

# **Calgary Speed Skating Association Board of Directors Position Descriptions 2019-2020**

## **Chairman, President**

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.
- Act as a signing officer of the Society, along with the other members of the Executive Committee.
- 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**

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.

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.
- Working with members of the Board undertake an annual assessment of the Board and Board member effectiveness.
- Working with members of the Board to identify and actively recruit new members to the Board prior to the Annual General Meeting.
- Act as a signing officer of the Society, along with the other members of the Executive Committee.

### **Vice-Chair Finance, Treasurer**

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. The Treasurer 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.

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

### **Responsibilities for:**

- Budgeting for the Society, including financial forecasting.
- Advising the Board on all financial matters.
- Reviewing and approving all invoices and other expenses of the Society.
- Act as a signing officer of the Society, along with the other members of the Executive Committee.
- Reviewing the books of the Society
- Managing the cash flow of the Society and reviewing the monthly bank reconciliations of the Society

- Interim reporting on the Society's finances to the Board during the course of the Society's fiscal year (at AGM) and final reporting to members at the end of the Society's fiscal year in June presented at SGM each Fall.
- Coordinating and assisting the audit of the Society's books by members of the Club and provide audited statements for filing with the Society's annual returns.
- Overseeing the financial aspects of the Society's Casino and other fundraisers.
- Ensures all reports to AGLC for casino and fundraising reporting as well as the Society's Annual Return are submitted on time and proper records are retained for the required statutory period.
- Reviewing the third-party payroll every two weeks.

### **Vice-Chair Registration, Registrar**

The Registrar shall attend all meetings of the Association and the Board, and ensure accurate minutes are kept by the office manager. 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.

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 for all other Alberta Clubs.
- 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.

- Act as a signing officer of the Society, along with the other members of the Executive Committee.
- Reporting on membership to AASSA and SSC, as required.
- Report to Board ongoing progress with Registration, membership lists, and committee meetings.

## **Vice-Chair, Competitions**

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.
- Leads and directs a Competitions Committee.
- Liaises with the Olympic Oval, AASSA and SSC regarding competition scheduling, competition resources, sanctions and all other necessary matters.
- Receiving and verifying entries, working with the chief recorder during the registration procedure and in setting up and finalizing the meet schedule (program of events).
- Completing and submitting 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**

Development Committee, carrying out programs to maximize the development of the Association, which shall be chaired by the Development Vice-Chair.

### **Responsibilities for:**

- Retention of skaters by ensuring both the pin program and the badge program are delivered to the skating membership.
- Attraction of new skaters by assisting in the development of events or other promotions to attract athletes from other sports.
- Coordinating CSSA social events, such as the year-end gala and the welcome BBQ at the start of the season.
- Reporting to the Board on matters concerning development.
- Assisting in the growth and expansion of the Club, including potential satellite locations.

## **Vice-Chair, Officials**

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.

## **Vice-Chair, Fundraising & Marketing**

### **Responsibilities for:**

- 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.
- Prepare grant applications from time to time, monitor progress and complete any required grant reporting.
- Coordinating the marketing and advertising of the Club.
- Organize and oversee the Club's casino every 18-24 months as well as the Club's raffles.

## **Vice-Chair, Equipment**

Equipment Committee, with responsibility to coordinate and carry out 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.
- Oversee the CSSA skate rental program.
- Source out cost-effective, quality suppliers of equipment for Club skaters.
- Work with the Olympic Oval in the Club's joint skate acquisition and leasing program.

## **Vice-Chair Volunteers**

Volunteer Committee, working with other committees and having the responsibility to recruit for (and record the commitment of volunteers) volunteers for competitions and other events.

### **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.
- Coordinate with the Vice-Chair, Officials, Vice-Chair, Meets and Vice-Chair, Registration on requirements of volunteers for Club activities.

## **Vice-Chair, Communications & Social Media**

### **Responsibilities for:**

- Oversee the communications strategy of the club, including the social media profile and the maintenance of social media accounts.
- Oversee the external image of the club, including the use of the Club's logo and other marks.
- Identify and exploit cost effective opportunities to raise the profile of the club, such as photography, videos or other opportunities.
- Direct the delivery of resources to skaters and parents, including organizing an annual orientation to skaters and parents and maintaining the member's handbook.
- Source out cost-effective, quality suppliers of team clothing for Club skaters.
- Monitor the attitudes and perspectives of Club skaters and their parents, and report these results and recommendations to the Board