

# **Committee Job Descriptions**

## **CHAIR**

### **JOB DESCRIPTION**

Updated April 21, 2021

- Facilitate Sioux Falls Fireworks committee meetings to ensure they are productive and professional
  - Ensure meetings are conducted in the appropriate manner
  - Keep committee meetings focused, create momentum and excitement
  - Ensure all agenda items are addressed
- Provide meeting agendas to committee members two weeks prior to meeting
- Ensure by-laws are appropriate and compliant with Special Olympics International (SOI) and Special Olympics South Dakota (SOSD)
- Facilitate communication to impacted parties
- Responsible for updating the documents listed under “Electronic Files”
- Back-up Chair’s electronic files quarterly
- Conduct a yearly review of the Sports Director
- Hold one of two keys to Post Office Box (Secretary can fill in)
  - Check post office box weekly (Secretary can fill in)
- Term limit: 2 years

### **REQUIREMENTS**

- Must be a member of Sioux Falls Fireworks committee
- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD

## **VICE CHAIR**

### **JOB DESCRIPTION**

Updated April 21, 2021

- Become Chair Person at the end of Chair Person's term of office
- In the absence of Chair Person, facilitate Sioux Falls Fireworks committee meetings to ensure they are productive and professional.
- Participate and add agenda items as appropriate
- Responsible for meeting minutes in the absence of Secretary
- Backup Vice Chair's electronic files quarterly and maintain external hard drive containing all Sioux Falls Fireworks key documents
- Responsible for updating the documents listed under "Electronic Files"
- Responsible for keeping Sioux Falls Fireworks Binders current (both hard copy or electronically)
- Assist in the Sports Director yearly review
- Term limit: 2 years

### **REQUIREMENTS**

- Must be a member of Sioux Falls Fireworks committee
- Minimum age of 21 years old

Must have an approved volunteer application on file with SOSD

## **SECRETARY**

### **JOB DESCRIPTION**

Updated April 21, 2021

- Responsible for minutes of Sioux Falls Fireworks committee meetings
  - Email copies to all committee members within one week of meeting
- Make appropriate corrections to minutes as directed by Sioux Falls Fireworks committee
- Retain all committee meeting minutes (hard copy & electronic)
- Write and send notifications of suspensions to athlete/parent (by direction of executive members and with all executive committee member signatures)
- Responsible for updating the documents listed under “Electronic Files”
- Back-up Secretary’s electronic files quarterly
- Hold one of two keys to Post Office Box (back up to Chair)
  - Check post office box weekly (only in absence of Chair)
- Term limit: 2 years

### **REQUIREMENTS**

- Must be a member of Sioux Falls Fireworks committee
- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD
- Experience with Microsoft Word

## **TREASURER**

### **JOB DESCRIPTION**

Updated April 21, 2021

- Maintain and balance checking account
  - Provide receipts to SOSD by 1<sup>st</sup> of each month
  - Make all deposits and provide a list of deposits to SOSD by 1<sup>st</sup> of each month
  - Keep record for all Sioux Falls Fireworks accounts
  - Maintain bank account and CD account documentation and reconciliation
- Prepare treasurer's report for Sioux Falls Fireworks committee meetings
  - Email copy to each member two days prior to the meeting for advanced review
  - Give verbal report at Sioux Falls Fireworks committee meetings
- Prepare a budget/variance report prior to Annual Budget Meeting
- Write and send thank you notes for miscellaneous reasons
- Term limit: 2 years

### **REQUIREMENTS**

- Must be a member of Sioux Falls Fireworks committee
- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD
- Experience with Microsoft Excel

# **AT LARGE COMMITTEE MEMBER**

## **JOB DESCRIPTION**

Approved November 20, 2024

- New members of the Sioux Falls Fireworks Committee shall be elected to a 3 – year term by a simple majority vote of the current Sioux Falls Fireworks Committee.
- Committee Members may be elected to 2 consecutive terms. After serving 2 consecutive 3-year terms (maximum of 6 years), the member must take a minimum of a 1 year break from service on the Committee.
- Terms of service run from January 1<sup>st</sup> to December 31<sup>st</sup>.
- Should a Committee member be replaced for any reason, a new member shall be elected to complete the previous member's term.
- Sioux Falls Fireworks Committee meets monthly on the 3<sup>rd</sup> Monday, starting promptly at 6:30 pm.
- Attendance at the meetings are required.
  - Be familiar and ready to discuss agenda, treasurer's reports, and sport director's report prior to the meetings.
- If you need to miss a meeting, you must text or email the current Chair at least 2 days in advance.
- Any committee member who has missed three (3) meetings in a calendar year, may be excused from the committee.
- Action on items brought before the committee will be decided upon by simple majority vote, either verbally or written.

## **REQUIREMENTS**

- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD

## **Sioux Falls Fireworks Committee Code of Conduct**

Updated April 21, 2021

**As a Special Olympics volunteer, I agree that while serving as a volunteer, I will:**

### **Respect for Others**

- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- I will be fair, considerate and honest with each committee member.
- I will communicate with other committee members in a respectful and professional matter. This includes meetings and all written communication.
- I will be respectful of my fellow committee member's time by attending meetings as scheduled and to be on time. If I am unable to attend a meeting for any reason, I will notify the committee chair person within 24 hours if possible.

### **Act Professionally and Take Responsibility for My Actions**

- My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- I will display control, respect, dignity and professionalism to all involved in Special Olympics. This includes athletes, coaches, volunteers, opponents, officials, administrators, parents, spectators, media, etc.
- I will encourage my fellow committee members to speak their concern/ issues.
- I will refrain from any form of personal abuse towards others, including verbal, physical and emotional abuse.