**Job Title: Chair, Games Admissions**

**Reports to: Director, Finance**

**Portfolio: Administration/Finance**

**Scope of Position**

The Chair, Games will support the Director by determining a plan for Games admissions by preparing an admission plan and a marketing strategy. It should include budget development, and establishment of an accounting and inventory control system.

Term: Feb 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Develop a Games admissions plan, marketing strategy and related policies and procedures for approval.
* Determine equipment and supplies required and arrange to obtain.
* Develop a revenue and expenditure budget for approval.
* Establish effective accounting and inventory control procedures to implement the admission plan within the approved Admin budget, timeline, policies and procedures.
* Determine number of volunteers required. Recruit, register, train and schedule volunteers.
* Liaise with other committees.
* Coordinate the activities of the committee in cooperation with the Alberta Sport Connection and the Games staff.
* Attend committee meetings as required.
* Prepare a final report.

**Qualifications**

* Minimum 5-year solid financial background.
* Be self-motivated and goal oriented.
* Superior communications, interpersonal, writing and organization skills.
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email.
* Experience and demonstrated success in organizing committees and volunteers.
* Experience in developing and working with volunteer boards.
* Confident public speaker with the ability to engage donors, volunteers and community organizations.
* Established relationships with Airdrie and area business community an asset.

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Ability to work in a loud environment.
* High-stress, fast paced environment.