

Sample of Committee Positions for Community Projects

Edmonton

Successful projects depend on building the right team from the start, either by inviting new members to join the board or by setting up a sub-committee to take on the project. These decisions will be different for every group and every project. Here are the key roles to have in place, for projects of any and every size:

Committee Chair

- oversees responsibilities of the committee
- schedules and runs committee meetings
- ensures the project remains on time and on budget

Committee Secretary

- records meeting minutes, including decisions and key points
- Circulates minutes to all committee members and the board

Committee Treasurer

- provides financial and budget oversight
- works with chair to review and approve all change orders and scope changes

Fundraising Chair

- develops a plan for raising funds
- manages all aspects of the plan, such as grant applications, sponsorships and campaigns for private donations

Grants Coordinator

- researches, prepares, submits grant applications
- reconciles funds awarded for the project
- makes sure the project fulfills grant requirements

Sponsorship Coordinator

- develops sponsorship plan
- identifies and contacts potential sponsors
- follows up on delivering promises to sponsors

Donations Coordinator

- develops plan for individual donors
- administers program for in-kind and financial donations

Communications and Public Engagement Coordinator

- develops a plan for public engagement
- oversee assessment of stakeholder needs

- supports communication between community members, stakeholders, and other project participants

Report Coordinator

- completes and submits all documents to City of Edmonton project liaison and project managers

Depending on the size, scope and complexity some of these committee positions can be combined. For example sometimes the Funding Chair will include grants, sponsorships and donations in one position.