



Volunteers Required for BCKC Executive Positions

"Do you wish to have a greater role in the organization of the BCKC? Do you want to be more involved with the direction your Club is taking in the coming year(s)? Do you care about the BCKC?"

If your answer is yes, please consider letting your name stand for election to your BCKC Board of Directors for 2009-10. Alternatively, you might have an interest in one of the Coordinator positions. As you know, this is a VOLUNTEER club, and as such we need to have a slate of dedicated volunteers to guide us in the coming year. All positions are open and available for election at the November A.G.M. (in the case of the Board) and by appointment (in the case of the coordinators). Job descriptions are outlined in our BCKC Procedures Manual.

Board of Director Positions: President; Vice-President; Secretary; Treasurer; plus 3 Directors-at-Large (total of 7)

Coordinator Positions: Courses; Membership; Tripping; Equipment; Flatwater Canoe; MW Canoe; MW Kayak; Seakayak; Voyageur; Programming (ie: scheduling of Winter speakers includes social convenor position); Resources (ie: Library and clothing sales); Publicity; Newsletter/Website; Volunteers' Coordinator.

Please contact a Nominating Committee Member to put your name forward.

(NOTE: Directors and Coordinators receive a free yearly membership)



REEL PADDLING FESTIVAL:

March 12 & 13, 2010

Two opportunities to enjoy an evening of paddling adventures on film will be hosted by the BCKC at the Fisher Auditorium in Barrie. Further details on how to obtain tickets to follow. Put these dates in your calendar NOW! WE NEED VOLUNTEERS urgently to sit on the organizing committee (posters, media contact, advertising, etc) Contact Ross Rutley 905 729-3664 or tripping@bckc.ca

Speaker Schedule

Fall and Winter Meeting

Page 2

Whats doing in October

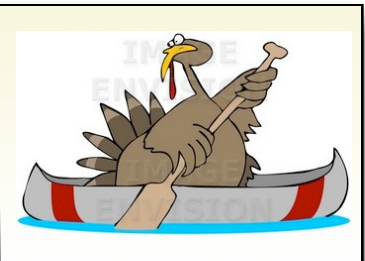
A short list of what is left of this year's club trips

Page 3

BCKC Executive and Coordinator Positions

A wee description

Page 4





2009 Speaker Schedule

Oct 19th: Monthly Meeting, bring your favourite photos of this years trips, add your name on the back

WHEN: 6:30 PM

WHERE: South Shore Community Centre

205 Lakeshore Drive, Barrie, ON

Club Members Presentations

John Rankin - The Ottawa River; Jean Marc Roy -Barrie North Collegiate; Lee Kelly -Tobermory Crossing, Snake Island; Anthony Taliana -Bike trip; Carl Buchheit - Killarney

Nov 9th: ANNUAL AGM:

WHEN: 6:30 PM

WHERE: South Shore Community Centre

It's a dessert social

(everyone please bring desserts to share)

DEC 14th: Annual Christmas Party.

WHEN: 6:30 PM

WHERE: South Shore Community Centre



Dock Out:

WHEN: Sat Oct. 31, 09 9 AM - 11 AM

WHERE: South Shore Community Centre
205 Lakeshore Dr, Barrie, ON

WHAT: Dock-out & clean-up at the boat-house.

FALL/WINTER MEETINGS

Monthly meetings are held every second Monday of the Month (except when that Monday is a holiday, then it is the third Monday of the month) beginning in October and wrapping up in May. All meetings are in the main lounge of the South Shore Community Centre from 19h00 - 21h30 (7:00-9:30 PM). Doors open at 18h30 (6:30PM). Guest Speakers, movies and slide shows, club information sessions, snacks and socializing are the norm. All meetings are open to the public.



Upcoming Speakers

Jan - Jim & Ted Baird Kuujjua Rlver & Beaufort
Sea Expedition

Feb - Ian Merringer Former Editor of
Canoeroots Magazine

Mar - Gordon Haggert President of ORCKA
Thelon River trip

Apr - TBA

May - Tom Jacobs First Nations

BCKC



SHARE YOUR PHOTOS

Oct meeting 19th Bring your favourite photos of your trips to the meeting. They will be posted on the bulletin board. Please include your name on the back of your photo.

Please Note: You must be a current member of the BCKC to participate in club activities. Please provide your membership number when signing up for activities. The sign up sheets will be at the Monday general meetings all winter (also posted online). Since these are "interest only" sheets, members must still contact the trip leader for each outing. You are responsible for contacting the trip leader well in advance of the trip date. For safety reasons, the trip leader has the final say about who goes on his/her trips. Participants must

assume all risks associated with the activity and must provide the trip leader with a signed Medical/Emergency Information Form prior to the trip. Non-members are entitled to participate as a guest of a member on one day-trip per year and must sign the Waiver of General Liability.



