

FLC Qigong Club Executive - Roles and Responsibilities

2019-2020

Position	Responsibilities	Name
Qigong Club Coordinator	<ul style="list-style-type: none"> • Set dates for classes for a year - Fall, Winter and Spring sessions. • Complete room rental contracts with the FLC Booking Coordinator. • Prepare a budget for the year. • Sign contract with our Instructor. • Maintain communication within the Organizing committee. • Manage emails coming through the Qigong contact link in the website and dispatch to appropriate committee members. • Plan the Qigong part of the official FLC registration in August. • Initiate organization of a Qigong Christmas get together. 	Brenda Zugman
Secretary	<ul style="list-style-type: none"> • Records and distributes minutes of meetings. 	Pam Lester
Treasurer	<ul style="list-style-type: none"> • Receive collected payments from class representatives. • Prepare fee receipts. • Maintain the bank deposit book • Deposit payments to bank (ensure signing authority and access to the account). • Write cheques to our Instructor, TRICO for room rental and other as needed. • Update ledger and send info to the FLC Seniors Bookkeeper. 	Jay Cooper
Class Representatives	<ul style="list-style-type: none"> • Take early registrations - two weeks before the end of each session. Including June registration for September. • Bring the attendance list to classes for member sign-ins\ • limit class sizes by room capacity: <p>Seniors Room Tuesday. 9:30am. - 23 people Tuesday 10:45am. - 23 people Thursday 11:00am. - 23 people</p> <p>MP7/8 Wednesday 9:30am - 30 people</p> <p>Studio 3 Thursday 12:15pm. - 15 people</p>	Tuesday 9:30am Karen Marks Tuesday 10:45am Ann-Louise Van Buuren Wednesday 9:30am Nancy Prior Thursday 11:00am Dianne Cleveland Thursday 12:15pm Janet Andersen

Database Coordinator	<ul style="list-style-type: none"> • Flag Qigong members within the FLC Seniors membership database • Generate class lists • Generate class attendance list for each session 	Nancy Prior
Qigong Website Coordinator	<ul style="list-style-type: none"> • Update website information about dates and times for upcoming classes • Maintain the webpage as a hub for all updates and links to information vital to Qigong and its participants. • Link the Registration Form to make it easy for participants to print and have it ready with payment. • Upload and display Qi Gong photos. 	Pam Lester

Contact us

To contact any member of the Executive Committee, you can email us by using the email form on the bottom of our Club webpage Please use name of the Executive member you wish to contact in the Subject line. Your email will be forwarded to that person, who in turn will contact you.

We Need Your Help

To keep our Qigong Club operational, consider offering to fill a position on the Executive Committee! Please contact the Club Coordinator using contact information at the bottom of our Club webpage.

Updated: 02/06/20