



ICC Community Citizenship Ceremony Volunteer Roles

The following is a list of suggested roles volunteer committee members for community citizenship ceremonies. There are many tasks to delegate when planning the roundtables, citizenship ceremony and reception and this list may help. Many of these ideas came from you, our volunteers!

ICC MEDIA CONSENT WAIVER TABLE (1-2 INDIVIDUALS)

This task requires 1-2 volunteers to coordinate the check in and media consent waiver table. Volunteers are responsible for:

- Ensuring there are copies of the ICC media consent waiver available for all new citizens, guests and hosts.
- Familiarizing themselves with the ICC media consent waiver and its purpose so that they are able to answer questions about the waiver.
- Collecting the ICC media consent waivers and delivering them to the ICC Manager of Volunteers either in person or via Canada Post within one (1) week of the community citizenship ceremony.

ROUNDTABLE HOST COORDINATOR (1-2 INDIVIDUALS)

This task requires 1-2 volunteers to take the lead in coordinating the roundtable hosts. Volunteers are responsible for:

- Working with volunteer committee members to identify roundtable hosts.
- Communicating with all hosts leading up to the ceremony.
- Sending invites, tracking the roundtable host RSVPs and providing the roundtable hosts with the facilitation guide.
- Delivering/assigning the roundtable host briefing with the ICC Manager of Volunteers (if in attendance at ceremony)

ROUNDTABLE HOST CHECK-IN TABLE (1-2 INDIVIDUALS)

This task requires 1-2 volunteers to take the lead in coordinating the roundtable host check-in. Volunteers are responsible for:

- Welcoming roundtable hosts.
- Assigning nametags and briefing materials.
- Ensuring roundtable hosts sign the ICC photo consent waiver.

- Directing roundtable hosts to their table (if assigned).
- Directing roundtable hosts to the briefing area and letting them know timing for the briefing.

CATERING/RECEPTION COORDINATOR (1-2 INDIVIDUALS)

This task requires 1-2 volunteers to take the lead in coordinating catering and reception for the ceremony. Volunteers are responsible for:

- Coordinating orders, delivery and set up for morning coffee and snacks.
- Coordinating orders, delivery and set up for reception.
- Arranging for delivery and serving of the reception cake.
- Arranging clean up after the reception portion of the event.

CHILDREN'S ACTIVITIES (1-2 INDIVIDUALS)

This task requires 1-2 volunteers to take the lead in coordinating activities for children during the roundtables. Volunteers are responsible for:

- Setting up activities for children who may be too young to participate in the roundtables discussions.
- Arranging activities such as books, puzzles or colouring books so that children are occupied and family members can participate fully in the roundtable discussions.

GREETERS (2-3 INDIVIDUALS)

This task requires 2-3 volunteers to take the lead in acting as greeters and ushers at the community citizenship ceremony. Volunteers are responsible for:

- Greeting new citizens and guests at each entrance to the venue to direct new citizens to the registration area.
- Directing the new citizens and their guests to the roundtable area.
- Directing new citizens and their guests to the ceremony area after the roundtable discussions are over.
- Directing new citizens and their guests to the reception area after the ceremony.

MASTER OF CEREMONIES (1-2 INDIVIDUALS)

This task requires 1 volunteer to take the lead as Master of Ceremonies at the ICC Roundtables. Volunteers are responsible for:

- Maintaining strong familiarity with the Master of Ceremonies guide.
- Ensuring that all participants are aware of the objective and purpose of the roundtables.
- Providing background information about the ICC (using the MC Guide).
- Speaking about the Cultural Access Pass, as outlined in the Master of Ceremonies guide.
- Facilitating the reporting back session.
- Providing all housekeeping details to the audience (i.e. where to proceed after the roundtables).

FLOATERS (1-2 INDIVIDUALS)

Floaters can assist with collecting media consent waiver forms from each table, directing people, and be on-hand for any other additional tasks.

