


Calgary Speed Skating Association

Board of Directors

Position Descriptions

2009/10

Chairman, President

References:

Bylaw 14.1:

The President shall be the chief executive officer of the Association and shall preside at all meetings of the Board and the Association. The President shall be an ex-officio member of all committees.

Bylaw 5.1.1:

External Affairs Committee, with responsibility to coordinate the relations of the Association with other skating organizations and institutions, such as Alberta Amateur Speed Skating Association, Speed Skating Canada, the Olympic Oval and other skating clubs, which shall be chaired by the Chairman;

Bylaw 5.2:

The Chairman, President shall be a member of the Executive Committee and shall be responsible for governing the Board of Directors, developing the annual and strategic work plan and recruitment of his or her successor as well as recruiting qualified coaching and management staff.

Responsibilities for:

- Leadership of the Board of the Society, including chairing meetings of the Board and general meetings of members of the Society.
- Resource to all Board Members in carrying out duties of their specific portfolios.

- Primary Board liaison with Head Coach on all Club-wide issues and activities.
- Primary Society representative, at a Board level, with the Oval, AASSA, other Clubs, and any other external body.
- Primary Board responsibility for planning, including review of and adherence to Club Plans and Goals.
- Primary Board responsibility for statutory and regulatory compliance.

Vice-Chair, Vice-President

References:

Bylaw 14.2

The Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President. The Vice-President shall sign such contracts, documents or instruments in writing as required and shall have such other powers and duties as may from time to time be assigned to him by the Board. The Vice-President shall usually be selected on the basis of being the next individual elected to serve as President of the Association.

Bylaw 5.5.2

Community Development Committee, with responsibility to raise funds for the Association, raise its profile in the skating and general community with particular emphasis with the University of Calgary, Speed Skate Canada, The Olympic Oval, Alberta Amateur Speed Skating Association, as well as recruit members to stand for election to the Board, which shall be chaired by the Vice-Chair.

Bylaw 5.2:

The Vice-Chair, Vice-President shall be a member of the Executive Committee.

Responsibilities For:

- Working with the President, ensure the club maintains up-to-date bylaws, vision, strategy and planning documents, delegation of

authorities, insurance, board position descriptions, officer position descriptions, disclosures, etc. as are required from time to time.

- Undertake such activities and projects delegated from the President or the Board, as required from time to time.
- Fulfill duties of President in his or her absence.
- Identify and communicate public and private sources of revenue for the Club and undertake such fundraising activities which are endorsed by the Board from time to time.
- Working with both the President and Vice-Chair Finance, ensure member dues (in addition to planned fundraising and other revenue sources) are adequate for the Club to execute its chosen strategy and spending needs.
- Working with members of the Board undertake an annual assessment of the Board and Board member effectiveness.
- Working with members of the Board identify and actively recruit new members to the Board prior to the Annual General Meeting
- As Chair of the Community Development Committee and working with the coaches and administration, identify and implement initiatives to grow club enrollment organically or annexation.
- Identify and exploit cost effective opportunities to raise the profile of the Club, as opportunities exist.
- With the President, develop relationships with SSC, ASSAA, Oval, Winsport and the University of Calgary, etc.

Vice-Chair Finance, Treasurer

References:

Bylaw 14.3

The Treasurer shall receive all monies paid to the Association and shall be responsible for the deposit of same in the Association's Bank. The Treasurer shall properly account for the funds of the Association and keep such books as may be directed. He shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the annual meeting at statement duly audited as hereinafter set forth, of the financial position of the Association and submit a copy of same to the Registrar for the records of the Association.

Bylaw 5.2:

The Vice-Chair Finance, Treasurer shall be a member of the Executive Committee.

Responsibilities for:

- Budgeting for the Society, including long-term financial forecasting.
- Advising the Board on all financial matters.
- Reviewing and approving all invoices and other expenses of the Society, and writing cheques to pay those Invoices and other expenses
- Keeping the books of the Society
- Managing the cash flow of the Society and reconciling the monthly Bank Statements of the Society

- Interim reporting on the Society's finances to the Board during the course of the Society's fiscal year and final reporting to members at the end of the Society's fiscal year
- Coordinating and assisting the audit of the Society's books and provide audited statements for filing with the Society's annual returns.
- Overseeing the financial aspects of the Society's Casino

Processes:

Coaching Cheques:

- Coaches submit hours monthly to Club office, on prepared forms used to track hours and calculate coaching fees, reimbursement of expenses, etc.
- Head Coach and Administrator review and approve each coaching invoice and Administrator prepares summary spreadsheet for submission to Treasurer.
- Treasurer prepares cheques and stubs (Invoice Summary from spreadsheet) for each coach and arranges signature.
- Cheques provided to Head Coach and/or Administrator for distribution (or withholding) as necessary.
- Administrator retains Coaching invoices for audit and Casino reporting purposes..
- Link Coach Invoices for monthly fees and any expenses submitted directly to Treasurer.

