Blackburn Community Association
Board of Directors, Roles and Responsibilities

May 2021

Introduction

In accordance with the Blackburn Community Association's By-law, approved on March 25, 2021, the property and business of the BCA shall be managed by a Board of Directors comprised of a President, Vice-President, Secretary, Treasurer, and up to 11 Directors.

As a reflection of the shifting needs of the Blackburn Hamlet community over time, the roles of the Directors, Committee Chairs and Event Organizers may be revised to address specific needs and priorities. As of May, 2021, the Portfolio's overseen by Directors include: Environment, Parks, Rinks, Communications, Website Administration, Community Liaison, Transportation, Safety, Youth, Seniors, Beautification, Facilities and Operations and Membership. Committee Chairs and Event Organizers must report to a member of the Board. Committee Chairs must oversee BANAR and Hall Coordination along with any role not filled by a Board member. Event Organizers must report to a Board member and will oversee FunFair, Canada Day, Cancer Chase, Hockey Day, Pot Luck Dinners, Santa Pancake Breakfast, Spring Cleanup, Seniors Information Event, Bike rodeo, Volunteer Appreciation and any other event that the BCA Board determines would be beneficial to the community.

The Executive and Directors must be members of good standing of the BCA, must be 18 years of age or older, with power to contract under law, and must be individual and not acting on behalf of an organization or group. They must also have completed a Police Records Check within the past 2 years.

So as to provide a guidance and understanding of the roles and responsibilities of each Executive and Director and, to ease the transition from one sitting Director to the next, this document outlines a general summary of the duties for Portfolios, Committee Chairs and Event Organizers. These are meant to be guidelines and can be adjusted by the individual holding the position.

Executive

President

As outlined in the BCA Bylaws Schedule A, the President provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The President co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The President ensures the Board discusses all matters relating to the Board's mandate.

The President shall be an ex-officio member of all committees and shall ensure that these committees' function effectively and shall cooperate with the committee chairperson toward that end. The President shall require the Chair of each committee to provide regular reports to the Board of Directors. If, for any reason, the office of the President becomes vacant, the Vice President shall succeed in office followed by the Secretary and then the Treasurer.

The President shall establish agendas aligned with annual Board goals and preside over Board meetings, ensure meetings are effective and efficient for the performance of governance work, ensure that a schedule

of Board meetings is prepared annually and issue the call for any member meeting and meetings of the Board of Directors.

The President shall be a primary point of contact for members of the community who may have questions, comments or concerns. Typically, these are directed to the relevant Director on the BCA, the City Council or other local authorities. Additionally, the President shall liaise with the City of Ottawa, our Elected Representatives, other Community Associations and Community Groups in order to address issues and concerns that extend beyond the boundaries of Blackburn Hamlet.

Vice President

As outlined in the BCA Bylaws Schedule B, the Vice President works collaboratively with the President to support the Board in fulfilling its responsibilities.

The Vice President substitutes and succeeds for the President in case of the President's absence or incapacity and shall, under the discretion of the President, oversee the functioning of any committees as the President may designate.

Treasurer

As outlined in the BCA Bylaws Schedule C, the Treasurer shall work collaboratively with the President and to support the Board in achieving its responsibilities.

The Treasurer shall:

- Have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall oversee the deposit of all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
- Disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and members of the Board at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation;
- Ensure that two approved signing authorities are required on all withdrawals from Corporation accounts and shall ensure all monies paid out are on the authority of the Board of Directors;
- Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board;
- Perform such other duties as may from time to time be directed by the Board;
- Complete and submit the annual Funding Applications to the City of Ottawa;
- Oversee the Community Hall Coordinator.

Secretary

As outlined in the BCA Bylaws Schedule D the Secretary shall works collaboratively with the President to support the Board in fulfilling its responsibilities.

The Secretary shall:

- Keep a roll of the names and addresses of the Board Members;
- Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees;
- Attend to correspondence on behalf of the Board;

- Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law;
- Ensure that all reports are prepared and filed as required by law or requested by the Board;
- Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees;
- Attend all meetings of the Corporation, the Board and Board committees.

