

TRI AREA SKATING CLUB

BOARD OF DIRECTORS (Voting privileges)

- President (elected even numbered years, two year term)
- Vice President (elected even numbered years, two year term)
- Treasurer/Secretary (elected odd numbered years, two year term)
- Past President
- Coaching Representative
- Director – Bingo/Casino (elected odd numbered years, two year term)
- Director – Fundraiser/Sponsorship (elected odd numbered years, two year term)
- Director – Assessment Chair
- Director at Large
- Director at Large

ROLES AND RESPONSIBILITIES

President

- Oversee all club activities
- Ensure club operations are efficient, cost effective, conform to Skate Canada guidelines and provide quality programs benefiting all levels of skaters
- Chair executive, budget, and annual meetings
- Attend Skate Canada Edmonton Region Meetings (or appoint a representative)
- Attend Section AGM (or appoint a representative)
- Assist with preparation of ice & off-ice schedule with Club Director
- Attend Ice User's Meetings with Club Director
- Hire Club Director and Administration staff
- Handle member questions, comments or problems
- Performance evaluations for all paid staff
- Book rooms for all meetings working with the Administrator
- Post notices of all meetings working with the Administrator
- Approve e-transfers and sign cheques after reviewing invoices

Vice-President

- Assist President, as requested / fill in for President, as required
- Serve as Competitive Team coordinator
 - Distribute competition announcements
- Prepare nominations for Region awards
- Executive liaison with coaches
- Approve e-transfers and sign cheques after reviewing invoices
- Organize gifts for coaches, PAs & Gold Test skaters
- Arrange start of year parent meeting

Treasurer (can be combined with Secretary)

- Perform required banking duties including bill payments, coaches bills, SOCAN, Re:sound, SkateCanada, monthly ice contracts, etc.
- Ensure insurance is paid annually (by Aug) and copies are given to TLC and Town of Stony Plain as required

- Prepare and present Treasurer's Report for monthly executive and AGM meetings coordinates with Office Administrator
- Submit financial records for audit as required by bylaw
- Arrange an audited financial statement annually

Secretary

- Prepare and present minutes of all meetings: copies to BOD & all coaches
- Prepare any necessary correspondence
- Prepare list of board of directors / staff/ facility telephone numbers and distribute to coaches and executive members
- Issue notices for monthly executive meetings and AGM
- Submit any required reports to Skate Canada/region office

Past-President

- Assist President, as requested
- Review and revise club bylaws
- Review and revise club organizational structure
- Review and revise club roles and responsibilities

Coaching Representative

- Serve as liaison with coaching team
- Assist with preparation of ice & off-ice schedule with President and Club Director
- Attend Ice User's Meetings with President
- Book required ice
- Double check ice bills each month to determine if charges are correct

Bingo/Casino Director

- Submit bi-annual application for bingo license
- Organize all bingo staffing
- Keep records of bingos worked and ensure members work required number of bingos
- Attend Parkland Bingo Association meetings
- Coordinate casino applications and all matters related to organizing AGLC requirements

Fundraising/Sponsorship Director

- Research all fundraising options
- Coordinating with Administrator on collection of funds, and distributing correspondence on all fundraisers
- Coordinate pick up/delivery/distribution of merchandise
- Complete sponsorship and grant applications and tracking of all applications

Assessment Chair Director

- Arrange test days
 - obtain evaluators
 - arrange with administrator for ice time required
 - coordinate music players
 - obtain lists of test challenges from coaches

- obtain music from external participants
- prepare schedule and send to coaches
- purchase evaluator gifts
- organize test day meal
- prepare all necessary paperwork
- communicate test fees (amount and how to pay)
- set up as required on test day
- submit required paperwork
- Arrange for out of club tests when necessary
- Maintain test records

Directors At Large

- Assist as required
- Help Admin with group check ins (2 shifts each in fall/winter, 1 in spring)
- Coordinate/be PoC for Christmas and Year End parties
- Pick up money from bottle depot and give to Admin

Board Member Expectations

- Please attend as many Board Meetings as you're able to. If you're unable attend a meeting, please let the rest of the Board know via email as early as possible and include any relevant updates.
- Please "reply all" to all Board emails that require a vote/decision within 48 hours. If you're going to be away from email for an extended period of time (ie: on vacation), please let the rest of the Board know not to expect replies.
- We're all parents of skaters/PAs/coaches; when dealing with Board business, we all try to take off our "parent" hats and think about what makes sense for the club as a whole rather than for our own kids. If there are decisions that pertain to our children specifically, we recuse ourselves from the vote.
- Please use email for all Board communication/business, including communicating with club employees (Club Director, Head Coach, Admin)
- Encourage other parents/members at the club to get involved in any capacity they can (participate in parties, volunteer for ice show, attend AGM, etc.). The more people involved and helping, the lighter the load for everyone.