WHAT'S UP IN OCTOBER

Date	Activities	Trip Details
Oct 17 - 19	Georgian Bay - Snake Island Sea Kayak	Skills req- basic SK May have lg waves, cold water and weather
Oct 24	Beausoliel Is Sea Kayak	Trip Leader Lee Kelly some experience required
Oct 31 9AM - 11AM	DOCK OUT SouthShore Community Centre	Dock out & clean up at Boathouse



BCKC

Volunteer Skills Needed

Any member wishing to hold elected office may present himself/herself for nomination at any time prior to the time of election. This member will then be included on the slate of nominees at the Annual General Meeting.

Full expectations for each volunteer position are outlined in the Policy and By Law Manual for Directors (including President, Vice-President, Treasurer, Secretary, and three Directors-at-Large), and the Procedures and Guidelines Manual (Coordinators). However, below is a brief outline:

BOARD OF DIRECTORS

PRESIDENT

- Oversees BCKC operations
- Represents BCKC to the Public and in the Media
- Legal representative, as required
- Holds Vision for future direction

Skill Set: Knowledge of BCKC operations; public relations, management, diplomatic, leadership

VICE PRESIDENT

- Acts in absence of President
- Oversees Insurance requirements

Skill Set: As above

TREASURER

- Keeps an accounting of all financial transactions
 - Oversees fundraising activities
- Skill Set: accounting background; familiar with computerized accounting programs; organized; management skills*

SECRETARY

- Records and distributes minutes
- Responsible for calendar of events
- Facilitates internal and external communications

Skill Set: secretarial/administrative background; organized, attention to detail, records management, communications

DIRECTORS AT LARGE

- Take Leadership role on Committees (e.g., long range planning, risk management, communications, fundraising, special projects)

Skill Set: communications, management, leadership

COORDINATORS (NOT ELECTED)

COURSE

- Responsible for obtaining certified instructors
 - Chairs an annual meeting of instructors
 - In consultation with instructors, develops course schedule and recommends fees
 - Takes registrations for courses
 - Oversees operation of courses
 - Ensures course materials are submitted to governing organizations
 - Reports to Board
- Skill Set: well-organized, records management, communications, facilitation, interpersonal skills, familiar with computer programs*

TRIP

- Chairs a bi-annual meeting of trip leaders to develop schedule of outings
- Responsible for ensuring trip leaders meet BCKC required certifications

- Promotes outings to members
- Maintains an inventory of outings and manages trip interest sheets
- Oversees risk management compliance for trip leaders
- Provides trip leaders with risk management materials and up-to-date membership lists
- Reports to Board

Skill Set: facilitator, records management, communications, leader, interpersonal skills

FLATWATER, MOVING WATER KAYAK, MOVING WATER CANOE, SEA KAYAK AND VOYAGEUR COORDINATORS

- Promote paddling disciplines they represent to the membership
 - Provide opportunities for members to learn about their discipline (e.g., workshops, paddling clinics, pool sessions, etc.)
 - Ensure repairs and maintenance of their equipment is completed
 - Reports to Board
- Skill Set: leadership, interpersonal skills*

EQUIPMENT

- Maintains inventory of equipment
 - Maintains inventory of access to boathouse
 - Responsible for equipment maintenance and repair
 - Liaises with SSCC tenants to facilitate facility maintenance (including dock)
 - Reports to Board
- Skill Set: records management, communications, interpersonal skills*



BCKC



Volunteer Skills Continued

PUBLICITY / SPECIAL EVENTS

- Promotes Club activities through the media of television, print and radio, including announcement of general meetings, special events and programming
 - Responsible for distribution of promotional materials to the community (e.g., brochures, special event flyers, etc.)
 - Establishes and chairs a committee for the organization, promotion and implementation of special events (e.g., Community Paddle Days, Reel Paddling Festival, etc.)
 - Liaises with Website/ Newsletter position
 - Reports to Board
- Skill Set: facilitator, public relations, communications, interpersonal skills, familiar with computer-generated forms / submissions*

WEBSITE / NEWSLETTER

- Maintains website with notices of club events, activities, trips, courses, and items of interest / concern to members
- Creates and distributes newsletter containing notices of club event, activities, trips, courses, and items of interest or concern to members
- Provides copies to Membership for orientation packages and for Special Events
- Liaises with Publicity/Special Events position

Reports to the Board

Skill Set: website administration and management, communications, leader, interpersonal skills

PROGRAM

- Responsible for running of monthly meetings, including:
 - Meeting schedule and key access - City of Barrie
 - Scheduling speakers
 - Chairing
 - Promotion
 - Refreshments
 - Reports to Board
- Skill Set: facilitator, communications, leader, interpersonal skills, public relations*

