



AFFILIATE AMC ROLES & RESPONSIBILITIES

Affiliate Management Committee (AMC) volunteers provide leadership, guidance and support to help their local Special Olympics programs thrive. Their dedication and commitment play an important role in creating opportunities and ensuring success for athletes in their communities.

Required AMC Roles:

Board Chair

Coordinate the volunteers within the community, ensure that all policies and procedures are followed and ensure programs are delivered in accordance with the Provincial Special Olympics constitution, bylaws, and guidelines.

Responsibilities:

- Call and preside over AMC and Executive meetings and ensure community interests are represented.
- Ensure effective communication and information sharing among AMC members, the community, and the Provincial Office.
- Ensure AMC members are fulfilling their roles and responsibilities.
- Work with the Treasurer to monitor the community's financial position.



- Understand and follow SOA guidelines, policies, bylaws and Community Operating Guidelines, and ensure they are communicated to members.
 - Act as, or designate, a point of contact for public inquiries and local program information.
 - Oversee the community's SOA email, Google Drive, Resource Library and Self-Service Portal, ensuring information is kept current.
 - Work with Head Coaches and Council to complete required endorsement, registration and Games paperwork in a timely manner.
 - Ensure community elections are held as required, review Community Operating Guidelines annually, communicate proposed changes for approval, and orient the incoming Chair before leaving the role.
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Treasurer

Maintains and monitors the financial transactions and records of the community.

Responsibilities:

- Maintain accurate records of all community transactions, receipts and bank statements, and complete year-end financial reporting.
- Attend AMC/Community Program meetings, provide regular financial updates and submit written reports for meeting minutes.
- Act as a signing authority and issue cheques for approved volunteer expenses.
- Work with community volunteers and coaches to prepare the annual budget and submit grant applications.
- Support the community with financial matters and ensure SOA financial policies and proper financial practices are followed.
- Stay familiar with relevant SOA resources and maintain the Special Olympics email address provided to you.



Secretary

Record and document written communication pertaining to the business of the Affiliate.

Responsibilities:

- Organize AMC and Executive meetings, record and distribute minutes, and arrange meeting logistics as needed.
 - Correspond with community volunteers, the Provincial Office and other contacts on behalf of the community.
 - Keep files and records organized and ensure they are transferred to the incoming Secretary when leaving the position.
 - Stay familiar with relevant SOA resources and maintain the community's Special Olympics email address.
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Registrar

Update and maintain all community records on the database including preparing all verification reports and ensuring athlete and coach registrations are inputted by all seasonal deadlines.

Responsibilities:

- Work with the community council to ensure new and returning member registrations are complete, accurate and submitted on time.
- Update the database with changes to member information and ensure all team and sport verification requirements are completed by registration deadlines.
- Distribute sport verification reports to coaches and provide database reports as requested by the AMC/CP or coaching staff.
- Work with the Database Administrator to follow proper procedures, maintain required files and email communications, and ensure records are transferred to the incoming Registrar when leaving the position.



Recommended AMC Roles:

Vice Chair

Supports the Chair in coordinating volunteers within the community, ensuring that all policies and procedures are followed, and that programs are delivered in accordance with the Provincial Special Olympics constitution, bylaws, and guidelines. The Vice Chair will assist in maintaining effective board operations and step into the Chair role when required.

Responsibilities:

- Assist the Chair with their responsibilities and assume the role in their absence, including leading AMC and Executive meetings.
- Help maintain communication between AMC members, the community and Provincial Office, while encouraging community involvement and ensuring information is shared effectively.
- Work with the Chair, Treasurer and AMC to monitor the community's financial position, support members in fulfilling their roles and assist with community activities and public inquiries.
- Understand and follow SOA policies, bylaws and Community Operating Guidelines, while assisting with the maintenance of community records, email, Google Drive and the Self-Service Portal.
- Assist with Games paperwork, community elections and the annual review of Community Operating Guidelines, while gaining the knowledge and experience needed to eventually assume the Chair position.

Volunteer Coordinator

Implement and maintain a volunteer placement process (recruitment, interviewing, placement, orientation, training, and recognition) within the Affiliate.

**Responsibilities:**

- Work with AMC members and coaches to determine volunteer needs and develop effective strategies to recruit volunteers for programs and leadership roles.
 - Ensure accurate job descriptions are available and support the interviewing, selection and placement of volunteers in accordance with SOA policies and procedures.
 - Keep accurate records of volunteer service and work with the Provincial Office to support volunteer recognition and years-of-service awards.
 - Liaise with the Provincial Staff Representative on recruitment and recognition strategies, maintain required records and communications, and ensure files are transferred to the incoming Volunteer Coordinator.
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Sport Technical Coordinator

Provide a resource to community volunteers looking for specific sport information and to monitor the overall quality of experience in community sports programs through interacting with parents, coaches, and athletes.

Responsibilities:

- Work with parents, coaches and athletes to ensure programs follow SOA and community guidelines, maintain appropriate athlete-to-coach ratios and ensure practice facilities meet safety standards.
- Promote and monitor required coaching certifications and training, encourage participation in Sport Specific Conference Calls, and share relevant updates and best practices with coaches and sport clubs.
- Help ensure athletes have access to appropriate competitive opportunities and communicate invitational competitions and gaps in programming to the Provincial Office and relevant contacts.
- Act as a link between the AMC and sport clubs, keep community leadership informed of sport-related matters and assist with athlete or volunteer issues and incident reporting as needed.

**Responsibilities:**

- Stay familiar with SOA policies and resources, maintain relevant email and Google Drive files, and ensure records are transferred to the incoming Sport Technical Coordinator.
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Fundraising Coordinator

Coordinate the Community's fundraising efforts by recruiting a fundraising committee and development a year-round fundraising plan.

Responsibilities:

- Recruit and support a fundraising team to help meet the financial needs of the community.
 - Work with the Treasurer and Fundraising Committee to create a fundraising plan and develop strategies and resources to achieve fundraising goals.
 - Act as a resource for Community Fundraising Representatives and provide fundraising information, tools and guidance.
 - Act as a liaison between the community and Provincial Office, monitor fundraising activities to ensure SOA policies are followed and maintain a positive public image.
 - Report on fundraising activities at community meetings, stay familiar with SOA fundraising policies and resources, and maintain relevant email and Google Drive files.
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Public Relations Coordinator

Coordinate the community's Public Relations efforts by ensuring that the public, the media, and all interested persons are aware of Special Olympics Alberta programs in the community. Ensure that all stakeholders in the community are kept aware of SOA's activities.

**Responsibilities:**

- Ensure athletes, volunteers, families and other stakeholders are informed about programs, events and activities, while helping connect the broader community with Special Olympics.
- Work with the AMC to create and implement a communications and public relations strategy for the community.
- Develop media releases, public service announcements, newsletters, flyers and other materials to promote programs, events, competitions and fundraisers.
- Act as a public relations resource for the community, support Head Coaches with promotional needs and report on communications activities at AMC meetings.
- Stay familiar with SOA policies and resources, maintain relevant email and Google Drive files, and ensure materials and records are transferred to the incoming Public Relations Coordinator.