






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
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 meeting 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 ratios 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

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

The RACI
triangle.



RECREATION CLUBS

High-Level Roles and Responsibilities

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

[National Policy for Volunteers](#)



Club Executive President

- Perform volunteer duties consistently and with professional conduct
- Provide all documents required for starting a new club
- Complete onboarding and required training, and ensure 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 meetings 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 strong communication with club members and with PSP
- Seek clarity from PSP when required
- Know the club's 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
- Establish rules and regulations for acceptable behaviour and use of club resources



PSP Recreation Team

- Follow (PSP/CFMWS/activity area) policies
- Offer onboarding training (refer to national templates)
- Guide and support the start of a new club
- Guide and support a civilian affiliation request
- Guide and support with marketing and registration
- Provide and support 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 of DA or inventory
- Oversee inspections and QUEST
- Keeping your CoC informed on progress of club
- Appreciate and acknowledge the volunteers
- Handover if 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 correspondences 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, e.g. 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 NPP in collaboration with PSP
- Make all approved payments and invoices 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 executives at meetings
- Provide NPP 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 when starting a new club
- Encourage and promote recognition and appreciation of volunteers
- Strive to create a welcoming environment and build respectful relationships among employees, volunteers and the community
- Advocate for club executives as valuable team members
- Act as a liason with other CFMWS divisions
- Review and approve CIP coverage when opening a new club
- Review and send recommendations for 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 Units support the CAF member's participation in the executive board