SOCIAL MEDIA COORDINATOR (1 INDIVIDUAL)

This task requires 1 volunteer to take the lead in coordinating social media for the ceremony (**using their own social media account**). Volunteers are responsible for:

- Using Twitter - pre-tweet about an upcoming community citizenship ceremony, tagging @ICCICC.
- Posting to the ICC Facebook page (before, during, after the event).
- Capturing highlights of the roundtables, ceremony and reception and tagging ICC.
- Posting pictures to social media (Twitter, Facebook) and tagging ICC.





Institute for Canadian Citizenship Volunteer Committee Terms of Reference

PURPOSE OF THE ICC VOLUNTEER COMMITTEE

The role of the ICC volunteer committee is to work with the Institute for Canadian Citizenship (ICC), in particular the ICC Manager of Volunteers, Building Citizenship (Manager of Volunteers) to plan and implement ICC community citizenship ceremonies. The ICC works closely with Immigration, Refugees and Citizenship Canada (IRCC) in planning community citizenship ceremonies. The relationship with IRCC is directed by the ICC Manager of Volunteers in coordination with ICC committee volunteer members.

RESPONSIBILITY OF THE ICC VOLUNTEER COMMITTEE

1. Each volunteer committee is responsible for organizing one to two (1-2) community citizenship ceremonies (unless additional ceremonies are approved by the Manager of Volunteers) every year *according to the ICC annual plan.*
2. Each volunteer committee will:
 - Pre-ceremony:
 - a. Choose welcoming public venues in their community. Venues must be approved by the Manager of Volunteers and IRCC three (3) months prior to the requested date.
 - b. Submit names for requested speakers, platform party guests and choir for the national anthem to the Manager of Volunteers, six (6) weeks in advance.
 - c. Coordinate pre-ceremony tasks and requirements based on the *ICC Roundtables and Community Citizenship Ceremony Guide.*
 - Ceremony day:
 - a. Ensure all planning requirements based on the ICC Roundtables and Community Citizenship Ceremony Guide are met.

- Post-ceremony:
 - a. Debrief and evaluate ICC roundtables, citizenship ceremony and reception and provide feedback to the Manager of Volunteers within one (1) week.
 - b. Submit expenses to the volunteer committee's Treasurer within two (2) weeks of the ceremony.
 - c. Send thank you notes to roundtable hosts, special guests and volunteers.

TERMS OF THE ICC VOLUNTEER COMMITTEE

1. Terms will follow the ICC fiscal year beginning on April 1st and ending on March 31st.
2. Committees will:
 - a. Elect new committee members in the month of April as required, unless vacancies need to be filled during the year.
 - b. Update the Manager of Volunteers of changes to committee contact information as required.
3. Each ICC volunteer committee is required to have a minimum of four members. Should a volunteer committee's membership fall under the minimum, the volunteer committee's Chair will contact the Manager of Volunteers to rebuild the committee.

COMPOSITION OF THE ICC VOLUNTEER COMMITTEE

VOLUNTEER COMMITTEE CHAIR (CHAIR)

The usual term for the Chair is two (2) years. The Chair will remain in their role until a successor is selected, provided they remain active in their role for the duration of their term. At the end of the second year, the Deputy Chair will assume the Chair position.

VOLUNTEER COMMITTEE DEPUTY CHAIR (DEPUTY CHAIR)

The usual term for the Deputy Chair is two (2) years. The intention of the Deputy Chair is to assume the Chair role, provided they remain active in their role for the duration of their term. A new Chair will be selected by the volunteer committee should the Deputy Chair choose not to assume the chair role at the end of their term. When the Deputy Chair assumes the Chair role, the committee must appoint a new Deputy Chair.

VOLUNTEER COMMITTEE TREASURER (TREASURER)

The usual term for the Treasurer is two (2) years, provided that they remain active in their role for the duration of their term. At the end of two (2) years, the committee may select a new Treasurer or the Treasurer may complete another term.