Director Portfolio's

Environment

The Environment Committee is responsible for enhancing the natural beauty of Blackburn Hamlet and maintaining the native plant species. This is accomplished through a number of initiatives, including:

- The annual Spring Cleanup (see events below), which is usually held on a Saturday in April and includes a rain date the on following Saturday. This event brings together volunteers from the community to canvass the neighbourhood and pick up trash that accumulated over the winter. At the end, organize a BBQ to celebrate the Spring Cleanup and thank the volunteers;
- Through partnerships and grant applications, maintain and enhance the tree canopy in Blackburn Hamlet by planting trees to replace ones that have been lost due to age, construction, pests or disease;
- Organize information sessions and conferences with the goal to increase environmental knowledge within the community and promote the activities of the Environment Committee;
- Work with the City and other Partners to control or remove invasive plants and restore native species the community;
- Promote the annual Garage Sale, which is held on the first Saturday of May with the following Sunday reserved as a rain date;
- Promote other environmental initiatives, such as the use of rain barrels, waste reduction, recycling and energy conservation.

Parks

The Director is responsible for ensuring that the parks are safe and clean. This is accomplished through a number of activities including:

- Engage a student or contractor to visit each park five times a week to carry out a general clean up and to check the playground and structures for visible damage. The Director reviews and outlines the responsibilities for the student and oversees the hours worked;
- Manage contractors to ensure that all aspects of maintaining the parks are upheld;
- Liaise with City of Ottawa personal to carry out additional maintenance and repairs in the Parks;
- Ensure that the community parks are kept clean for all of Blackburn Hamlet residences to enjoy, including Bearbrook Park, Bush Park, Centre Park, Diceman Park, Michael Budd Park, Orient Park, Richard Dagg Park, South Park, Tauvette Park, and Woodhill Park.

Rinks

The Director is responsible for ensuring that the parks and rinks infrastructure is safe and regularly maintained for their continued use by Blackburn residents. This is accomplished through a number of activities including:

- Maintain and operate the outdoor Rinks located at Bearbrook Park, Norman Johnson Alternative School and Michael Budd Park;
- Manage community volunteers and contractors to ensure that all aspects of maintaining the rinks are upheld;

- Hire and assemble a team of people who are willing and capable of maintaining the outdoor rinks. This team will ensure that the change cabins are open and clean for users, that the ice surfaces are safe and usable as well as cleared of snow as required;
- Liaise with community volunteers in ice preparation and maintenance, scheduling for students and hiring plows to clear heavy snow from the rinks;
- Oversee the duties carried out by the teams and receives their feedback, as well as input from the community;
- Ensure that the students, volunteers and contractors have sufficient materials and equipment as required to fulfill their duties;
- Liaise with City of Ottawa personal to open and close the winter season (change cabin keys) and carry out additional maintenance and repairs;
- Oversee the annual Hockey Day in the Hamlet event (see below).

Communications

The Director is responsible for promoting the Blackburn Community Association along with all events and activities organized by the Association. This is accomplished through a number of activities including:

- Advertise and publicize events organized by the Blackburn Community Association through various tools including, email newsletters, BANAR advertisements, Website postings, Press Releases, Social Media listings and live event promotion on Social Media;
- Manage the installation, removal, repair and replacement of the event signs at the entrances to the Hamlet and at the intersection of Bearbrook and Innes;
- Assist events in creating new signs and arranging for them to be printed;
- Maintain a Media and VIP contact list for use in promoting events. This includes the city Councillor, Member of Provincial Parliament and Member of Parliament;
- Oversee the moderation of Social Media groups and manage any volunteers who carry out the moderation duties;
- Oversee the creation and publication of a monthly email newsletter;
- Oversee the publication of the BANAR five times a year (February, April, May, August and November) including a final review prior to printing each edition.