Other Expenses:

- Invoices collected by Club Administrator and turned over to Treasurer
- Treasurer seeks information regarding Invoices from relevant source (Head Coach, Administrator, Board Members, Oval) and satisfies himself appropriate to pay invoice.
- Treasurer prepares cheques and provides cheques to Administrator for mailing or other distribution and provides invoices to Administrator for retention for audit and Casino reporting purposes.

Vice-Chair Registration, Registrar

References:

Bylaw 14.4

The Registrar shall attend all meetings of the Association and the Board, and keep accurate minutes of the same. The Registrar shall supervise the registration of members of the Association, keep a record of all the members of the Association and their addresses, and be responsible for registration of members of the Association with Alberta Amateur Speed Skating Association and Speed Skating Canada. The Registrar shall collect and receive annual dues or assessments levied by the Association. Such monies shall be promptly turned over to the Treasurer.

Bylaw 5.2:

The Vice-Chair Registration, Registrar shall be a member of the Executive Committee.

Responsibilities for:

- Planning and carrying out skater and associate member registration.
- Implementing on-line skater registration system as well as on-line meet registration, and in due course enrolling all other Alberta Clubs in on-line meet registration.
- Creating and maintaining membership database.
- Creating and maintaining registration processes and forms, including waivers/releases, privacy forms, medical forms and photo releases.

- Creating and overseeing the compliance with the Society's Privacy Policies and Practices.
- Reporting on membership to AASSA and SSC, as required.
- Coordinating with the Vice-President, Vice-Chair the marketing and advertising of Club programs.
- Report to Board ongoing progress with Registration, membership lists, and committee meetings.
- Enhancing the profile of the Club with a view to increasing the CSSA membership. (marketing the Club).

Vice-Chair, Competitions

References:

Bylaw 5.5.3

Competitions Committee, with responsibility for organizing and carrying out the competitions hosted by the Association, which shall be chaired by the Competitions Vice-Chair;

Responsibilities for:

- Planning and coordinating all competitions hosted by the Club.
- Exercise final authority on all matters concerning competitions hosted by the Club, except to the extent that speed skating rules assign authority on certain matters to designated officials at the competition.
- Lead and direct a Competitions Committee, consisting (among other members) of awards vice-chairperson, hosting vice-chair, technical vice-chair, recording vice-chairperson, and the referee.
- Liaise with the Olympic Oval, AASSA and SSC regarding competition scheduling, competition resources, sanctions and all other necessary matters.
- Receive and verifying entries, working with the chief recorder during the registration procedure and in setting up and finalizing the meet schedule (program of events).
- Completes and submits all necessary reports and applications for Alberta and Canadian records and distribution of meet results in the form of a Protocol.

- Reports to the Board on competitions hosted by the Club and makes recommendations for future competitions.
- Liaises with Vice-Chair, Officials and the Vice-Chair, Volunteers to identify the need for officials and the performance of official duties by volunteers in the Club.

Vice-Chair, Development

For 2009/10, given the Club has effectively implemented the Long Term Athlete Development Plan and has well developed programs and coaches in place, it was agreed that the Development Role be focused solely on increasing membership, particularly at the grass roots level, to take advantage of this unique opportunity of this being an ‘Olympics Year’ in Canada.

As a result, it was agreed that the duties below be carried out by the Program Coordinator, Shawn Holman.

While the Development role has been modified for 2009/10, the Board agreed not to amend the Bylaws at this time.

References:

Bylaw 5.5.4

Development Committee, who acts as the primary liaison with coaches with responsibility for organizing and carrying out programs to maximize the development of skaters in the Association, which shall be chaired by the Development Vice-Chair.

Responsibilities for:

- Supporting Head Coach in organizing and carrying out programs to maximize the development of skaters in the Association.
- Supporting Head Coach in organizing and carrying out programs to maximize the development of coaches in the Association.

