



ICCT AGM 2022

Report on ICCT JOB DESCRIPTIONS

Vice President, Gail Einarson-McCleery has prepared a draft of the ICCT job descriptions.

PRESIDENT:

- Is the Chief Executive Officer of the Corporation
- Supervises all aspects of the activities of the Icelandic Canadian Club of Toronto
- Ensures compliance with Ontario Corporation Act and that records are up to date.
- Chairs the regular meetings of the ICCT Board and Executive and maintains regular communication with Board and Committee members regarding activities
- Chairs the Annual General Meeting of ICCT and ensures all reports from Chairs and Committees are prepared for the meeting and available to the members. This includes the audited financial accounts, Committee and event reports, VP report, and prepares President's Report for the Club and historical record.
- Sits on the Thorrablot Committee as Board representative and actively engages in key activities of planning, fund-raising to ensure smooth running and follow-up.
- Communicates with the membership to keep them informed of ICCT activities. This includes writing a President's Message for the Falkinn Newsletter and sitting on the Falkinn editorial committee to assume duties as needed.
- Attends the bi-monthly Icelandic National League of North America Club President's meetings, and passes on important information from INLNA to ICCT Board and members.
- Attends the INLNA annual general meeting and conference as the ICCT representative.
- Represents the ICCT to other Icelandic organizations, including INLofNA, INL of Iceland, other INL of US and other clubs and agencies.

VICE-PRESIDENT:

- Is an Officer of the Corporation
- Assists the President as needed in all aspects of the activities of the Icelandic Canadian Club of Toronto.
- Represents the President as needed
- Responsible for creating and updating job descriptions of the Board and Committees
- Chairs Committees and reports to the Board at regularly scheduled Board meetings on Committee activities undertaken and proposed.
- Liaises with INL and other clubs and other Icelandic organizations as needed

SECRETARY

- Is an Officer of the Corporation
- Shall give or cause to be given notices for all meetings of the Board

- Ensure that minutes of Board meetings are maintained and the Corporation Minute book and bylaws are up to date in compliance with Ontario rules and regulations.
- Shall sign and authorize all bylaws established by the Board and minutes of Board meetings and the Annual General Meeting
- Shall ensure compliance with Ontario Corporations ensuring all records are up to date.

TREASURER:

- Is an Officer of the Corporation
- Shall have the care and custody of all the funds and securities of the Corporation and shall deposit the same in the name of the Corporation in such a bank or with such depositories as the Board directs
- Responsible for financial obligations of the Icelandic Canadian Club of Toronto
- Keeps the records of all financial dealings
- Deals with membership records, and payment details
- Oversees and advises on fund-raising projects and endeavours
- Sits on any sub-committee (for example the Thorrablót committee) whose mandate has financial implications for the Club
- Arranges for audited accounts to be presented at the Annual General Meeting
- Reports to the Board at regularly scheduled Board meetings on the Club's finances.

TECHNICAL DIRECTOR:

- Responsible for the smooth running of online programs.
- Present at online events, operating and supporting presenters and attendees
- Trouble-shooting problems and investigating solutions
- Keeps the website up to date with information on all upcoming programs
- Updates the website after each event (history section)
- Maintains the Club's email system and arranges for all mass emailings to Club members and other distribution lists in compliance with Federal privacy and anti-spam legislations
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

SOCIAL MEDIA DIRECTOR

- Maintains the Club's social media accounts in good order
- Arranges for timely social media posts on behalf of the Club
- Interacts with the public through social media in a thoughtful and respectful manner and in compliance with standards set from time to time by the Board.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

NEWSLETTER EDITOR:

- Responsible for overall aspects of Fálkinn newsletter
- Works with Committee to determine front page topic and overall content
- Solicits articles from Executives of ICCT and others
- Coordinates deadlines and advises other Executive members
- Edits the submitted articles and notices

- Designs the final layout and produces the final edition of the Fálkinn
- distributes end product to members or arranges and ensures delivery
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

EVENTS DIRECTOR:

