

RECREATION CLUBS

RACI chart for local implementation.



PSP Policy Manual Chap 6-2



Club President



PSP Rec Team



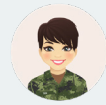
Club Secretary



Club Treasurer



PSP Rec National



B/W Cmd

| | Club President | PSP Rec Team | Club Secretary | Club Treasurer | PSP Rec National | B/W Cmd |
|---|----------------|--------------|----------------|----------------|------------------|---------|
| Opening of a new Recreation Club para 7 | R | C | I | I | E | A |
| Club Meetings and Minutes para 63 | C | E | R | I | N/A | A |
| Club Assembly Meetings para 37-42 | C | R | I | I | I | A |
| Budgets and Finance* para 65-75 | R | E | I | R | N/A | A |
| Suspension and Expulsion of a Member para 34 | R | E | I | C | N/A | A |
| Membership Rations and Restrictions para 20-30 | R | E | I | I | C | A |
| Resources, Tools and Trainings para 112-14 | C | R | I | I | A | C |
| Facilities and Equipment* para 77-90 | R | E | I | I | N/A | A |
| Risk Management section 3 and para 98-100 | R | R | R | R | R | R |
| Inventory and Inspections* para 93-97 | R | R | C | C | N/A | A |
| Club Travels para 93-97 | R | E | I | C | I | A |
| Civilian Affiliation para 52 | R | E | I | C | I | A |
| Suspension, Closing and Dissolving a Club* | C | R | I | C | I | A |
| Conflict, Harassment and Violence* | R | R | N/A | N/A | C | R |
| Safe and Respectful Workplace para 98 | R | R | I | I | A | E |

What does RACI mean?

R: Responsible
A: Approves
C: Consults
I: Informed
E: Endorses

The RACI triangle.



* Additional groups may need to be involved (RPOPS, Finance, CCRE, etc.)

RECREATION CLUBS

High-level roles and responsibilities.



[PSP Policy Manual Chap 6-2](#)

[National Policy for Volunteers](#)



Club Executive President

- Perform volunteer duties to the best of your ability, consistently and with professional conduct with his team
- Provide all documents required for starting a new club
- Participate in onboarding training and any required trainings and make sure the executives are trained
- Comply with CFMWS/PSP/activity area policies
- Outgoing president will oversee the elections of the future club officer in collaboration with PSP
- Manage club meeting and inform PSP
- Manage AGM and inform PSP
- Oversee all club activities and all club executive duties (responsible if treasurer or secretary on leave)
- Keep a good and open communication with your members and with PSP
- Seek clarity from PSP when required
- Know the clubs constitution and bylaws
- Represent the club at all levels (local, regional, provincial, national)
- Be a supportive leader to all members
- Be a facilitator for club activities
- Ensure planning of budget
- Keep and control club assets and inventory
- Recommend the annual budget for approval
- Complete the Approval to Join Civilian Association form
- Respect deadlines
- Prepare all marketing supplies and collaborate with PSP
- Complete ITSS form for Software requests
- Maintain a DOA
- Shall establish rules and regulations for acceptable behavior and use of club resources



PSP Recreation Team

- Follow PSP/CFMWS/Activity area policies
- Offer onboarding training (refer to National template)
- Guide and support the starting of a club
- Guide and Support a civilian affiliation request
- Guide and support with marketing and registration
- Provide and support on all resources, tools and trainings
- Balance Club responsibility with PSP support
- Approve purchases and order processes
- Oversee Budgets and financial aspects
- Plan Recreation Club Assembly meetings
- Be the point of contact for CFMWS
- Keep open Communication
- Make regular visits to club practices,
- Be actively engaged in meetings
- Assess and approve Risk Management
- Oversee Annual reviewing DA or inventory
- Oversee Inspections and QUEST
- Keeping your CoC informed on progress of club
- Appreciate and acknowledge the volunteers
- Handover id President is deployed or leaving
- Provide support for Sponsorship and Donations
- Keep official club documents (i.e constitution, bylaws)



Club executive Secretary

- Prepare the agenda for meetings in consultation with the president
- Make arrangements for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from executive members
- Call for and receive nominations for executives and other positions for AGM
- Take the minutes of meetings and submit asap
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members (name, address) in the PSP National software system with the help of PSP
- Keep all documents
- Complete other tasks, like reservations and registrations



Club executive Treasurer

- Ensure good standing of club financials (accounts, records, transactions, income, expenses) with NPP accounting
- Coordinate the preparation and monitoring of the budget
- Issue receipts and deposits received with NPF in collaboration with PSP
- Make all approved payments and invoice for members
- Act as the signatory to club's accounts
- Manage the club's cash flow and be accountable for petty cash/prepaid credit cards
- Prepare and present regular financial reports to the executive at meetings
- Provide NPF accounting section with timely information as required
- Prepare an annual financial report
- Maintain a DOA



PSP National team

- Follow CFMWS/PSP/Activity policy and procedures
- Provide National guidance and support to local PSP Staff
- Update and make available national resources, tools and trainings for PSP Staff and Club Executives
- Plan National campaigns to increase club members and starting of new club
- Encourage and promote recognition and appreciation of volunteers
- Strive to create a comfortable, receptive, atmosphere and respectful relationships between employees, volunteer and the community
- Advocate for club executives as valuable team members
- Act as a liaison with other CFMWS Divisions
- Review and approve Insurance coverage when opening new club
- Review and send recommendations on new club requests



Base/Wing Commander

- Review and approve the start of a new club
- Review and approve budgets
- Review and approve Club Membership rates
- Review and approve meeting minutes
- Review and approve exceptions requests
- Approve one year probation of a new club
- Review and approve the suspensions, closing or dissolving of a club
- Ensure that Units support the CAF member's participation in the Executive Board

