



Board of Directors Roles & Responsibilities

- **BOARD OF DIRECTORS**
- **PRESIDENT**
- **VICE PRESIDENT**
- **SECRETARY**
- **TREASURER**
- **PUBLICITY & COMMUNICATIONS COORDINATOR**
- **REGISTRAR**
- **COACHES LIAISON**
- **CANSKATE LIAISON**
- **FUNDRAISING COORDINATOR**
- **ASSESSMENT COORDINATOR**
- **CARNIVAL CHAIR**
- **SKOKIE CHAIR**
- **PROFESSIONAL COACH CONSULTANT**

BOARD OF DIRECTORS

PURPOSE

The Board members are representatives of the Huntsville Skating Club. They are elected members at the club's annual AGM for 2-year terms. Members will support the club to achieve the mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Be a member in good standing
- Will uphold the Constitution, policy, mission & values of the club and Skate Canada
- Attend & participate in monthly meetings and contribute to agenda as needed.
- Participate in special committees as needed.
- Assist with club activities and be available to assist skaters, coaches, parents & board members as needed.
- Board members are responsible for returning all records/documents/property pertaining to HSC business to the club or to the successor at the end of their term. This includes but not limited to past & present board records/documents, HSC committee records/documents and HSC clubroom keys.

POSITION DESCRIPTION - PRESIDENT

PURPOSE

The President is responsible for the overall operation of the club. You will guide the club to achieve the mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Provides direction and leadership to the club under the direction of Skate Canada rules & club bylaws, constitution & policies.
- Acts as a chair of all Board of Directors and general meetings according to the club's procedure for meetings
- Creates annual budget in collaboration with Treasurer.
- Club Liaison to town for ice & arena issues.
- Plans ice schedule & coordinating program development.
- Serves 1-year term following Presidency as ex-officio Past President.
- Responsible for creating, signing and administering contracts with town and coaches.
- Shall appoint standing committee Chairs whom shall look after duties assigned to them i.e. Coach appraisals, club goals, hiring, programming, schedule etc. Shall be an ex-officio member of all committees
- Has signing authority

POSITION DESCRIPTION – VICE - PRESIDENT

PURPOSE

The Vice President assists the President and other board members as requested. Assumes President's office if the President is unable to complete term. This will support the organization's mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Chair board meetings in the President's absence
- Ensures that our Professional Coaches have current Skate Canada membership
- Initiates updating of club By-Laws and Policies as needed/yearly
- Becomes familiar with all aspects of the club
- Has signing authority
- Implementing Skate Canada & Skate Ontario directives
- Club Liaison for plaque display case and plaque updates as needed.
- Completion of submission of Incorporated documents after AGM, yearly to the Ministry of Government and Consumer Services (only need to submit members who are no longer with board and/or new executive members)
- Review and update By-laws yearly and have amendments prepared for AGM

POSITION DESCRIPTION – SECRETARY

PURPOSE

The Secretary is responsible for the custody of all records and documents of the club including Policies, By-Laws Constitutions and meeting minutes. The Secretary assists with the development and distribution of the agenda and meeting minutes. By organizing the administrative functions of the club, you will support the organization's mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Books meeting rooms with designate for town, for regular board meetings and AGM
- Prepares and distributes agenda and issues notices of meetings to the coaches and board members.
- The Secretary records minutes of the Board Meetings, Special Meetings, Executive meeting, and AGM.
- Have minutes reviewed for accuracy by the Executive before distributing to the board, club, and coaches
- Minutes should be sent out to all board members, coaches and club email, within a week after the meeting was held.
- Places a copy of the minutes in the club binder
- Ensures the files of Confirmation of Actions, By-Laws and Policies used by the Club are current and maintained
- If Secretary is absent from any meeting, the President will appoint another person to act as Secretary at that meeting

POSITION DESCRIPTION – TREASURER

PURPOSE

The Treasurer will ensure that all funds and securities are properly managed and that all financial management and reporting obligations set out in the Corporations Act are fulfilled. By maintaining accurate financial records and supporting budget activities of the club you will support the organization's mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Creates annual budget in collaboration with President.
- Signing Authority
- Maintains financial records using proper accounting procedures
- Handles bank deposits and withdrawals
- Maintains bank records and current signing authorities with the club's bank
- Makes withdrawals by cheque, signed by two of the 3 members of the Executive with bank signing authority
- Monitors the financial statements monthly and presents monthly to the board.
- Prepares and processes club payables on the direction of the Executive
- Delivers accounting records to the club's accountant for preparation of annual statement
- Presents the annual financial statement to the members at the club's AGM
- Assist with developing and monitoring financial policies and procedures

POSITION DESCRIPTION – PUBLICITY & COMMUNICATIONS COORDINATOR

PURPOSE

The Publicity & Communications Coordinator will advertise and promote the club, its activities and its members internally and externally. Promoting awareness of the club's programs and skaters in the community supports the organization's mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Acts as primary club contact between skaters, parents, coaches and the club
- Coordinates skater information sessions
- Compiles a list of "photo waiver" and "email" opt out.
- Investigates and recommends new promotional activities and is primary contact with local media to advertise special events with the club.
- Archives club history
- Maintains club's bulletin boards, webpage and social media accounts

POSITION DESCRIPTION– REGISTRAR

PURPOSE

The Registrar develops, maintains and processes the registration of skaters, board members and coaches. Accurate registration information is key to organizing on-ice programs and ensuring skaters are accurately registered and insured with Skate Canada. This work is important to achieve the mission of the organization which is promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Facilitates registration of all skaters with Skate Canada to ensure records are maintained.
- Registers club and board with Skate Canada yearly.
- Provides registration information to Board members, as required
- Informs Treasurer of all registration payments made
- Creates registration database and updates regularly
- Informs coaches of registration information
- Verifies Coaches credentials are maintained with Skate Canada
- Communicates with President and/or Treasurer to establish/apply fee structures for late registrations.