Website Administration

The Director is responsible for the maintenance, upgrades and operation of the websites and online tools used by the Community Association and events organized by the Community Association. This is accomplished through a number of activities including:

- Ensure that the payments are completed for domain names renewals including blackburnhamlet.ca, blackburfunfair.ca, cancerchase.com and any other domain names used by the BCA;
- Ensure that the payments are completed for the web hosting services used by each domain;
- Update the content on the websites as required;
- Post new issues of the BANAR on the website and update the current and past issues links;
- Keep information on the web page current and remove expired information;
- Work with members of the BCA to advertise and promote BCA activities;
- Forward any emails received via the web page to the appropriate members of the BCA board;
- Administer BCA Board and Committee member access to the GSuite of tool;
- Ensure the BCA websites meet current legislative requirements, including the Accessibility for Ontarians with Disabilities Act.

Facilities and Operations

The Director is responsible for overseeing all events that do not report to another Director and managing the equipment and storage used by the BCA to carry out our events and activities. This is accomplished through a number of activities including:

- Oversee and organize any event that is not managed by a specific Director;
- Ensuring there is sufficient secure storage available for all the BCA supplies and equipment;
- Maintain an inventory of BCA supplies and equipment used for events;
- Coordinate the replacement of supplies and damaged equipment as needed.

Transportation and Community Safety

The Director is responsible for overseeing all activities and events related to Transportation and Community Safety. This is accomplished through a number of activities including:

- Liaison between community residents, the City of Ottawa, Ottawa Police Services, OC Transpo, Ottawa Fire Services, Ottawa Paramedic Service, Schools, other community groups and related organizations on issues related to Transportation and Community Safety;
- Report on issues related to traffic flow and volume, road infrastructure and construction, public transit, pedestrian safety, intersections and crossings, visibility and signage, and cycling infrastructure;
- Report on safety related issues including theft, vandalism, violence, gang activity, gas leaks, weather warnings, other infractions or emergencies that directly or indirectly affect the Blackburn Hamlet community;
- Research and recommend improvements to the community Transportation infrastructure including bike lanes, a bike repair station, traffic calming, transit, ride sharing and other related initiatives;
- Promote transportation safety improvements and organizing Bike Safety events;
- Assist BCA events in developing Emergency Response, Safety and First Aid plans for the various events held within Blackburn Hamlet;
- Oversee the implementation and operation of Community Watch;
- Organize free first aid training for members of the Blackburn Hamlet Community;
- Coordinate with student volunteers and the Ottawa Fire Services to assist with Hydrant clearing in the winter;

Youth

The Director is responsible for overseeing all activities and events related to Youth engagement and activities. This is accomplished through a number of activities including:

- Creating opportunities for local youth to get together with their peers and engage with the wider community in Blackburn Hamlet
- Planning, promoting, implementing and reporting on youth activities and events
- Liaising with local schools and other organizations, such as the Ottawa Public Library and Metro, which may help promote youth activities.

Membership

The Director is responsible for managing the Blackburn Community Association Memberships. This is accomplished through a number of activities including:

- Maintain a comprehensive list of active members;
- Update BCA Mailing List when new members join the BCA;
- Collect annual membership dues;
- Distribute membership cards;

- Manage membership tables at Community events including the Annual Members Meetings, Funfair, and Canada Day;
- Distribute voting cards at the Annual and Special Members Meetings;

Community Liaison

The Director is responsible for coordinating activities and response to community needs and concerns with other groups within the City of Ottawa. This is accomplished through a number of activities including:

- Maintain contact with other Community Associations in the City of Ottawa;
- Maintain contact with the Councillor for Innes Ward, Member of Provincial Parliament for Orleans Ward and the Member of Parliament for Orleans ward;
- Maintain contact with other organizations and schools within the Blackburn Hamlet area;

Seniors

The Director is responsible for overseeing all activities and events related to Seniors engagement and activities. This is accomplished through a number of activities including:

- Engage Seniors in fulfilling activities such as yoga and seniors-oriented activities;
- Organize the annual Seniors Information event that allows Seniors focused service providers to promote their services to Blackburn Hamlet Seniors (See below).

Beautification

The Director is responsible for overseeing all activities and events related to the Beautification of Blackburn Hamlet. This is accomplished through a number of activities including:

- Oversee activities to improve the quality of life in the Hamlet such as the installation of Flowers, Public Art, Benches and Picnic Tables;
- Plant and water flowers in front of the signs at the entrances to Blackburn Hamlet as well as the garden by the sculpture at Innes and Bearbrook;
- Ensure BCA Art and signs are maintained;
- Oversee the annual Garden Tour.

