

Club Executive – Roles and Responsibilities

Ever wonder what your club executive does for you, or what the job entails before you volunteer? The following lists give an idea of the kinds of activities each role performs within the club, and the level of commitment required to support our skaters each season!

President

- The club president is responsible for all club activities
- Is an ex-officio member of all committees and should offer guidance to committees in the areas of finance and planning to keep in line with club objectives
- Calls and presides over all club meetings, including the AGM
- Supervises all members of the club executive
- Reviews and approves the hiring qualified Skate Canada coaches to administer our programs
- Keeps executive current on all National, Sectional and Regional changes
- Provides reports as required by the Vancouver Island Region, B.C./Y.T. Section and Skate Canada
- Attends the tri-annual Vancouver Island Region meetings in Parksville.
- Attends the B.C./Y.T. Section AGM in Richmond
- Is prepared to attend the National AGM (usually in Eastern Canada)
- Attends or sends a delegate to all other meetings - e.g. Presidents' meetings, B.C. Gaming meetings, Rec Centre meetings
- Sees that the club is run under rules of:
 - Skate Canada
 - Revenue Canada
 - Labour Standards
 - B.C. Gaming Commission
 - West Shore Parks & Recreation Society
 - Societies Act
- Provides direction and assists in the prepare registration booklets and season calendars
- Makes available to all club members the use of the club photocopier
- Organizes Club awards (with the Vice President)
- Facilitates meetings regarding dispute resolution
- Is prepared to attend all club sessions if required
- Liaises with the Director of Skating
- Is responsible to the Recreation Centre for the behaviour of parents, siblings, and skaters
- Works closely with Vice-President, Secretary and Treasurer
- Chairs annual scheduling meeting with Executive and Coaches
- Maintains control of club assets (storage lockers, etc.)
- Sees that the club does an Ice Show on an agreed upon schedule
- Makes sure club hosts an Island competition on an agreed upon basis
- Has the best interests of the whole club in mind at all times
- Attends skating sessions, as much as possible, to keep informed and is as available to the membership as possible. In particular, the CanSkate sessions, where the most parent-assistance/information is required.

Vice-President

- Attends skating sessions, as much as possible, to keep informed and as available to the membership as possible.
- Schedules and prepares an agenda for meetings.
- Sends out e-mail reminding executive of the date, time and location of executive meetings along with a request for items to be added to the agenda.
- Signs out and signs in the key to the executive meeting room (from main desk at Rec Centre).
- Keeps e-mail lists for different levels and forward information e-mails
- Manages and approves Web content
- Attends all Executive and Planning meetings throughout the year. Attendance at some special meetings may be required.
- Replaces the President's absences as Chair of Executive and/or Committee meetings if required.
- Maintains open communication with the Club, President and Executive members to ensure a full understanding of Club activities and current issues.
- Involved in problem solving or dispute resolution as needed, keeping a neutral stance and the interests of the entire Club (all skaters) as the basis for decision making.

- Performs additional duties as assigned by the President. Involved in the day to day operations/special projects as personal skills dictate.
- Manages changes or amendments to the Club Constitution.
- Books rooms for regular Executive Meetings and other special Meetings, as required.
- Coordinates annual Photos of skaters and the delivery of same when completed.
- Coordinates annual Club Scholarships awarded at skaters' high schools , and attend their Awards Presentations.
- Helps coordinate the Annual Club Awards presentations.
- Prepare an Annual Report (in conjunction with and input from the Director of Skating , President and core Executive), outlining the year's activities, to be presented at the AGM, for the information of the Club membership.
- Makes sure competition announcements are updated on web and prints copies for the coach's bulletin board and lobby board.

Past President

- Is the immediate predecessor to the current club president.
- Supports the President and provides counsel to the board based on past experience.

