



LIFESAVING SOCIETY®

*The Lifeguarding Experts*

# Lifesaving Society

## Alberta and Northwest Territories Branch

# Staff Directory

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As of November, 2016

STAFF	RESPONSIBILITIES
<b>Mrs. Barbara Costache</b> Chief Administrative Officer barbc@lifesaving.org	<ul style="list-style-type: none"> <li>• Branch strategic direction and governance support</li> <li>• Budget</li> <li>• Corporate compliance and policy</li> <li>• Human Resources</li> </ul>
<b>Mr. Kelly Carter</b> Executive Director kellyc@lifesaving.org	<ul style="list-style-type: none"> <li>• Business planning</li> <li>• Partnerships and stakeholder engagement</li> <li>• Branch operations and services</li> <li>• Expert services and consultation</li> </ul>
<b>Ms. Raya Gallagher</b> Executive Assistant rayag@lifesaving.org	<ul style="list-style-type: none"> <li>• Accounting and bookkeeping</li> <li>• Human Resources administration</li> <li>• Executive support to the CAO &amp; ED</li> <li>• Product line</li> </ul>
<b>Mrs. Mandy Fisher</b> Development and Operations Manager mandyf@lifesaving.org	<ul style="list-style-type: none"> <li>• Planning and project management</li> <li>• Public relations and advocacy</li> <li>• Branch events</li> <li>• Communications</li> <li>• Fund Development</li> <li>• Public Education</li> </ul>
<b>Mr. Alex Parker</b> Program Manager alexp@lifesaving.org	<ul style="list-style-type: none"> <li>• Program planning, development and policies</li> <li>• Program services and supports</li> <li>• Program quality assurance</li> </ul>
<b>Ms. Victoria Mitchell</b> Training Programs Coordinator victoriam@lifesaving.org	<ul style="list-style-type: none"> <li>• Program planning, development</li> <li>• Coordinating leadership training</li> <li>• Program services and support</li> <li>• Program quality assurance</li> </ul>
<b>Mrs. Brittney Wozniak</b> Member Services Coordinator brittneyw@lifesaving.org	<ul style="list-style-type: none"> <li>• Membership agreements &amp; licenses</li> <li>• Recognition awards</li> <li>• Award processing</li> <li>• Communications</li> <li>• Event registration</li> <li>• Member services and support</li> <li>• Product line</li> <li>• Data management</li> </ul>
<b>Ms. Alix Pape</b> Recreation and Sport Coordinator alixp@lifesaving.org	<ul style="list-style-type: none"> <li>• Participant level programs such as Swim to Survive, Swim for Life, Junior Lifeguard Club, SwimAbilities, and Canadian Swim Patrol</li> <li>• Coordinate Lifesaving Sport events and activities</li> <li>• Member services and support</li> </ul>

STAFF	RESPONSIBILITIES
<b>Mrs. Lisa Hansen</b> Administrative Assistant lisah@lifesaving.org	<ul style="list-style-type: none"> <li>• The Administrative Assistant is responsible for:</li> <li>• Reception</li> <li>• Customer Service</li> <li>• Member services and support</li> <li>• Award processing</li> <li>• Shipping and receiving</li> <li>• Bookkeeping</li> </ul>
<b>Mrs. Debra Robichaud</b> Service Assistant debrar@lifesaving.org	<ul style="list-style-type: none"> <li>• Award processing</li> <li>• Administrative support for office daily operations</li> <li>• Customer service</li> <li>• Data entry</li> </ul>
<b>Mrs. Margo Valens</b> Service Assistant margov@lifesaving.org	<ul style="list-style-type: none"> <li>• Award processing</li> <li>• Administrative support for office daily operations</li> <li>• Customer service</li> <li>• Data entry</li> </ul>
<b>Ms. Merritt Gallagher</b> Service Assistant merrittg@lifesaving.org	
<b>Ms. Alixandra Jade</b> Graphic Designer alixandraj@lifesaving.org	<ul style="list-style-type: none"> <li>• Brand Identity</li> <li>• Graphics</li> <li>• Visual Guidelines</li> <li>• Product line</li> </ul>
<b>Mr. Murray Hansen</b> Shipper & Receiver shop@lifesaving.org	<ul style="list-style-type: none"> <li>• Shipping and receiving</li> <li>• Inventory</li> <li>• Data entry</li> </ul>

BOARD OF DIRECTORS	
<b>Bo Wolski, CPA, CGA</b> President	<b>Sean Curran, LLP, BCom</b> Corporate Secretary
<b>Shaun Percival</b> Director	<b>Graedon Rust</b> Director
<b>Patrick Mack, CHRP, MHRM</b> President Elect	<b>Steve Mikus, CPA, CA</b> Director of Finance
<b>Davi Grossi</b> Director	<b>Bruce Hogle, CM, AOE</b> Governor