Volunteer Management

The Director is responsible for managing BCA Event and Activity Volunteers. This is accomplished through a number of activities including:

- Maintaining a central repository of volunteers;
- Tracking number of volunteers at each event for annual report to the City of Ottawa;
- Tracking the volunteer hours for those who need an official record;
- Ensuring that volunteers are recognized for their community contribution.

City Liaison

The Director is responsible for linking BCA Directors to our City Councillor's Office and key Departments in the City of Ottawa and ensuring there is an effective two-way communication between the City and the BCA.

Directors at Large

Directors at Large are responsible for assisting other board members in carrying out their duties.

Committee Chairs

BANAR

The Chair is responsible for managing the creation, publication and distribution of the Blackburn Community Association BANAR and reports to the Director of Communications. This is accomplished through a number of activities including:

- Annually, set the dates for upcoming publications (5 editions a year);
- Publish advertising rates, deadlines, distribution dates and policies.
- Collect articles and photos of interest for Blackburn residents and businesses;
- Collect advertisements from local businesses;
- Invoice advertisers and deposit cheques;
- Write and Edit articles;
- Ensure all content has been proofread;
- Forward a final proof to the Director of Communications before printing;
- Arrange for distribution of the BANAR in Blackburn Hamlet (and beyond for June issue);
- Ensure that all delivery routes are covered for each edition of the BANAR;
- Ensure that the Blackburn Library has a quantity of BANAR copies available;
- Arrange for graphic design, production and printing.

Hall Coordinator

The Chair is responsible for overseeing all activities and events related to the operation of the Blackburn Hamlet Community Hall and reports to the Treasurer. This is accomplished through a number of activities including:

- Schedule hall bookings;
- Collect booking fees and deposit in BCA bank account;
- Ensure that equipment in the hall is maintained or replaced as required;
- Maintain an inventory of Hall supplies and equipment;
- Assist the BCA events organizers by reserving storage space for common supplies and utensils needed to run events and serve food and drinks.

Events

Funfair

The Event Chair is responsible for all aspects of the Funfair event and reports to a BCA Director. Due to the size of this event, it is essential to have a co-chair to help oversee the smooth operation of the event and to delegate specific portions of the event to other individuals on the team. An ideal number of volunteers on the team to make the fair a success would be around 20 individuals or more. The following areas are required in order for the event to be a success:

Chair

- Overall responsibility for planning and running the event and ensuring reservations, permits and rentals are completed and submitted in a timely manner;
- Submit a Special Event Application to the City of Ottawa at the start of the year;
- Obtain a Building permit for the tent, Fireworks permit, Noise exemption permit and an LCBO Special Occasion permits;
- Reservation of the Arena, ball diamond, soccer field, and Blackburn Park (or an alternate location when this area is not available);
- Coordinate with Ottawa Fire Services to be on-site before and during the fireworks;
- Liaise with City and Arena contacts for smooth operation of the event;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release).

Co-chair

- Assists with planning and ensuring the smooth operation of the event.

Parade Coordinator

- Identifies the Parade theme;
- Ensures there are volunteers to close the roads;
- Manages participant registration and participation;
- Ensures smooth operation of the parade.

Stage & talent show

- Reserve the stage for the event;
- Ensure qualified volunteers are available to manage the Stage and the Soundboard;
- Provision of speakers, soundboard, lighting, stage, and other related equipment;
- Connection of the BCA Power panel to the Hall Outlets to power the stage equipment;
- Organizes the entertainment schedule and volunteers;
- Setup, operation and teardown of the stage, lighting and sound equipment.

Arena showcase

- Ensure there are sufficient tables and chairs available;
- Manages participant registration and participation;
- Manages volunteers;
- Organizes the showcase schedule;
- Setup, operation and teardown of the showcase.

Silent auction

- Ensure there are sufficient tables, auction bid sheets and pens available;
- Setup, operation and teardown of the Silent Auction;
- Collection of proceed and distribution of auction items.

BBQ

- Ensures there is sufficient food, drink, ice, supplies, tickets, BBQ's and volunteers available.

