

# Board of Directors-Role Descriptions

## **Role of President**

The President shall be subject to the authority of the Board of Directors and shall have general supervision of the business and affairs of the Club.

The President shall:

- act as the spokesperson for the Club unless otherwise directed by the Board of Directors or unless another individual is so appointed.
- preside at all meetings of the Members and of the Board of Directors,
- Responsible for calling & arranging meetings of the board of directors.
- Setting the agenda together in consultation with the chairs of each committees
- Preparing for board meetings by reading and understanding the agenda package before the meeting.
- Relay any club issues to the board and coach
- Over see general questions and club operations.
- Have such other powers and duties as the Board of Directors may specify

## **Role of Vice-President**

- in the event of the President's absence, disability, or refusal to act, the Vice-President will assume the duties of the President
- Assist the President with his/her duties.
- If No CanSkate /Jr Academy Liaison, VP will take on this role or delegate this role
- Set up a music schedule for the season

## **Role of Registrar**

- Register all skaters into Skate Canada
- Respond to general registration questions
- Work with Treasurer to ensure all skaters are registered and paid
- Work with the coach and treasurer to ensure the skaters are registered in the appropriate groups and appropriate fee are paid.

### **Role of Treasurer**

- The Treasurer shall:
- be responsible for the safe control of all Club funds and maintenance of all financial records
- prepare and submit, to the Board of Directors, the annual budget
- keep such records as are required for financial review
- arrange for the preparation of the annual financial statement
- deposit all monies in Club accounts at financial institution(s) approved by the Board of Directors.
- monitor, report and make recommendations to the Board of Directors related to savings, investments and other similar financial instruments held by the Club.
- perform those duties, as may be required by law, such as the title would indicate, or as assigned by the Board of Directors from time to time.
- Collect all Membership fees and other charges and assessments due to the Club

### **Role of CanSkate and Primary Liaison Chair**

- The CanSkate Liaison Chair is responsible for ensuring that all parents and guardians of the Club CanSkate and Junior Academy athletes have an understanding of the Club goals and operations and to represent those parents and guardians at the Board of Directors.
- be a resource to CanSkate and Junior Academy parents and guardians
- meet regularly with the CanSkate and Junior Academy parents and guardians
- liaise with other Committees to ensure that programs, events and activities are inclusive in nature
- Organize CanSkate event and parties Halloween, Christmas, Valentines
- Encourage CanSkate and Junior Academy parents and guardians to be active in the Club

## **Role of Secretary**

The Secretary shall:

- deal with all correspondence, subject to the approval of the President or his/her delegate
- issue all notices for Board of Directors and General meetings
- take minutes at all Board of Directors and General meetings
- have charge of all books, papers, reports, certificates, records, documents and instruments belonging to the Association.
- submit to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations
- register and file of all reports, certificates and all other documents required by law to be registered or filed by the Association.
- Be responsible for updating and keeping written accessible record of the club policies
- and perform those duties, as may be required by law, such as the title would indicate, or as assigned by the Board of Directors from time to time

## **Role of Test Chair**

- The Test Chair is responsible for organizing and hosting of all Skate Canada sanctioned test events that are hosted by the Club.
- It is highly recommended that this Chair forms a committee to assist with this role, as Test Days can be labour intensive and time consuming.
- The Test Chair shall:
  - arrange for and host all aspects of test sessions
  - arrange for all necessary officials
  - prepare and complete all documents and schedules
  - liaise with other club representatives regarding test session participation
  - submit all required documentation to Skate Canada
  - Act as the chair of the Test Committee

### **Role of Communications Chair**

- The Communications Chair is responsible for all internal and external communications regarding the Club and figure skating in general.
- The Communications Chair shall:
  - provide regular Club updates to all Members
  - provide regular Skate Canada updates to all Members
  - prepare, distribute and maintain all Club communication vehicles such as the newsletter, web-site, bulletin boards, etc.
- undertake media liaison, in conjunction with the President
- Act as the chair of the Communications Committee (if applicable)

### **Role of Ice Manager**

- Attend all Board Meetings
- Agree all key dates at a Board Meeting
- Submit Ice Request for the forthcoming season to the Summerland Rec dept
- Generate monthly calendars in Word / PDF at least 2 months ahead and submit to web manager
- Ensure any cancellations are notified to the rec dept at least 10 days ahead of time

### **Role of Fundraising Chair**

- The Fundraising Chair is responsible for acquiring funding, other than skating fees, to assist in making figure skating as affordable as possible to all Club Members.
  - The Fundraising Chair shall:
    - identify, design, and execute all income generating programs and events
    - identify and apply for grants, bursaries, etc.
  - Act as the chair of the Fundraising Committee (if applicable)

### **Role of Events Chair**

- Be responsible for organizing and hosting of all Club activities and events other than those noted above and which are the responsibility of other Committees. Such events shall be determined, from time-to-time, by the Board of Directors, and may include such things as intra-Club competitions, seasonal team building activities, ice shows, exhibitions, year-end celebration, etc.
- Act as the chair of the Events Committee (if applicable)

### **Role of Social Media Management**

- Keep the website up to date with information, events and calendars.
- Keep Facebook page up to date