VOLUNTEER COMMITTEE SECRETARY (SECRETARY)

The usual term for the Secretary is two (2) years, provided that they remain active in their role for the duration of their term. After two (2) years the committee may select a new committee Secretary or the Secretary may complete another term.

VOLUNTEER COMMITTEE MEMBER (MEMBER)

There is no usual term for general committee members provided they remain active in their role.

MEETINGS PROCEDURES OF THE ICC VOLUNTEER COMMITTEE: (MINUTES AND REPORTING RESPONSIBILITY)

1. Every volunteer committee will conduct a minimum of three (3) meetings annually. Meetings can be conducted in person or via electronic methods (email, teleconference, video calling etc.).
2. All meetings must have a quorum of:
 - a. Three (3) volunteer committee members for committees with four to seven (4-7) members.
 - b. Five (5) volunteer committee members for committees with eight to eleven (8-11) members.
3. All meetings must have a meeting quorum for core committee role selection.

ACCOUNTABILITY OF THE ICC VOLUNTEER COMMITTEE

FINANCIAL

1. Under the terms of the current contribution agreement with IRCC, each volunteer committee is entitled to \$2,000 (excl. HST) towards expenses per ceremony. Guidelines on approved ceremony expenses can be found in the *ICC Roundtables and Community Citizenship Ceremony Guide*.
2. Estimated ceremony costs must be submitted for approval to the Manager of Volunteers four (4) weeks prior to the ceremony.
3. Actual ceremony expenses must be submitted for reimbursement to the Manager of Volunteers within two (2) weeks after the ceremony, with all original receipts accompanied by the ceremony expense form.
4. Invoices can be paid directly by the Manager of Volunteers on behalf of the volunteer committee, or invoices paid by volunteer committee members must be submitted electronically or via mail within two (2) weeks of the ceremony date for reimbursement. All payment requests must include an original invoice for reimbursement.

Note: This includes "hard to get" invoices from certain ceremony participants, e.g.: school choir, bagpiper, elder, etc.

ACCOUNTABILITY OF THE ICC

1. The ICC volunteer committee and its work will be overseen by the Manager of Volunteers.
2. The volunteer committee works with the Manger of Volunteers to confirm ceremony details. The Manager of Volunteers is responsible for submitting all requests to IRCC for approval.
3. The Manager of Volunteers is the direct contact between ICC and IRCC and must be cc'd on all correspondence between ICC, the volunteer committee and IRCC.
4. In consultation with the volunteer committee, the Manager of Volunteers will make changes and/or substitutions to ceremony planning as required by the ICC or IRCC. Examples include: a change in venue due to space requirements, change in date due to IRCC availability or speakers prior to being confirmed by IRCC NHQ.

SUPPORT TO THE ICC VOLUNTEER COMMITTEE

1. The Manager of Volunteers will support the committee in person at the community citizenship ceremony. If the Manager of Volunteers is unable to do so due to scheduling conflicts, another member of the ICC team will be available.
2. The Manager of Volunteers will schedule bi-annual conference calls regionally or with individual committees.
3. Each year, a minimum of one (1) member from every volunteer committee will be invited to attend the Annual Committee Meeting (ACM) in Toronto, ON for training and support.
4. Annually, the Manager of Volunteers will work with volunteer committees to review committee structure and volunteer roles and support committee building as needed.
5. Every two (2) years, the ICC will distribute an electronic volunteer evaluation to receive feedback on the volunteer experience and help guide future program planning.
6. Resources related to ceremony planning are available to all volunteers through the ICC website. The Manager of Volunteers is responsible for providing the log-in and password for the resource portal.

DATE REVIEWED

Terms of reference will be reviewed by the Manager of Volunteers every two (2) years.



