



LIFESAVING SOCIETY®

*The Lifeguarding Experts*

# Lifesaving Society

## Alberta and Northwest Territories Branch

# Staff Directory

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April 2018

STAFF	RESPONSIBILITIES
<b>Mr. Kelly Carter</b> Executive Director kellyc@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>Mrs. Mandy Fisher</b> Development and Operations Manager mandyf@lifesaving.org	<ul style="list-style-type: none"> <li>• Branch Events</li> <li>• Communications and Advocacy</li> <li>• Fund Development</li> <li>• Public Education</li> <li>• Planning and project management</li> </ul>
<b>Ms. Christina Palech</b> Strategies and Partnerships Manager christinap@lifesaving.org	<ul style="list-style-type: none"> <li>• Planning and project management</li> <li>• Public relations and advocacy</li> <li>• Partnership agreements</li> <li>• Volunteer system</li> <li>• Programs and services</li> <li>• Active living and sport</li> </ul>
<b>Mr. Alex Parker</b> Program Technical Coordinator 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>Mrs. Brittney Yu</b> Member Services Manager 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>Lyndsay Shwetz</b> Administrative Services Coordinator lyndsays@lifesaving.org	<ul style="list-style-type: none"> <li>• Administrative Services and Office Systems</li> <li>• Program Services Support</li> <li>• Member Services Support</li> <li>• Reception Support</li> <li>• Award Processing Support</li> <li>• Office Automation and Online Functions</li> </ul>

STAFF	RESPONSIBILITIES
<b>Ms. Alice Park</b> Finance Manager finance@lifesaving.org	<ul style="list-style-type: none"> <li>• Accounting services</li> <li>• Finance systems</li> </ul>
<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>Mrs. Lisa Hansen</b> Administrative Assistant lisah@lifesaving.org	<ul style="list-style-type: none"> <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>Ms. Merritt Gallagher</b> Finance Coordinator merrittg@lifesaving.org	<ul style="list-style-type: none"> <li>• Accounting services</li> <li>• Finance systems</li> <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>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>Patrick Mack, CHRP, MHRM</b> President	<b>Sean Curran, LL.B.</b> Corporate Secretary
<b>Bo Wolski, CPA, CGA</b> Past President	<b>Graedon Rust</b> Director of Finance
<b>Shaun Percival</b> Director	<b>Todd Carson, P Eng.</b> Director
<b>Davi Grossi</b> Director	<b>Barbara Costache</b> Governor