- Responsible for the planning and execution of core ICCT events every year. Core events include The Iceland Travel Show, Thorrablót, National Day Picnic and the Christmas event (excluding Nordic Nights, Saga Connections & Book club)
- Planning includes at least and maybe more than the following: organizes all details of upcoming approved events and programs (except Nordic Nights movies and Saga Connections seminars) including booking appropriate speakers, writing publicity text and sending it to webmaster, newsletter editor, Lögberg-Heimskringla other INLNA and INLUS clubs (if applicable), newspapers and any other appropriate vehicles and/or ensure tasks are carried out by committee volunteers.
- Works closely with the Technical Director on ensuring set-up and smooth running of events.
- The Event Director may delegate the planning and organization of any event to another volunteer or committee and the appointed leads of the Committees report to the Events Director who reports to the Board.
- The Events Director will work with the President and the Board in establishing the Thorrablót committee. The Events Director may or may not be the Chair of that committee. The Chair of the Thorrablot committee reports directly to the Board for approval of plans and keeps the Board up to date on planning progress and thank you follow-up.
- Suggests new events and program ideas for approval by the Board
- Recruits, trains and coordinates volunteers for ICCT events except wherein this responsibility is taken over by the sub-chair, as in case of Thorrablot Chair.
- Writes script for the programs they are hosting and/or delegates as appropriate
- Coordinates with Treasurer on any financial matters
- Sends out appropriate thank you letters and/or ensures that Committee Chairs send out appropriate thank you letters.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

MEMBERSHIP

- Keeps track of and maintains membership list
- Outreach to existing members, encourages engagement
- Ensures renewal of membership fees by providing reminders for renewal and doing following up
- Actively contacts lapsed membership to encourage renewal
- Reports to the Board at regularly scheduled Board meetings of membership numbers and membership engagement activities undertaken and proposed.

OUTREACH DIRECTOR

- Engages with members of the public that reach out to the Club through our website, social media etc. by following up on answering emails and phone calls.
- Promotes the ICCT at likeminded events in Toronto where potential members may be found
- Proactively reaches out to potential club members
- Develops a plan to attract Icelanders who are not currently members, including active outreach to prospective members (for example, sending a document with information on the Club out, perhaps offering 3 free newsletters and advises Newsletter Editor of these additional copies to send out)
- Follows up with these new prospects for membership with email and phone calls
- Reaches out to past grants recipients in person to actively engage and promote involvement in the club and/or board and committee activities.
- Reports to the Board at regularly scheduled Board meetings of outreach activities undertaken and proposed.

YOUTH and SNORRI GRANTS DIRECTOR

- Chair a youth grants selection committee
- Coordinate with Technical Director to ensure proper information on website
- Coordinate with the Editor and Social Media Director to ensure proper promotion of the youth grants programs in our newsletter and elsewhere
- Receive Applications from youth and ensures they meet the criterion for selection (e.g. they have completed their 10 hours of volunteer work for the ICCT and/or that they have been accepted to the Snorri program.)
- Arranges for volunteer opportunities for youth candidates with assistance from other board and committee chairs.
- Convene the selection committee in order to evaluate applications and select award winners and brings recommendations for Board approval
- Notify winners; publicize winners in Fálkinn, coordinate with winners for attendance at Thorrablót and for publicity material
- Present awards at Thorrablót, works with the Thorrablót committee to develop related programming
- Arranges for winners to present to the ICCT membership in a form that can vary from written articles to slides at the Travel Show.
- Engage with past winners on an ongoing basis to ensure continued connection to the Club For example, organizing a pub night or attendance at Icelandic cultural event (film festival, Taste of Iceland, special performances etc)
- Hosting and/or arranging the Snorri program attendees when applicable and in conjunction with the Board and club members.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

NORDIC NIGHTS DIRECTOR

- Chairs the Nordic Nights movie program committee
- Works with partner organizations in coordinating the Nordic Nights program (currently e Finnish Consulate)