ICC Volunteer Committee Treasurer

Volunteer Committee Name:

Name:

Contact Email:

Term Start Date:

Term End Date:

MANDATE OF THE POSITION

The mandate of the Volunteer Committee Treasurer is to work closely with the Volunteer Committee Chair/Volunteer Committee Deputy Chair and ICC Manager of Volunteers to provide financial support to the volunteer committee.

ROLE OF THE POSITION

- Commitment to the Institute for Canadian Citizenship's (ICC) vision, mission and values of inclusion and active citizenship.
- Stay informed about the activities as they relate to the roles and responsibilities of the ICC volunteer committee and ICC.

HOW THIS BENEFITS THE VOLUNTEER

- Work as part of a national team dedicated to creating a more welcoming and inclusive Canadian society.
- Gain experience building and working with volunteer committees.
- Playing a key role in the volunteer committee's financial direction and decision making.

RESPONSIBILITIES OF THE POSITION

- Oversee the financial matters and allotted budget for the ICC volunteer committee.
- Ensure that the financial components of the ICC Volunteer Committee Terms of References are met.
- Collaborate closely with the Volunteer Committee Chair/Volunteer Committee Deputy Chair to outline a budget for each community citizenship ceremony.

- Issue invoices and receipts for reimbursement to the ICC Manager of Volunteers for all committee expenses.
- Transfer knowledge and documentation to the incoming Volunteer Committee Treasurer.

PRE-CEREMONY:

- Work with the volunteer committee to submit the ceremony expense form to the ICC Manager of Volunteers four (4) weeks in advance of the community citizenship ceremony.

CEREMONY DAY:

- Support community citizenship ceremony event logistics as needed.

POST-CEREMONY:

- Collect all outstanding ceremony invoices and receipts from the committee members and send to the ICC Manager of Volunteers within two (2) weeks of the community citizenship ceremony.
- Work closely with Volunteer Committee Chair/Volunteer Committee Deputy Chair to submit the ceremony expense form for final reimbursement with two (2) weeks of the community citizenship ceremony.

QUALITIES AND SKILLS OF VOLUNTEER COMMITTEE TREASURER

- Relevant financial skills.
- Strong analytical skills.
- Access to email and working knowledge of the internet, Microsoft Word, and Microsoft Excel.

ACCOUNTABILITY AND RESPONSIBILITIES

- Accountable to the Volunteer Committee Chair of the volunteer committee.
- Adhere to the responsibilities outlined in the ICC Volunteer Committee Terms of Reference.
- Ensure financial approvals are completed based on established timelines.
- Attend volunteer committee meetings, as scheduled, via conference call or in person.

TIME COMMITMENT

- Two (2) year term
- Ten-fifteen (10-15) hours per ceremony



ICC Volunteer Committee Secretary

Volunteer Committee Name:

Name:

Contact Email:

Term Start Date:

Term End Date:

MANDATE OF THE POSITION

The mandate of the Secretary is to work closely with the Volunteer Committee Chair, Volunteer Committee Deputy Chair and ICC Manager of Volunteers to provide coordination and support to the administrative operations of the volunteer committee.

ROLE OF THE POSITION

- Commitment to the Institute for Canadian Citizenship's (ICC) vision, mission and values of inclusion and active citizenship.
- Stay informed about the activities as they relate to the roles and responsibilities of the ICC volunteer committee and ICC.

HOW THIS BENEFITS THE VOLUNTEER

- Work as part of a national team dedicated to creating a more welcoming and inclusive Canadian society.
- Gain experience working on volunteer committees and organizing events.

RESPONSIBILITIES OF THE POSITION

- Create and circulate meeting agenda and minutes, including to the ICC Manager of Volunteers.
- Attend and take notes at volunteer committee meetings (if unable to attend, assign note taking to another committee member).
- Disseminate information received from the ICC to all committee members.
- Work with the Volunteer Committee Chair/Volunteer Committee Deputy Chair and committee members to interview, select and onboard new volunteers to the committee.

