

MILE 300 FSC BOARD POSITION DESCRIPTIONS

All Board members will sign the Club Board Member Agreement once the position has been accepted at the AGM. All positions will adhere to the following points:

- To attend all Executive monthly meetings
- To publicly support all Executive decisions
- To perform all duties to the best ability
- To make decisions in an unbiased manner
- To enforce all policies and procedures of the Mile 300 FSC specific to their roles and responsibility
- To commit to the set up and take down of the Annual Skating Carnival

PRESIDENT

- To set the agenda for monthly Executive meetings one week in advance and supply to Secretary for distribution
- To hold and chair regular monthly Executive meetings
- To follow all rules when conducting all meetings
- To resolve problems on short notice on behalf of the Executive and report such resolutions to all members of the Executive at the earliest convenient time
- To be on call throughout the entire skating season
- To attend the ice users meeting
- Appoint the Discipline Committee at the AGM. Consisting of the Vice President as Chair and Four other members

VICE PRESIDENT

- To support the President
- To act as president when the President is unable to do so
- Annually review and update the policies and procedures
- Be the Chair of Discipline Review Committee. If a situation of conflict of interest the Executive will appoint another Executive member

SECRETARY

- Distribute agenda of monthly Executive meetings once received from President
- Record and distribute minutes of the meetings, ensure meeting minutes are forwarded to person maintaining website
- Be responsible for correspondence including drafting letters as necessary
- Book all rooms for meetings and events
- Liaison with the Treasurer for the submission of the annual society report and assist in the completion of the Direct Access Gaming Grant
- Submit list of Executive to CNCR and Skate Canada, completion of Form 100
- Ensure all information required by the Society Act is up to date

TREASURER

- Annually draft a budget for Executive approval to be implemented by November 1
- To receive all monies and make bank deposits
- Issue cheques for Accounts Payable within the terms of the supplier
- To do bank reconciliation
- To draw up financial statements
- To apply for Direct Access Gaming Grant
- To complete a year end financial review for presentation at the annual general meeting of membership
- Picking up and distributing mail
- Applying for gaming licences and completing gaming revenue reports

REGISTRAR

- To organize registrations at the Community Registration event
- Submit registration information to Skate Canada for all skaters in the club
- Ensure coaches are registered with Skate Canada
- Provide an up to date list to the Liaisons of all registered skaters
- Assist with registration if a summer school is held
- Working with the Treasurer to provide accurate information for reimbursement on volunteer fees

FUNDRAISER

- Coordinate all fundraisers for the Mile 300 FSC
- Understand projected goal for fundraised dollars and submit to the Executive the plan for events by October 15th and projected amount raised for each
- Recruit volunteers for the fundraising events
- To coordinate the sale of Mile 300 FSC clothes or memorabilia throughout the skating season
- Monitor and keep track of all required volunteer hours by parents
- Inform the registrar once volunteer hours have been completed and reimbursement is requested

TEST AND COMPETITION

- To bring all correspondence to the Executive and coaches of upcoming competitions
- To Prepare list of Eligible Events for each competition (consulting Coach)/Promote Competitions
- Keep copies of all skaters' music for their programs (to aid in Registration)
- Conduct Skater Registration for all Competitions (e-transfers or in person registration nights)
- To work with the Treasurer to arrange for payment of competition related expenses. Coach Travel expenses and Event fees, should be invoiced to parents 2 weeks prior to the competition.
- Organize Starskater Sendoff a week prior to the first competition OR Organize a STASRSkate Showcase Fundraiser (sendoff) a week before TOTEM.
- Carnival – sometimes SS runs concession for Comp Fund Raiser, SS 3+ make Cotton Candy
- Testing is done In-House, in regular sessions when coach determines skater is ready to test; overall a batch of assessments will aim to be competed twice per year: by December and again by Late Feb/early March
- To Record assessments, update Skater Database, Upload all tests to Skate Canada, and to provide the Treasurer with list of Skater Assessments to Invoice Skaters' SC Fees

PUBLICITY DIRECTOR

- To be in charge of all advertising with various media sources.
- In coordination with the Register submit paid advertisements in the local paper to promote registration of skating programs
- To develop a newsletter to be made available to the membership, minimum of four newsletters per season
- Update the arena bulletin board, must include copies of Parent Handbook, the latest newsletter, information on upcoming events
- Contact photographer to arrange for annual skating photos for the groups and individuals
- Coordinate the printing of the Carnival program; recruit advertisement for the program
- Mail out thank you letter to advertisement donation for the Carnival program

CARNIVAL CHAIR

- Will organize and execute the yearly carnival, which will include choosing theme, music, costumes, decorations etc.
- Will form a committee of volunteers to help him/her
- Will communicate with the rec center staff on set up and take down of Carnival
- Will work with Liaison officer and Public Relations in communication with the membership

LIASIAON OFFICER

- To obtain liaisons for each of the groups: pre-canskate, canskate, sr canskate, each Star group
- To act as a liaison to all group liaisons between Executive and membership to ensure all pertinent information is given, when applicable
- Monitor the skating program and report any problems to the Executive
- All concerns or complaints on the skating program will be delivered by liaison at the next Executive meeting
- Communication with membership will be reinforced by, but no limited to:
 - Talking to the membership while at the arena
 - Ensuring membership know how to reach you
 - To assist other Executives with their roles and duties when it comes to communication with the membership