- Selects and arranges for the rights to Icelandic films to be screened at Nordic Nights events (at least three a year)
- Coordinates with the Technical Director on organizing the events
- Coordinates with the Fálkinn newsletter editor and the Social Media Director on publicity of events.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

SAGA CONNECTIONS DIRECTOR

- Chairs the organizing committee, calling meetings, gathering ideas, doing minutes
- Plans, with committee, the presenters and workshop presenters, and sets dates
- Contacts potential presenters and organizes follow-up planning
- Works closely with Technical Director on preparing for online presentation including creating slides for PowerPoint
- Prepares advertisement for the presentation, in conjunction with the Webmaster, Social Media team which includes reaching out to other clubs and networks
- Ensures notices and articles are sent to the Lögberg-Heimskringla in timely manner
- Arranges for content for the Fálkinn on each seminar, both reviewing the past seminar and covering the upcoming seminar as part of advertising the event
- Writes thank-you email and/or letter to the presenters
- Reports to the Board at regularly scheduled Board meetings of seminars undertaken and proposed.

BOOK CLUB DIRECTOR

- Chairs the Book Club
- Plans yearly activities and books for the Book club
- Prepares promotional material related to the Book club and coordinates with the Falkinn, Technical Director, Social Media Director and INLNA on publicity of class sessions.
- Reports to the Board at regularly scheduled Board meetings of seminars undertaken and proposed.

LANGUAGE CLASS DIRECTOR

- Chairs the Icelandic language classes committee
- Arranges for teachers of Icelandic language classes and coordinates with the Treasurer on financial remuneration
- Prepares promotional material related to upcoming class sessions and coordinates with the Editor, Technical Director and Social Media Director on publicity of class sessions.
- Recruits students for the class sessions, maintains a database of current and past students and coordinates with the Treasurer on student payments.
- Provides the teacher with a class list including names and contact information to facilitate follow-up for home practice etc.
- Ensures the smooth running of class sessions; trouble shoots issues as they arise.
- Ensures Zoom access and technical support working closely with Technical Director
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

CHILDREN AND CLUB FAMILY OUTREACH DIRECTOR (formerly YOUTH DIRECTOR)

- Coordinates with the Membership Director and maintains a database of Club member families with children in the approximately 5-15 age range (hereafter Club Families)
- Undertakes outreach engagement with Club Families
- Creates and executes activities focused on children's games, entertainment and engagement of Club Families at ICCT online and in-person events, especially but not limited to Thorrablót, the National Day Picnic and the Christmas event. (For example, organized a craft activity for children at events and volunteers to supervise the activity.)
- Recruits volunteers for supervision and engagement of children's activities at events.
- Looks for opportunities to creatively engage children in programming such as planning and hosting children's play at Christmas party, singing children's songs, creating engaging arts and crafts, planning, organizing and hosting children's games etc.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

HISTORIAN AND COMPLIANCE

- Understands and communicate the history of the ICCT
- Collects historical and current records in digital and hard copy forms
- Maintain historical records including photographs, letters, reports etc.
- Actively seeks historical records from membership to restore lost information
- Contributes articles from time to time to the Fálkinn newsletter on the Club's history
- Create and update historical information on the Club's website
- Works with the Board President and Secretary to ensure Ontario Corporation compliance.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

INL-NA AND SNORRI DIRECTOR

- Works with the Youth and Snorri Grants Director and Board Executive to plan hosting activities of the Snorri participants including arranging for hosting accommodations and hosting events for visiting Icelandic exchange participants.
- Keeps up to date on INL-NA initiatives and ensures Falkinn Editor, Webmaster, Social Media leads have information needed to promote INLNA activities and initiatives.
- Reports to the Board at regularly scheduled Board meetings of activities undertaken and proposed.

MEMBERS AT LARGE AND OTHER MEMBERS

- Additional non-titled directors who have been elected to the Board will attend meetings regularly, and take on duties as determined by the Board.
- Members at Large agree to be available to actively participate in committees or club activities including attending, organizing and follow-up.

FUNDRAISING

