, and educate the public of the work the Association does.
- Provide up-to-date event identification
- Develop volunteer need per event

6. Member Selection Process

- Notice of Opportunity

Vacancies for the Volunteer/Events Committee will be published through the Associations communications avenues announcing the position description, timelines and application process.

- Application

Interested applicants will submit in writing to the VP of Charities interest for application. All interested applicants will be interviewed.

- Interview

An interview panel will consist of the VP of Charities, and the Committee Lead. Interview will attempt to provide the panel with the time commitment the candidate will be able to provide, the reasons why the candidate would like to be part of this committee, and the skill sets they possess.

- Appointment

The President will appoint the Volunteer/Events Committee members with consideration on the recommendation from the interview panel.

7. Term

Members will be appointed to a term of two (2) years with annual reviews and progress reports determining suitability. It will be of the discretion of the Association President to renew the term.

8. Budget

The Volunteer/Events Committee will submit a budget for the following year, in accordance with the timelines of the Local 255 Budgeting process. Committee lead (steward) will be compensated at level 4 and committee members will be compensated at a level 5 as per the Calgary Firefighters Association Constitution and Bylaws.