Secretary

- Takes minutes and types up minutes at executive meetings, scheduling meetings, the AGM and any other meetings that are called
- Circulates the executive meeting minutes via e-mail to all executive members (by the Monday after the meeting at the very latest)
- Keeps an electronic file of the minutes within the club email address director folder
- Picks up and distributes the club mail from the Post Office Box 47039 at the outlet in Western Food (in a timely fashion – at least once a week)
- Logs all correspondence received – date received, description and who it was given to
- Updates the Policy Book as required with updates provided by the President and Vice President or as an action item stemming from an Executive meeting and circulate updated copy to the executive
- Determines the quorum for the AGM as per the club constitution (15%)
- Provides an up-to-date club list for the AGM (from the Skate Canada website)
- Provides and looks after sign-in sheets for the AGM. No person can carry more than one vote. Executive members have a vote. If spouses attend, they can vote on behalf of the skater
- Provides Roll Call at the start of the AGM (number of executive, voting and non-voting members)

Treasurer

- Must be experienced in all aspects of payroll including Employment Insurance, Canada Pension Plan and Tax deductions plus the related monthly remittances to Revenue Canada. Other mandatory reports are Workers' Compensation Board of BC, Records of Employment, T4s, Report Package for B C Gaming Commission, Society Annual Report for Ministry of Finance and Corporate Relations and Club Insurance Equipment Coverage Forms
- Prepares and presents at Executive Meeting:
 - Annual Budget
 - Annual Fee Structure for Club
 - Monthly Verbal Report
- Calculates coaches' wages for the season based on the teaching assignments that are determined by the Head Coach
- Calculates and invoices fees for each Synchronized Skating Team based on cost of ice and coaching for the skating year
- Is present at registration sessions and receives all income. Set up Accounts Receivable for all post-dated cheques at this time
- Issues cheques to pay all expenses after verifying amounts are correct on invoices. Pay all registration fees to Skate Canada and insurance fees (and Section Voluntary Donation fees if levied) to B C Section as skaters are registered throughout the year.
- Balances all income amounts to receipt totals then prepare and make bank deposits regularly.
- Issues salary cheques to the coaches on a semi-monthly basis. Maintains payroll records and make monthly payroll deduction remittances to the Receiver General. Prepares and distributes T4s to the coaches at the end of the calendar year (December). Prepares and issues Records of Employment to the coaches at the end of our season (March).
- Is prepared to attend monthly executive meetings and possibly Region and Section meetings. Must be present at all of the ice scheduling committee meetings

Comptroller

- Attends monthly Executive meetings as part of the club's Financial Committee.
- Attends a scheduling meeting once a year
- Is one of the four signing authorities on the bank accounts and will need to make these changes at the beginning of the fiscal year
- Works closely with the Treasurer in regards to all financial matters and entries
- Must have some bookkeeping experience-we are currently using the Simply Accounting Program.
- Receives (monthly) all of the entries from the treasurer for posting into the accounting program. Double checks all of the entries to ensure that all of the information needed to post each entry has been provided and that all entries will balance.
- Receive the Bank Statements and is responsible for reconciling.
- Determines ice costs at the beginning of the season.
- Determines how much will be allocated to the coaches for different sessions
- Completes the payroll each month.
- Provides to the executive members the financial reports for each month (prior to the executive meeting).
- Will provide all of the financial information to the treasurer for their preparation of the Financial Statements (at fiscal year-end March 31) for the Annual General Meeting sometime in April

Registration

- Makes sure all skaters and executive members are registered with Skate Canada by using on-line Skate Canada registration program.
- Makes sure synchro team members (skating synchro only) are registered on-line
- Ensures registration forms are completed correctly
- Is available to provide information and answer questions by phone or e-mail. Ensure all contact info stored at the rec centre is correct
- Informs executive of available days and sessions to accept on-going registration.
- Registers Skate Canada judges and accountants as officials.
- Makes all arrangements for registration days on dates and location designated by Executive.
- Attends monthly executive meetings.
- Attends scheduling meeting.
- Supplies receipts to all parents/skaters on initial registration as well as throughout the year upon request.
- Assembles Registration packages. Arranges schedule of volunteers to help out with registration at beginning of the season.
- Updates executive on registration numbers.
- Arranges for registration for Spring School.
- Collects and organizes all monies from registration and turn over to Treasurer.