POSITION DESCRIPTION – COACHES LIAISON

The Coaches Liaison is the primary contact between the Board of Directors and the professional coaching staff. They will work with the Coaches Rep to offer regular coach meetings to discuss program implementation, skater groupings, CanSkate assessment, etc. This work is important to achieve the mission of the organization which is promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Ensures Coaches are adhering to Skate Canada Code of Ethics
- Acts as initial contact for all Coach questions, issues and/or concerns
- Attends monthly coach meetings
- Facilitates coach appraisals as directed by the board

POSITION DESCRIPTION – CANSKATE LIAISON

The CanSkate Liaison is the primary contact between the Board of Directors and the CanSkate coaching staff. Responsibilities may include ordering of program materials, creating name tags for skaters, setup Warm-up Stations etc. This work is important to achieve the mission of the organization which is promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Be present at Club Table during CanSkate sessions to communicate with parents and skaters
- Orders all required program materials in consultation with CanSkate Coach Coordinator
- Ensures each skater has proper identification before first on-ice session
- Acts as Liaison between CanSkate professional coaches and the Board
- Creates and distributes monthly newsletter with input from the CanSkate Coach Coordinator
- Assists CanSkate Coach Coordinator with recruitment of Program Assistants and scheduling of training
- Sets up off-ice Warm-up stations and music for each CanSkate session
- Ensures tracking of skater progress is current and available to parents & all coaches (report cards, club bulletin board)

POSITION DESCRIPTION – FUNDRAISING COORDINATOR

The fundraising Coordinator organizes the Club's Buy & Sell, fundraising events and activities. Fundraising keeps registration fees low. Low fees enable more people to participate in skating. This work is important to achieve the mission of the organization which is promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Determines fundraising activities and dates with the Board of Directors
- Organizes fundraising activities
- Creates and implements a regular schedule for the Buy & Sell
- Works with Publicity & Communications Coordinator for the promotion of fundraising activities to be shared with club members.
- Maintain a record of volunteer participation to be used volunteer refunds.
- Records history of current year's fundraising for use in setting up next year's activities including recommendations for improvement
- Reports volunteer participation to Volunteer Liaison for tracking for Volunteer Refunds.
- Ensures appropriate thank-you notes are sent, following fundraising activities

POSITION DESCRIPTION - ASSESSMENT COORDINATOR

PURPOSE

The Test Chair is responsible for facilitating opportunities for achievement by arranging test days and maintaining accurate records. This work is important to achieve the mission of the organization which is promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Contacts Skate Ontario to set-up Test Day dates & to organize evaluator
- Works with Communication Coordinator to advertise Test Day to other clubs.
- Recruits and directs volunteers to assist at Test Days
- Creates & distributes a Test Day schedule to coaches, board and skaters
- Orders StarSkate program supplies as required
- Becomes familiar with the current rules with Skate Canada/Skate Ontario
- Refers to test day procedures
- Stores records of each skater's tests and ensures records are shared with Skate Canada & coaches
- Updates Skate Canada's database and club spreadsheet regularly.
- Be present on the actual Test Day

POSITION DESCRIPTION – CARNIVAL CHAIR

The Carnival Chair coordinates the annual Carnival. Once a theme has been selected, the Chair delegates responsibilities to committee members, liaises with Professional coaches and recruits' volunteers. The annual Carnival is a celebration of the skaters' accomplishments for the past season. This work is important to achieve the mission of the organization which is promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Appoints and delegates responsibilities to a committee
- Calls and chairs an initial meeting of coaches to discuss possible themes, within first two months of skating season
- Chairs all carnival meetings
- Creates a carnival budget to be approved by board

POSITION DESCRIPTION – SKOKIE CHAIR

PURPOSE

The Skokie Chair will coordinate the Skokie Competition while representing the club with Skate Canada/Skate Ontario. This will support the organization's mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Club Liaison with Town & Skate Canada/Skate Ontario for all things Skokie
- Create and submit application request to Skate Ontario
- Chair Skokie committee meetings

POSITION DESCRIPTION – PROFESSIONAL COACH CONSULTANT

PURPOSE

The Professional Coach Consultant will offer professional advice to the board as required. This will support the organization's mission of promoting skating through instruction, practice, fun, fitness and achievement for all the citizens of Huntsville and surrounding area.

RESPONSIBILITIES

- Provide professional consultation to the Board of Directors with regards to Skate Canada programming