- With the Head Coach, tracking the progress and development of the skater members. On a monthly basis, reviewing with the Head Coach progress with regards to development and coaching coordination.
- Reporting to the Board on matters concerning skater and coaching development.
- As and when necessary, striking committees with responsibility to, among other things, assist the Head Coach and other coaches in organizing, carrying out and tracking long and short track development programs and coaching development programs.
- Together with the Head Coach, liaise with the Olympic Oval regarding Absolute Speed programs, coaching instruction programs, and other support and programs for skater and coaching development.
- Assisting in the recruiting and selection of a Head Coach and the recruitment and vetting of coaches for Club programs. That shall include review of qualifications and criminal record checks.
- Ensuring Club coaches are aware of Competition Scheduling and Club information and policies regarding attendance at competitions at other Clubs in Alberta and elsewhere in Canada.

Vice-Chair, Officials

References:

Bylaw 5.5.4

Officials Committee, with responsibility for advancing the official qualifications and experience of members of the Association, and tracking those qualifications and experience, which shall be chaired by the Officials Vice-Chair.

Responsibilities for:

- Developing a 5 year plan to ensure availability of officials for the Club qualified at the appropriate level in accordance with Speed Skate Canada criteria. Developing an annual work plan to support the 5 year plan.
- Organize adequate training seminars for members of the Club to obtain Speed Skate Canada qualifications, or liaise with AASSA or Speed Skate Canada on the attendance of Club members at training seminars provided by those bodies.
- Source educational material and instructors for training of officials.
- Maintain records on all officials up to Level 3 (Level 3 beyond AASSA responsibility and Level 4 and above being SSC responsibility).
- Implement an accreditation tracking system for officials of the Club, to ensure credit is given for meets worked and provide results to AASSA and SSC as necessary.

- Liaise with AASSA to coordinate appropriate assignments for Club officials required for advancement experience and represent the Club on the AASSA Officials Committee.
- To monitor and organize the Club's purchase and use of Blue Books, Red Books, and ISU Rules.
- Coordinate with Vice-Chair, Volunteers and Vice-Chair, Competitions on resources on recruitment and organization of individuals to work as Officials for competitions hosted by the Club.
- Work with Registrar to successfully implement electronic meet registration system.

Vice-Chair, Skating

References:

Bylaw 5.5.6

Skating Committee, consisting of skaters of all ages of the Association, to represent the interests and views of skaters to the Board and the Association generally, which shall be chaired by the Skaters Vice-Chair, who shall be a skating member of the Association.

Responsibilities for:

- High Performance skating programs managed by the Club serving on the AASSA High Performance Committee.
- Monitoring the AASSA and SSC Competition Schedule and ensuring Club coaches and members are aware of coming competitions and any limits on registration.
- Direct the delivery of resources to skaters and parents, including organizing an annual orientation to skaters and parents and preparation of a member's Handbook.
- Liaise with the Vice-Chair Equipment on the selection and design of skater clothing and equipment.
- Monitor the attitudes and perspectives of Club skaters and their parents, and report these results and recommendations to the Board.

Vice-Chair, Equipment

References:

Bylaw 5.5.7

Equipment Committee, with responsibility to coordinate and carry out all clothing and equipment programs operated by the Association, which shall be chaired by the Equipment Vice-Chair; and

Responsibilities for:

- Plan and budget the Club's equipment and delivery programs.
- Liaise with the Vice-Chair, Skating on the selection and design of skater clothing and equipment, including updates to incorporate the new logo.
- Source out cost-effective, quality suppliers of clothing and equipment for Club skaters.
- Oversee the Club's on-line and in-person trading and sale facilities for Members' equipment.
- Work with the Olympic Oval in the Club's joint skate acquisition and leasing program.
- Oversee use of the Club's logo and other marks, and improvements to logo and other marks.

Vice-Chair Volunteers

Bylaw 5.5.8

Volunteer Committee, working with other committees and having the responsibility to recruit for (and record the commitment of volunteers) volunteers for registrations, competitions Volunteers Vice-Chair;

Responsibilities for:

- Strategy and planning for ensuring adequate volunteer support for the Club's activities. Advising the Board on the level of volunteer commitment required for Club activities.
- Oversee the Club's use of its member and other volunteer resources.
- Oversee the Club's volunteer policy and the implementation of that policy to enlist and use volunteer time of its members. This includes overseeing the recoding of volunteer commitments and completion of those commitments, and the cashing of deposit cheques.
- Monitor developing experience and expertise of volunteers to see that the Club uses them in the most effective manner.
- Organize and oversee the Club's Casino.
- Coordinate with the Vice-Chair, Officials, Vice-Chair, Meets and Vice-Chair, Registration on requirements of volunteers for Club activities.