



VANCOUVER ATHLETIC FC

Role Title:	Risk / Policy Event Volunteer
Position Type:	Volunteer Position
Reports To:	Director of Risk Management and Club Policy
Approximate Hours:	3 - 4 hours per year
Timings:	Throughout the year
Number of Positions:	3

## Role Detail

To provide support to the Director of Risk Management and Club Policy ensuring that events / workshops are organized by;

- Working with the Club Administrator to send out any communications required.
- On the day ensure the event room is set up for attendees and presenters.
- Coordinate the signing in sheet , ensuring all participants sign in confirming the teams they play / coach.
- Assist in tidying up after the event has taken place.
- Document and distribute any meeting minutes of the session.
- Work with the Club Administrator to coordinate a feedback survey for future improvements.