- Work with the Volunteer Committee Chair/Volunteer Committee Deputy Chair to update membership information yearly.
- Work with the Volunteer Committee Chair/Volunteer Deputy Chair to send feedback from the community citizenship ceremony to the ICC Manager of Volunteers via email/phone call.
- Transfer knowledge and documentation to the incoming Volunteer Committee Secretary.

QUALITIES AND SKILLS OF THE VOLUNTEER COMMITTEE SECRETARY

- Excellent written and speaking skills.
- Excellent ability to communicate effectively.
- Access to email and working knowledge of the internet, Microsoft Word, and Microsoft Excel.

ACCOUNTABILITY AND RESPONSIBILITIES

- Accountable to the Volunteer Committee Chair.
- Adhere to the responsibilities outlined in the ICC Volunteer Committee Terms of Reference.
- Ensure work is completed based on established timelines.
- Attend committee meetings, as scheduled, via conference call or in person.

TIME COMMITMENT

- Two (2) year term
- Ten-fifteen (10-15) hours per ceremony



ICC Volunteer Committee General Member

Volunteer Committee Name:

Name:

Contact Email:

Term Start Date:

Term End Date:

MANDATE OF THE POSITION

The mandate of the Volunteer Committee Member is to contribute to the planning and delivery of one to two (1-2) community citizenship ceremonies per year in their local community.

ROLE OF THE POSITION

- Commitment to the Institute for Canadian Citizenship's (ICC) vision, mission and values of inclusion and active citizenship.
- Stay informed about the activities as they relate to the roles and responsibilities of the ICC volunteer committee and ICC.

HOW THIS BENEFITS THE VOLUNTEER

- Work as part of a national team dedicated to creating a more welcoming and inclusive Canadian society.
- Gain experience working as part of a robust and dynamic volunteer committee.

RESPONSIBILITIES OF THE POSITION

- Work with the volunteer committee to find a venue, invite roundtable hosts and day-of volunteers, confirm refreshments, and additional tasks as described in the ICC Roundtables and Community Citizenship Ceremony Guide.
- Contribute to running the event, including venue set-up and take-down, serving refreshments and greeting and speaking with roundtable hosts, new citizens and guests.

- Act as an ICC Roundtable Host for the discussion if needed.
- Submit any ceremony related expenses to the Volunteer Committee Treasurer for reimbursement.
- Take on additional roles as described in the ICC Roundtables and Community Citizenship Ceremony Guide.

QUALITIES AND SKILLS OF VOLUNTEER COMMITTEE MEMBERS

- Well organized.
- Excellent communication skills.
- Keen Interest in event planning and working with new citizens.
- Access to email and working knowledge of the internet, Microsoft Word, and Microsoft Excel.

ACCOUNTABILITY AND RESPONSIBILITIES

- Accountable to the Volunteer Committee Chair.
- Adhere to the responsibilities outlined in the ICC Volunteer Committee Terms of Reference.
- Attend committee meetings, as scheduled, via conference call or in person.

TIME COMMITMENT

- Two (2) year term
- Ten to fifteen (10-15) hours per ceremony



ICC Volunteer Committee Deputy Chair

Volunteer Committee Name:

Name:

Contact Email:

Term Start Date:

Term End Date:

MANDATE OF THE POSITION

The mandate of the role is to assist the Volunteer Committee Chair in the coordination, direction, planning and leadership to one to two (1-2) community citizenship ceremonies for their ICC volunteer committee each year.

ROLE OF THE POSITION

- Commitment to the Institute for Canadian Citizenship's (ICC) vision, mission and values of inclusion and active citizenship.
- Stay informed about the activities as they relate to the roles and responsibilities of the ICC volunteer committee and ICC.