Beer Garden

- Ensure there are sufficient smartserve volunteers available to run the beer garden;
- Arrange for provision of Beer, Coolers, ice, tents, tables, chairs, tickets and other supplies needed;
- Setup, operation and teardown of the Beer Garden.

Community Games

- Provide supplies needed to run games;
- Setup, operation and teardown of the game events.

Used Book sale

- Solicit book donations;
- Setup, operation and teardown of the used book sale;
- Distribution of unsold books.

Pancake breakfast

- Ensure that sufficient pancake mix, syrup, beverages, side dishes and condiments are available;
- Setup, operation and teardown of the pancake breakfast;
- Ensure there are Volunteers to cook food, serve food, setup, teardown and cleanup.

Tickets Barricades & signs

- Work with the City to reserve, pick up and return traffic barricades needed for the Parade, Fireworks and other areas of the event;
- Work with the various event volunteers to ensure the signs needed are located, printed, setup and returned.

Additional Roles

- Treasurer
- Sponsorship
- Facilities
- Stage co-ordinator
- Operations/facilities
- Electrical
- Tickets
- Photographer
- Website
- Event Promotion
- Student volunteer co-ordinator

Canada Day

The Event Chair is responsible for all aspects of the Canada Day event and reports to a BCA Director. As the leader of a team of dedicated community volunteers, it is the chairperson's responsibility to delegate and assign specific portions of the event such as key areas, such as food/drink, music, prizes, games and fireworks/safety to other individuals on the team. This event requires a number of activities to be completed in order to be successful, including:

- Manage budget, income and expenses;
- Rental/Reservation of location near the end of the Calendar year;
- Determine site layout, emergency plan and equipment required;
- Submit a Special Event Application to the City of Ottawa at the start of the year;
- Obtain a Building permit for the tent, Fireworks permit, Noise exemption permit and an LCBO Special Occasion permits;
- Coordinate with Ottawa Fire Services to be on-site before and during the fireworks;
- Rental of one or more large tents;
- Reserve road barricades for securing the Fireworks area;
- Reserve the stage for the event;
- Ensure qualified volunteers are available to manage the Stage and the Soundboard;
- Provision of speakers, soundboard, lighting, stage, and other related equipment;
- Connection of the BCA Power panel to the Hall Outlets to power the stage equipment;
- Book Entertainment;
- Secure a Fireworks company for the event;
- Hire a Security Guard for the Beer Garden;
- Solicit prizes and donations from local businesses;
- Ensure that there is an Arena Contact available for urgent matters, access to the power panel and taps and access to the breaker for the baseball diamond lighting;
- Ensure that First Aid is available;
- Organize Afternoon/early evening games and activities for youth and ensure that supplies are available for indoor and outdoor games and activities, including Hoses and a sprinkler;
- Ensure that the BBQ has a sufficient supply of propane and is clean, safe and operational;
- Organize Special Guests and vendor participation;
- Ensure there are sufficient tents, tables and chairs available;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Ensure that there is social media promotion during the event;
- Ensure there is an event Photographer;
- Ensure that there are sufficient Coolers, Ice, Beer, Hot Dogs, Buns, Condiments, Cake, Juice drinks, Drinking Water, Plates, forks, Cutting knife, BBQ Scraper, BBQ tongs, Napkins and Cups available;

- Ensure that the Pot Luck is promoted and & Extra Food will be provided;
- Ensure that volunteers have access to the city-controlled breakers or generators to dim the lighting during the fireworks;
- If the event is not being held at the Community Hall, ensure that there are sufficient Washrooms, hand wash station, supplies, power, lighting and fencing for the Beer Garden at the event site;
- Ensure that volunteers managing the sales and serving of Beer are Smartserve certified;
- Ensure there are sufficient tickets for Raffle, Food and Drink sales;
- Ensure that there is a BCA Membership Table staffed at the event;
- Ensure that there are sufficient signs, posters and supplies available to promote the event as well as identify the costs for food, drinks and raffles;
- Ensure there is a sufficient amount of cash and change available to cover the food and drink sales;
- Installation of barricades and caution tape around fireworks zone;
- Ensure there are sufficient safety volunteers, with radios, for securing the fireworks zone.

