

Role-Specific Core Activities and Interactions

Core Activities	Primary Lead	Shared/Secondary Support	Partnership interactions
Share CCC info so everyone is aware of regional/national updates	Chapter President	Secretary/Digital Outreach Lead/Vice President/GW Chair	Ensure key volunteers have all updates/notices for sharing more broadly with their local teams and beyond as appropriate
Annual Chapter Planning	Chapter President	All Chapter Executive/Key local committee leads (GW, Gala, Golf)	Lead the local planning across areas to ensure a solid collaborative plan is in place to direct activities for the year (Sept- June)
Lead regular meeting planning, including agenda development, outreach to other volunteer groups, ensuring meeting content is not only business	Chapter President	Secretary/Programs & Education Lead/All Chapter Executive/Key local committee leads (GW, Gala, Golf)	Work closely with Secretary and Programs & Education Lead to develop agenda and Chapter programming (education, social, networking, peer support), reach out to multiple volunteer groups to gather updates for sharing broadly
Recruit volunteers locally using established resources/processes based on identified gaps	Volunteer Engagement Lead	All Chapter Executive/Key local committee Chairs (GW, Gala, Golf)	Identify gaps, submit for posting nationally and using resources, post locally
Screening	Staff Partner	Volunteer Engagement Lead	Ensure all mandatory screening steps are successfully completed and volunteers placed in roles are a good fit (VAF, background and credit check)
Orientation and onboarding (host Orientation/Team Building Nights)	Volunteer Engagement Lead	Chapter President/GW Walk Chair or GW Volunteer Captain if in place	Support newly placed volunteers with orientation, team building and resources to be successful in their role and with others
Recognition	Volunteer Engagement Lead	Staff Partner	Identify local and internal (CCC) opportunities to recognize volunteers (Years of Service, awards, appreciation events)
Seek out speaking opportunities around the community (about Crohn's and Colitis Canada and disease-related information)	Community Outreach Lead	Programs & Education Lead/ President/GW Recruitment & Retention Chair	Identify and deliver prepared presentations to expand awareness and grow community networks which may lead to workplace lunch & learns, new GW teams, new volunteers, etc
Support advocacy issues (GoHere, Crohn's and Colitis Awareness Month in November, World IBD Day)	Community Outreach Lead	National Advocacy team	Support and implement locally broader advocacy programs and initiatives. Collaborate with all local volunteers and community members to share updates, invite participation, etc
Organize local education-related events leading logistics and promotion to drive attendance, including lining up topics/speakers for regular Chapter meetings September to June (as part of annual Chapter plan)	Programs & Education Lead	Community Outreach Lead/Digital Outreach Lead/Patient Programs National Team	Work collaboratively with others to identify and secure speakers, venues and widely promote events to grow awareness and attendance
Ensure CCC brochures/education materials are available locally (GI clinics, infusion centres, medical centres)	Programs & Education Lead	Community Outreach Lead/ GW Recruitment & Retention Chair/ Chapter President	Ensure a wide distribution of Crohn's and Colitis Canada patient materials as well as CCC events promotion to internal/existing partners
Source new third party events, charity of choice designations, prizes and sponsorships	Community Fundraising Connector	Staff Partner/GW Sponsorship Captain/Other fundraising committees (Chapter, Golf, Gala)	Identify and secure new revenue relationships to an external audience and work collaboratively to promote these events and Crohn's and Colitis Canada
Organize local Gutsy Walk event leading the committee, working closely with other volunteers to identify cross-promotion opportunities	Gutsy Walk Chair	Staff Partner/Chapter President	Ensure communication across all local volunteers, identify opportunities to cross-promote Gutsy Walk and local activities
Oversee or provide support to local activities where money is collected	Chapter Treasurer	Staff Partner/GW Registration Chair/ Other fundraising committees (Chapter, Golf, Gala)	Ensure all monies collected/handled at fundraising events are processed correctly and in keeping with CRA regulations
Support information sharing by compiling and submitting comprehensive local activity and contact listing, with ongoing (monthly) updating and sharing with local Staff Partner	Chapter Secretary	Staff Partner	Reaching out to other volunteers to gather names and emails of new volunteers, members, vendors, partners for tracking and submission
Take and disseminate meeting minutes (Chapter and others) to ensure sharing of information amongst different committees/events/activities	Chapter Secretary	Chapter President/GW Chair	Ensure updates from multiple volunteer groups are shared across groups
Ensure regular postings across digital platforms to promote CCC	Digital Outreach Lead	Staff partner, Mar/Comms team	