HOW THIS BENEFITS THE VOLUNTEER

- Work as part of a national team dedicated to creating a more welcoming and inclusive Canadian society.
- Gain experience building and working with volunteer committees.
- Play a key role in the committee's development and future engagement.
- Network at the ICC's Annual Committee Meeting in Toronto ON.
- Mentor and guide community leaders on the volunteer committee.

RESPONSIBILITIES OF THE POSITION

- Assume the role of Volunteer Committee Chair in the absence of the Volunteer Committee Chair member at meetings and community citizenship ceremonies.
- Collaborate with the Volunteer Committee Chair and ICC Manager of Volunteers to provide leadership, direction and feedback to the volunteer committee.

- Work with the Volunteer Committee Chair and committee members to interview, select and onboard new volunteers to the committee.
- Work with the Volunteer Committee Secretary to update membership information yearly.
- Work with the Volunteer Committee Chair to hold a minimum of three committee meetings per year.
- Oversee planning and logistics for the community citizenship ceremony with the Volunteer Committee Chair and committee members (pre-ceremony, ceremony day logistics & post ceremony).
- Transfer knowledge and documentation to the incoming Volunteer Committee Deputy Chair.

PRE-CEREMONY

- Work directly with the Volunteer Committee Chair and ICC Manager of Volunteers to select a date and venue for the community citizenship ceremony.
- Work with the Volunteer Committee Chair to confirm event details (dates, speakers, performers, etc.).
- Assist IRCC with the venue site visit with the ICC Manager of Volunteers or on behalf of the ICC if outside the GTA.
- Assign roles to general committee members in relation to the ceremony.
- Work closely with the Volunteer Committee Chair and Volunteer Committee Treasurer to submit the ceremony expense form for approval.
- Other duties as needed /outlined in the ICC Roundtables and Community Citizenship Ceremony Guide.

CEREMONY DAY: THE VOLUNTEER COMMITTEE DEPUTY CHAIR WILL WORK WITH THE VOLUNTEER COMMITTEE CHAIR TO ASSIST WITH THE FOLLOWING CEREMONY DAY LOGISTICS

- Assign and coordinate event day roles.
- Oversee set up/tear down as required at the venue.
- Set up check-in and media waiver table for all new citizens, guests and roundtable hosts.
- Deliver roundtable host brief or assign task to committee member.
- MC/facilitate roundtables or assign to committee member.

POST-CEREMONY

- Work with the Volunteer Committee Chair to schedule a post ceremony committee meeting.
- Work with the Volunteer Committee Chair and Volunteer Committee Secretary to send ceremony feedback to the ICC Manager of Volunteers via email/phone call.
- Work closely with the Volunteer Committee Chair and Volunteer Committee Treasurer to submit the ceremony expense form for final reimbursement.

QUALITIES AND SKILLS OF THE VOLUNTEER COMMITTEE DEPUTY CHAIR

- Superb leadership and management skills.
- Strong event management and decision making skills.
- Excellent public speaking skills and the ability to communicate effectively.
- Access to email and working knowledge of the internet, Microsoft Word, and Microsoft Excel.
- Motivating, engaging and passionate about the ICC and its mission.

ACCOUNTABILITY AND RESPONSIBILITIES

- Accountable to the ICC Manager of Volunteers.
- Adhere to the responsibilities outlined in the ICC Volunteer Committee Terms of Reference.
- Ensure work is completed based on established timelines.
- Work on succession planning with the Volunteer Committee Chair.
- Work closely with the Volunteer Committee Chair to onboard new volunteers for the committee.
- Ensure that all roles on the committee are filled as per the ICC Volunteer Committee Terms of Reference.
- Attend committee meetings, as scheduled, via conference call or in person.

TIME COMMITMENT

- Two (2) year term
- Fifteen to thirty (15-30) hours per ceremony





ICC Volunteer Committee Chair

Volunteer Committee Name:

Name:

Contact Email:

Term Start Date:

Term End Date:

MANDATE OF THE POSITION

The mandate of the role is to work closely with the ICC Manager of Volunteers and Volunteer Committee Deputy Chair to provide coordination, direction, planning and leadership to one to two (1-2) community citizenship ceremonies for their ICC volunteer committee each year.