MEMBERSHIP

- Responsible for membership, including:
 - Collection of waivers
 - Issuing membership cards
 - Issuing membership orientation materials; answering queries
 - Maintains record of membership
 - Distributes membership lists to coordinators, instructors/leaders, board
 - Reports to Board
- Skill Set: Access database, records management, communications, interpersonal skills*

RESOURCE

- Maintains history of club events and activities
 - Maintains lending library
 - Responsible for purchase, sale and distribution of club merchandise
 - Reports to Board
- Skill Set: organized, records management, interpersonal skills*

VOLUNTEER (new position in 2010)

- Communicates with members concerning volunteer opportunities
 - Liaise with Directors, Coordinators and committees to provide volunteers for Club activities.
 - Organize "paddle nights"; arranging for volunteers, safety boats, etc.
 - Maintains a record of volunteers and hours donated
 - Reports to Board
- Skill Set: interpersonal skills, records management, communications, leadership, public relations*

All positions are compensated with a free annual membership and attend monthly meetings (6-12) in addition to the general members' meetings.

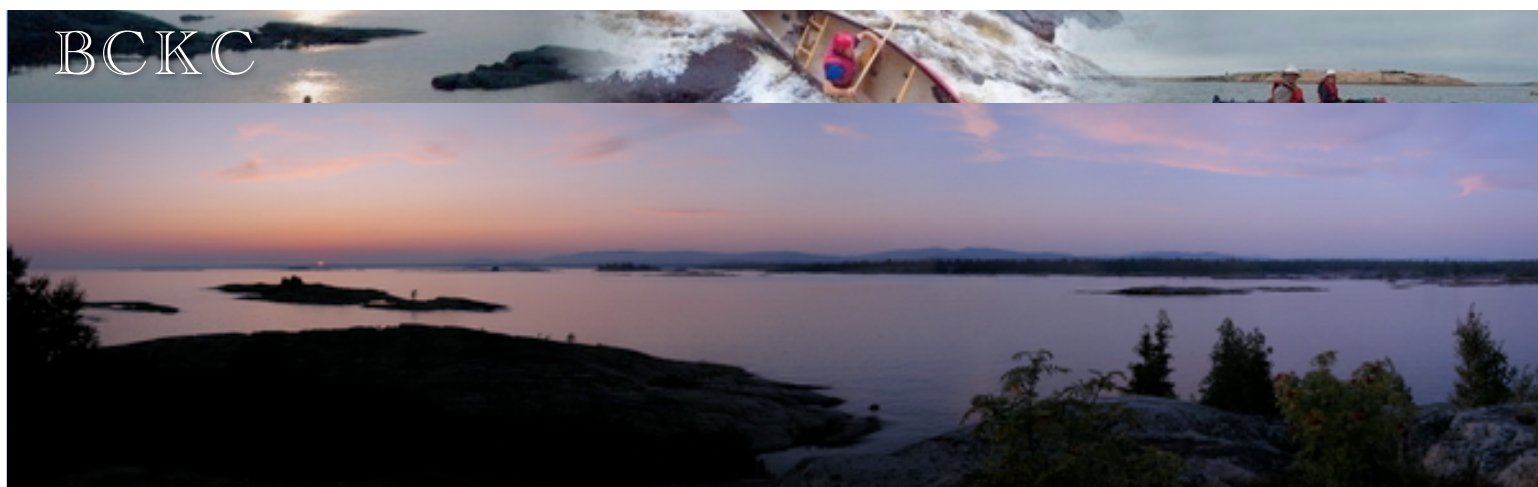
All planning and implementation of Club activities is carried out collaboratively with the Board of Directors and other Coordinators.

The term of office is January 1 – December 31st. In November, Directors and Coordinators attend a special Joint meeting with outgoing and incoming members to exchange information and create a vision for the coming year(s)



Paddle with a friend

BCKC



Thank you for a Successful Night

A BIG thank you to our instructors and to Jenn Meyskens and colleagues at CSTD for making this evening a success!

The Canadian Society for Training and Development (CSTD) and Barrie Canoe & Kayak Club instructors co-hosted an evening of knowledge-sharing at the boathouse on Wednesday,

September 16th, 2009. CSTD participants enjoyed an on-water basic training session followed by a tour of the boathouse and a Q&A with instructors Diane Cornett, Duane Craig and Marilyn Clark.

CSTD is Canada's professional association focused on training, learning and performance in the workplace - It is a strategic world leader driving excellence in work

place learning and impacting business success. CSTD supports the growth and development of the training industry in Canada and internationally and will devote resources to increasing trade where there is a clear benefit to its members' professional development or interests. Check out their website at <http://www.cstd.ca>

We're on the web at:

<http://bckc.ca>



BARRIE CANOE AND KAYAK CLUB
P.O. Box 23
Barrie, ON
L4M 4S1

SOUTH SHORE COMMUNITY CENTRE
205 Lakeshore Drive
Barrie, ON