

Training Coordinator's Roles and Responsibilities (Coordinator Position)

Coordinators must perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Coordinators must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Board of Directors.

Coordinators are invited and encouraged to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun. Coordinators must refrain from placing themselves in a situation where their duty as a Coordinator conflicts with their personal interest or with their duty to others and must abide by the terms of The Canada Not-For-Profit Act, the Paws4Fun By-Laws, The Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

All Coordinators are responsible for:

- Keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility and any committees which they chair
- Keeping the Roles and Responsibilities document for their Coordinator's position up to date

Training Coordinator:

- ensures the notification list is contacted prior to registration
- distributes class welcome information and class schedule to students
- prepares welcome emails for students, the registration form, and confirmation of registration email
- distributes final student information, class schedules, list of equipment in each ring, and generic instructor information to instructors
- reviews class registrations and works with the Treasurer to ensure that the training fees are collected and properly recorded
- works with the Training Manager on the division of tasks to be performed, meets (in-person or virtually) when required, and covers for the Manager when required (e.g. sick, vacation etc)
- works with the Training Manager to:
 - organize on-site seminars/workshops for members to enhance their skills
 - organize instructor training
 - prepare, send, and summarize the end of season survey
 - maintain notification list for classes