

PEI Representative to the Canada Senior Games Association (CSGA)

The Prince Edward Island 55+ Games Society is seeking expression of interest from individuals in the community to join the 55+ Games Society board as the PEI Representative to the Canada Senior Games Association. This person will be required to attend monthly PEI 55+ Games board meetings as well as help out with events on the Island as needed. You will also be responsible for representing PEI in a variety of ways while also completing tasks and attending meeting and events as planned by the Canada Senior Games committee. Please see a detailed job description below for more information on the position.

All interested applicants must submit their contact info, a short bio about themselves, as well as provide any applicable experience with the 55+ Games, this could be as a participant, volunteer, past board member, etc. This info can be sent to the PEI 55+ Games Provincial office via email at pei55plusgames@gmail.com. Application deadline is Thursday, September 30th. Interviews will take place in early October.

Job Description:

1. To attend the CSGA AGM at the city of the 55+ Games host- 3 days in non-games years (odd years) and 8 days on games years (even years). The CSGA pays your expenses.
2. To represent PEI's interests in the context of the general welfare of the Games on items of business that are dealt with by the CSGA. Sometimes this involves getting direct input from the PEI 55+ Board but generally you depend on your own knowledge of the item under discussion. A general knowledge of the CSGA events and their rules, and the rules of governance of the CSGA, is important. Your representation/communication may be by email, Zoom, or in person at an AGM.
3. To be a member of a standing or ad hoc committee. The CSGA Board generally has no paid staff so the involvement is quite hands-on particularly for executive members. The committees vary from time to time- examples are: rules, development, governance, sponsorship.
4. To be an advocate/ambassador on PEI for the Canada 55+ Games when opportunities arise.
5. To communicate with the PEI Board:
 - a. Report to the Board any developments at the National level that have implications for, or are of interest, to, PEI
 - b. Do a written report for the PEI AGM
 - c. Ensure the annual membership fee of \$250 is paid.
6. To act as Chef de Mission for the PEI participants for the biennial Canada 55+ Games. Most of the work is from Dec in the year prior to the Games until their completion generally in late August
7. The responsibilities of the Chef de Mission are:
 - a. To coordinate with our ED any pre-games information that needs to be sent to our membership. E.g. general publicity- host, dates of the games, events being offered, information on registration, accommodations, transportation, etc.
 - b. To contact previous participants and/ or team managers to encourage participation and to ensure they have essential information.
 - c. To invite winners and top finishers in our PEI Games to participate. Every Canada 55+ Games event has a provincial/terr. quota. We rarely exceed our quotas, with the possible exception

- of curling, so in reality anyone from PEI who wants to compete at the Canada 55+ Games can.
- d. To receive the registration forms on paper and process them (enter the information into the National registration system).
 - e. To ensure participants receive information relevant to them- transportation, accommodations, schedules, etc. Everyone books their own transportation and accommodations. Participants pay all their own expenses.
 - f. To manage clothing ordering and dissemination. Normally the PEI 55+ Games Society provides a T-shirt. Participants can pay for upgrading to a golf shirt or jacket.

We thank everyone for their interest in this position with the PEI 55+ Games. Please note that only those considered for the position will be contacted for an interview.