Cancer Chase

The Event Chair is responsible for all aspects of the Cancer Chase event and reports to a BCA Director. This is accomplished through a number of activities including:

- Manage budget, income and expenses.
- Obtain City permits;
- Rental of the location;
- Register event with The Running Table;
- Manage and promote participant Registration;
- Ensure there are tents, tables, chairs for the event;
- Course Plan and Markers;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Provision Water stations;
- Special Guests/vendor participation;
- Ensure there is an event Photographer;
- Solicit Sponsors and Auction items;
- Manage a Silent Auction and post auction collection of funds and distribution of items;
- Ensure that First Aid is available;

Hockey Day

The Event Chair is responsible for all aspects of the Hockey Day event and reports to a BCA Director. This is accomplished through a number of activities including:

- Manage budget, income and expenses;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Manage budget and expenses;
- Special Guests/vendor participation;
- Solicit and Procure Participant gifts;
- Ensure that the BBQ has a sufficient supply of propane and is clean, safe and operational;
- Ensure there is sufficient Food, Buns, Snacks, Beverages, Condiments & Supplies;
- Provision of sound equipment for music;
- Live social media promotion;
- Ensure there is an event Photographer;
- Ensure that First Aid is available.

Pot Luck Dinners

The Event Chair is responsible for all aspects of the Pot Luck Dinners and reports to a BCA Director. This is accomplished through a number of activities including:

- Manage budget and expenses;
- Reserve Hall;
- Event Promotion (Website, Social Media, Email);
- Provide extra food as well as supplies (cups, plates, utensils, etc).

Santa Pancake Breakfast

The Event Chair is responsible for all aspects of the Santa Pancake Breakfast event and reports to a BCA Director. This is accomplished through a number of activities including:

- Manage budget and expenses;
- Reserve Hall;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Membership table;
- Santa and Helpers;
- Pancake mix, Syrup, Side Dishes, Beverages, Condiments and Supplies Supplies (cups, plates, utensils, etc);
- Room Decoration, Setup and Cleanup;
- Live social media promotion;
- Ensure there is an event Photographer;
- Ensure that First Aid is available.

Volunteer Appreciation

The Event Chair is responsible for all aspects of the Volunteer Appreciation event and reports to the President. This is accomplished through a number of activities including:

- Manage budget and expenses;
- Reserve Hall;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Send Event Invitations to Volunteers who have helped us over the past year;
- Arrange for food, beverages, condiments and supplies needed;
- Solicit award nominations and select winners;
- Create Award certificates;
- Room Decoration, Setup and Cleanup;
- Ensure there is an event Photographer;
- Ensure that First Aid is available.

Spring Cleanup

The Event Chair is responsible for all aspects of the Spring Cleanup event and reports to the Director of Environment. This is accomplished through a number of activities including:

- Manage budget and expenses;
- Reserve Hall;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Arrange for food, beverages, condiments and supplies needed;
- Arrange for Cleanup supplies (Bags, gloves, etc.);
- Room Setup and Cleanup;
- Ensure there is an event Photographer;
- Ensure that First Aid is available.

Seniors Information Event

The Event Chair is responsible for all aspects of the Seniors Information event and reports to a BCA Director. This is accomplished through a number of activities including:

- Manage budget and expenses;
- Reserve Hall;
- Special Guests/vendor participation.
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs)
- Create a Room Plan
- Room Decoration, Setup and Cleanup;
- Live social media promotion
- Ensure there is an event Photographer;
- Ensure that First Aid is available.

Bike Rodeo

The Event Chair is responsible for all aspects of the Bike Rodeo event and reports to the Director of Transportation. This is accomplished through a number of activities including:

- Manage budget and expenses;
- Reserve Location;
- Reserve event with Ottawa Safety Council;
- Special Guests/vendor participation;
- Event Promotion (BANAR, Website, Social Media, Email, Press Release, Signs);
- Manage participant Registration;
- Setup and Cleanup of the site;
- Arrange for a Bike Repair service to be at the event;
- Solicit or procure items for participant gifts;
- Ensure there is an event Photographer;
- Ensure that First Aid is available.