Canmore Skating Club Board and Committee Descriptions

(April 20, 2021)

NOTE: Committee Chairs, Committee Members and the Skate Canada Delegate may, if they wish, participate in the Skate Canada Directors' and Officers' Personal and Entity Liability Insurance by purchasing a Skate Canada membership for the season.

Responsibilities as per bylaws (2021)

Bylaw 16 Role of the **President**

The President shall act as Chair of all Board of Directors and general meetings. In the absence of the President, the Vice-president will fill this duty. Any one of the President, the Vice-president, the Secretary and the Treasurer shall sign all legal documents.

Bylaw 17 Role of the **Treasurer**

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis, an annual budget and keeping such records as are required for financial review. The Treasurer is also responsible for arranging for an unaudited annual financial statement.

Bylaw 18 Role of **Secretary**

The Secretary shall deal with all correspondence subject to the approval of the President or their delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

Board Responsibilities by Position

The Board member responsible for managing the following activities by default, is provided below. It is not necessary for the Board member to chair or even be a member of these committees, however, they are responsible for recruiting a committee chair and communicating the committee's activities to the Board. Different Boards may adjust or share these responsibilities to suit the skills, availability and interests of that particular Board's makeup.

President

- Bylaw 16
- Appoints or approves the appointments of all committee members and chairs.

Coaches Committee
This committee shall be responsible for contracting a coach or coaches for the club and ensuring that the Coaching Representative Director is elected by the coaching team.

Assessments Committee (lead by the Assessments Chair)
This committee shall be responsible for arranging and supervising all assessments (in consultation with the appointed referees) and obtaining judges for Skate Canada assessments and competitions. They are also responsible for keeping Club records of assessments, forwarding assessment results to Skate Canada and for the encouragement of potential Skate Canada judges.

Vice-president

Fundraising Committee(s)
This committee shall be responsible for organizing fundraising events to meet the Club's annual budget. The Club has had very good success with casinos (now every 3 years); annual fresh evergreen wreaths (October); and, cash or prize raffles.

Treasurer

- Bylaw 17

Finance Committee
This committee shall be responsible for preparing the Club's annual budget and supervising the finances of the club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members.

Secretary

- Bylaw 18
- Web page updates and posts.
- Backup Uplifter support person.

Membership Director

- The Membership Director is responsible for ensuring submission of club and member registrations to Skate Canada.
- Club's social media presence – currently that is Facebook and Instagram.

Membership Committee
This committee is responsible for membership growth and retention. By promoting and informing the public of club programs, special activities, accomplishments, registration dates and speaking to interested groups regarding the various programs offered by the club. It is also responsible for conducting skater/parent orientation sessions, awards nights and team building events.

Examples: notifying newspaper of competition results; skaters making provincial, national or international teams; celebrations after the Annual General Meeting

Programs Director

Ice and Programs Committee
In consultation with the club coaches, the committee shall plan the ice requirements and scheduling for all sessions and test days of the Club. They will also coordinate and oversee implementation and delivery of all Skate Canada skating programs including but not limited to CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development.

This committee is responsible for the supervision of the skating sessions and for the preparation of rules governing behavior on or around the skating surface.

Music and Equipment Committee
This committee shall arrange for music at Club sessions as well as purchase music, equipment, first aid and program supplies as approved by the Board of Directors and ensure, where appropriate, that Skate Canada and other suitable Dance music is available for practice and tests.

Special Projects Director (examples)

Club Attire Ordering

Competitions Committee
This committee shall be responsible for the bidding, planning and implementation of competitions and events hosted by the Club.

Ice Show / Gala Committee
This committee shall be responsible for the planning and production of the ice show and winter gala. A Club Professional Coach may be appointed to produce the show but shall not assume the position of Manager or Chair of the Ice Show Committee.

Immediate Past President

Nominating Committee (Bylaw 39, new number)

This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The nominating committee shall consist of two (2) members, one (1) from the Board of Directors and one (1) from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.