

FLC Seniors Qigong Club

Date: March 2019

Qigong Organizing Committee Roles and Responsibilities

Duties for overall Qigong Club Coordinator:

1. Set dates for classes for a year - Fall, Winter and Spring sessions.
2. Complete room rental contracts with Margaret Jones, the FLC Booking Coordinator.
3. Make a budget for the year: September - June.
4. Sign contract with our Instructor.
5. Maintain communication within the whole group.
6. Read emails coming through the Qigong contact link in the website and dispatch to appropriate committee members.
7. Attend official FLC registration in August or arrange representatives to be there.
8. Organize a Qigong Christmas get together.

Duties for Financial group:

1. Receive collected payments from class representatives:
 - a) Janet Andersen will collect payments from Thursday 12:15 class and pass it to Dianna Cleveland (Thursday 11am class). Together will be passed to Diana Mitchell in Wednesday class.
 - b) Nancy Prior will pass payments from Wednesday 9:30am class to Diana Mitchell.
 - c) Ann-Louise Van Buuren will collect payments from Tuesday 10:45am class and will pass it to Jay Cooper.
 - d) Jenni Jardine will collect payments from Tuesday 9:30 class and pass it to Jay Cooper.
2. Fill up bank deposit book
3. Deposit payments to BMO (ensure signing authority and access to the account)
4. Write cheques to our Instructor, TRICO for room rental and other as needed.
5. Update ledger and send info to Kathy Antonchuk, FLC Seniors Bookkeeper.

Duties for class representatives:

1. Early registration - two weeks before the end of each session. Including June registration for September.
 - a) Take and/or verify participants' info
 - b) Collect payments and passing them to finance group
 - c) Pass info on new participants to Nancy Prior to add to Excel spreadsheet
 - d) Bring to classes the attendance list for member sign-ins, or arrange that with somebody else
 - e) Contact people from previous session that didn't register to make sure they opted out or whether they still want to participate.
2. limit class sizes by room capacity:
 - a) Seniors Room
 - Tuesday. 9:30am. - 23 people
 - Tuesday 10:45am. - 23 people
 - Thursday 11:00am. - 23 people
 - b) MP7/8
 - Wednesday 9:30am - 30 people
 - c) studio 3
 - Thursday 12:15pm. - 15 people

Duties for Qigong Website Coordinator:

1. Update website info about dates and times for upcoming classes.
2. Link the Qigong Organizing Committee Roles and Responsibilities in easy to read form.
3. Utilize the webpage as place for all updates and info vital to Qigong and its participants.
4. Link the Registration Form to make it easy for participants to print and have it ready with payment.
5. Upload and display Qi Gong photos on the webpage. Best taken from behind so faces don't show.
6. Include permission to use photos in the website on the member Registration Form.

Duties for Excel spreadsheet Coordinator:

1. Generate class list that will include:
 - a) name
 - b) FLC membership number
 - c) phone number
 - d) email address
 - e) payment
2. Generate class attendance list for the session that includes:
 - a) name
 - b) dates for classes
3. Get in contact with the FLC Club President to provide a copy of the Qigong spreadsheet info to FLC.