

Newmarket Skating Club Board of Directors – Job Descriptions

The following is a brief description of the responsibilities of the various Board of Directors positions:

PRESIDENT: is the Club's liaison with the Town of Newmarket. The President, working with the Operations Coordinator, is responsible for reserving ice and rooms for the skating season, test days and special events. Also within the responsibilities of the position is setting the skating schedules, Chairing monthly Board of Directors meetings, organizing the brochure for Winter, Spring and Summer Schools, producing registration forms for all skating schools, and arranging the skating calendar for the year. The President works with the Treasurer to formulate and present budgets. The President must also oversee each position on the Board of Directors to ensure all activities are being completed as required.

VICE PRESIDENT: assists the President in all areas as required.

SECRETARY: is responsible for issuing all notices for Board of Directors meetings, general and special meetings, and the Annual General Meeting, and for preparing agendas and taking minutes at such meetings, and for compiling and distributing these minutes. The Secretary is also responsible for submitting to Skate Canada and to the Section such reports as are required by Skate Canada. The Secretary is responsible for picking up and distributing all Club correspondence.

TREASURER: ensures the Club finances are in order and is responsible for the safe control of all Club funds. The Treasurer prepares and submits financial statements to the Board of Directors on a regular basis, prepares an annual budget, prepares financial reports for the Annual General Meeting, and arranges for an unaudited annual financial review. The Treasurer is responsible for ensuring that registration revenue is deposited for each skating school and all bills are paid in a timely manner including coaches' remuneration. The Treasurer is also responsible for contacting members to request reimbursement when cheques are returned.

SKATE CANADA TEST CHAIRPERSON: is responsible for the organization, scheduling and administration of all matters relating to Club Test Days, including determining ice and lounge requirements, booking the necessary judges, verifying skaters' names and tests for the production of test envelopes, and arranging the Test Day schedule. The Test Chairperson must keep all test-related paperwork up to date, report the necessary information to Skate Canada, and verify out-of-club tests. Computer literacy is an asset.

SYNCHRONIZED SKATING CHAIRPERSON: oversees the operational sub-committee which coordinates the synchronized skating teams' activities. Elected annually by the members participating in the synchronized skating programs.

CLUB COACH REPRESENTATIVE: is the coaching staff's spokesperson on the Board of Directors, and represents the collective view of the club coaches. The Club Coaching Representative provides input and guidance to the Board on technical matters, and communicates with all coaches to provide regular reports following Board meetings, sharing information with all club coaches as required or appropriate. Elected annually by, and from within, the coaches of the Club.

The following positions may be filled by a Director on the Board, or by a committee chair off the Board:

COMPETITION CHAIRPERSON: organizes the club FunFest weekend. The Competition Chairperson is responsible for distributing all competition forms, overseeing the collection all forms and money, setting schedules, getting judges, accountants, volunteers for all aspects of FunFest. The Chairperson represents NSC at all Area meetings and has prime responsibility if NSC hosts a major competition, e.g. Frolics on Ice, etc. The Chairperson is responsible for the posting and distributing of information to the coaches and membership regarding all competitions that may be of interest.

MUSIC CHAIRPERSON: arranges for a pool of music players, schedules music players to cover all figure skating sessions, oversees the Operations Coordinator duties including producing music lists for each session, collecting players timesheets and determining pay. The Music Chairperson provides instruction in the use of the music system, organizes any necessary repairs to the system, and loads all skater music onto the computer hard drive and iPad. The Music Chairperson is also responsible for obtaining music players for all test days, competitions, and other special events.

PROGRAM ASSISTANT SUPERVISOR: is responsible for obtaining and scheduling Program Assistants to cover Junior, Canskate and Kidskate sessions, organizing and administering Program Assistant training sessions, distributing and collecting Program Assistant sweatshirts, and overseeing the Operations Coordinator duties which include producing Club Dollars. The PA Supervisor distributes these Club dollars to Program Assistants.

PUBLICITY CHAIRPERSON: is responsible for all aspects of promoting the Club and our skaters. This includes preparing and submitting advertisements and press releases to local newspapers and collecting and publicizing test day and competition results. The Publicity Chairperson is also responsible for the preparation and distribution of periodic newsletters for our membership.

LIAISON CHAIRPERSON: acts as liaison between the NSC Board of Directors, coaches and skaters/parents. The Liaison Chairperson is a member of the hiring committee, manages and distributes all coaching contracts, and addresses all problems and complaints brought to the Club Board of Directors.

BANQUET CHAIRPERSON: is responsible for all matters relating to the annual STARSkate Awards Banquet, including budgets, team management, dealing with outside suppliers, donations, etc.

CARNIVAL CHAIRPERSON: is responsible for all aspects of the bi-annual Club Carnival, including theme, music, costumes, lighting, audio, facilities, programs, tickets, photos, videos, volunteers, etc. In the off year, the Carnival chairperson is responsible for consulting with the coaches to pick the theme for the following season.