ROLE OF THE POSITION

- Commitment to the Institute for Canadian Citizenship's (ICC) vision, mission and values of inclusion and active citizenship.
- Stay informed about the activities as they relate to the roles and responsibilities of the ICC volunteer committee and ICC.

HOW THIS BENEFITS THE VOLUNTEER

- Work as part of a national team dedicated to creating a more welcoming and inclusive Canadian society.
- Gain experience building and working with volunteer committees.
- Play a key role in the committee's development and future engagement.
- Network at the ICC's Annual Committee Meeting in Toronto ON.
- Mentor and guide community leaders on the volunteer committee.

RESPONSIBILITIES OF THE POSITION

- Collaborate with the Volunteer Committee Deputy Chair and ICC Manager of Volunteers to provide leadership, direction and feedback to the volunteer committee.
- Work with the Volunteer Committee Deputy Chair and committee members to interview, select and onboard new volunteers to the committee.

- Work with the Volunteer Committee Secretary to update membership information yearly.
- Hold a minimum of three (3) committee meetings per year.
- Oversee planning and logistics for the community citizenship ceremony with the Volunteer Committee Deputy Chair and committee members (pre-ceremony, ceremony day logistics & post ceremony).
- Transfer knowledge and documentation to the incoming Volunteer Committee Chair.

PRE-CEREMONY

- Work directly with the ICC Manager of Volunteers to select a date and venue for the community citizenship ceremony.
- Submit event details to the ICC Manager of Volunteers for approval (dates, speakers, performers, etc.).
- Assist IRCC with the venue site visit with the ICC Manager of Volunteers or on behalf of the ICC if outside the GTA.
- Delegate a committee member to source roundtable hosts.
- Assign roles to general committee members in relation to the ceremony.
- Work closely with Volunteer Committee Treasurer to submit the ceremony expense form for approval.
- Other duties as needed /outlined in the ICC Roundtables and Community Citizenship Ceremony Guide.

CEREMONY DAY

- Assign and coordinate event day roles.
- Oversee set up/tear down as required at the venue.
- Set up check-in and media consent waiver table for all new citizens, guests and roundtable hosts.
- Deliver roundtable host brief or assign task to committee member.
- MC/facilitate roundtables or assign to committee member.

POST-CEREMONY

- Schedule a post ceremony committee meeting with all volunteer members.
- Work closely with Volunteer Committee Deputy Chair and Volunteer Committee Secretary to send ceremony feedback to the ICC Manager of Volunteers via email/phone call.
- Work closely with Volunteer Committee Treasurer to submit the ceremony expense form for final reimbursement.

QUALITIES AND SKILLS OF VOLUNTEER COMMITTEE CHAIR

- Superb leadership and management skills.
- Strong event management and decision making skills.
- Excellent public speaking skills and the ability to communicate effectively.
- Access to email and working knowledge of the internet, Microsoft Word, and Microsoft Excel.
- Motivating, engaging and passionate about the ICC and its mission.

ACCOUNTABILITY AND RESPONSIBILITIES

- Accountable to the ICC Manager of Volunteers.
- Adhere to the responsibilities outlined in the ICC Volunteer Committee Terms of Reference.
- Ensure work is completed based on established timelines.
- Work on succession planning with the Volunteer Committee Deputy Chair.
- Work closely with the Volunteer Committee Deputy Chair to onboard new volunteers for the committee.
- Ensure that all roles on the committee are filled as per the ICC Volunteer Committee Terms of Reference.
- Attend committee meetings, as scheduled, via conference call or in person.

TIME COMMITMENT

- Two (2) year term
- Fifteen to thirty (15-30) hours per ceremony

