Committee Roles Template

*This is a template which may be used to discuss and assign various roles within your group. It is a guide so do not form your group to align with the template, rather transform the template to your group,*

1. **Committee Chair**(s): The chair/co-chair of the committee will be the main contact person with MCC. They communicate information and resources shared by MCC to the sponsorship group, keep the team united, enable clear communication amongst group members, and are responsible for signing sponsorship paperwork.
2. **Financial Coordinator**: Responsible for fund disbursement. Assist the family with opening a bank account and developing a budget in consultation with both the family and MCC.
3. **Housing Coordinator(s):** Need two or more people to assist with apartment search and with furnishing.
4. **Medical/Health Coordinator**: Help process OHIP (and IFH for BVOR cases), find a family doctor (connect prior to family arrival if possible), become knowledgeable about mental health/counselling services available, take family to appointments with the doctor/counsellors as needed.
5. **Education Coordinator(s):** Help register children for school (including coordinating with Health Coordinator re: immunizations). Ensure that adults have their language assessment and get enrolled in ESL classes if necessary. Co-ordinates tutoring.
6. **Transportation and Interpretation Organizer:** organizes rides and orientation to the transit system. Organized local interpreters to attend meetings with family when needed.
7. **Orientation/Shopping Coordinator** - This person helps the family learn their way around the city. Helps with shopping needs and education on hunting for bargains (ie. food, clothing, household and school supplies)
8. **Social Committee Coordinator** - Helps with connecting the newcomers to the broader community. This person arranges for special social outings for the family and with members of the support group. He/she may also arrange for a Welcome Dinner where the family will meet and get to know the support group
9. **Settlement Organization Connector**: - This person researches community supports and connects the newcomer(s) to a settlement worker at a settlement providing organization (like the YMCA).