

**CurlManitoba  
Regional Liaison  
Job Description**

**Duties and Responsibilities:**

- Make personal contact (phone or email) with each Club at beginning of the year via email or phone.
- Act as a resource person to individual clubs in their region. Assist with tips on application submission, answer questions about completion of forms and connect Clubs to appropriate person if they don't have the information.
- Promote CurlManitoba and encourage club participation in specific programs and events.
- Assist in identifying clubs suitable to host specific events/activities/programs.
- Participate in a minimum of two regional meetings per year – teleconference, video teleconference, face-to-face.
- Attend a fall meeting of all Regional Liaisons
- Attend the Annual General Meeting
- Assist Board Development Committee in the recruitment of board and committee members, regional representatives and leadership of events.
- Assist the CurlManitoba in securing event leaders in their region

**Qualifications and Background:**

- Knowledge of other clubs and individuals in the region

**Time Commitment:**

- Approximately 2-4 hours per month from April to September
- Approximately 8-15 hours per month from October to March