Music

- Attends regular executive meetings.
- Coordinates with the Director of Skating about required music for various skating sessions.
- Compile a music player's binder for each session to be kept with the music equipment. Binders should contain club skating schedule, skater tracking sheet and music player schedule (with names, phone numbers & alternates and distribute a copy to each music player).
- Enlists and trains music players.
- Makes sure equipment is maintained.
- Checks with test chair and competition chair for upcoming test and competitions, coordinates with the head coach to see if there should be any music playing changes or if clear ice is required for any solos or dances.
- Checks regularly with head coach to see if they are satisfied with the music being played during the various sessions.
- Checks with music players to see if they have any concerns.

Test Chair

- Obtains the names of skaters to be tested from coaches (approximately four test days a year) in writing.
- Submits the number and types of tests to the Regional test chair by e-mail.
- Obtains in writing the final scratch test list from the coaches.
- Submits that list to the Regional test chair.
- Meets with the other test chairs to determine the order of skate (all summary and test sheets must be filled out and brought to this meeting).
- Hands out the individual skater's test envelopes and collect the monies.
- Returns the money to the Juan de Fuca accountant along with an accounting record.
- Posts the test schedule on the bulletin board.
- Gives a copy of test schedule to each coach and skater.
- Arrange for volunteers to help on hosted test days (such as music players, etc.).
- Bills the other clubs using JDF ice time.
- Fills out Judge's Bureau forms and sends with the monies owing for the tests.
- Fill out Skate Canada forms and sends with the monies owing for the tests.
- Records test results in the Skater's Record book.
- Hands out test cards when received from Skate Canada.
- Organizes the revised Skate Canada Rule book.
- Signs permission to skate for competitions and spring/summer schools.
- Fills out a Milestone sheet to be submitted to Thin Ice.
- Arranges "on call" tests if requested.
- Attends three Regional Meetings per year.
- Attends monthly Executive Meetings.
- Prepares an end of year report for the Executive.

Competition Chair

- Makes sure coaches are aware of registration deadlines for competitions.
- Calls the test chairperson and to go over the applications to ensure test levels passed are correct and follows up on any inaccurate information.
- Acts as liaison for parents with questions about competitions.
- Takes the lead on finding Hotel reduce rates and block booking for skaters.
- Takes the leads on any competitions hosted by the club.

Synchro Coordinator

- Attends Club executive meetings.
- Communicates information resulting from the executive meetings to the team managers and coaches.
- Provides important information regarding competitions and other relevant material to the team managers and coaches.
- Is available for questions and feedback from all those involved in the synchronized skating program (i.e. skaters, managers, parents).
- Facilitates communication between parent, skaters, coaches, managers and club executive.
- Supports club executive, team managers, skaters and parents.
- Helps with team fundraising events.
- Attends synchronized skating team meetings, as required.
- Addresses problems with coaches, skaters, managers and parents as they arise, and if necessary bring issues forward to the club executive.
- Provides synchronized skating information and results of competitions to club publicity representative for publishing in newsletters, newspapers etc.
- Prepares posters and communications to help managers acquire skaters for teams at beginning of the season which may involve contacting other club presidents if asking for skaters outside the club for possible participation on our teams.

Ways & Means

- Oversees all fundraising endeavours, makes recommendations to the VP on which fundraising activities should be pursued.
- Oversees the Hock Shop – ensuring there is someone running it on dates/session set out by the executive.
- Researches and presents new fundraising ideas - making sure not to infringe on synchro team fundraisers (and vice versa).
- Attends monthly executive meetings.

CanSkate Coordinator

- Writes out award chits for badges as directed by a coach.
- Soothes injured skaters, tie laces and adjust helmets.
- Updates records after each session and make sure the pencils in each binder are there and sharp.
- Assists the coaches with the program assistant training (make up signs, etc.).
- Takes the program assistants' attendance.
- Takes training aids and signs out to ice level prior to the start of the session.
- Buys treats for the special occasions throughout the year for the CanSkaters, Juniors, and the program assistants.
- Purchases supplies as necessary such as markers and stickers and other training aids.
- Answers parental questions and concerns or direct them to the CanSkate coach.
- Attends monthly executive meetings.
- Keeps an eye on the session to insure that everything is going as smoothly as possible.
- Reports to the CanSkate coach.
- Recruits new program assistants.

Publicity

- Arranges (in conjunction with the Director of Skating) all advertising of registration with newspapers (Gazette, Coffee News), Shaw Cable and the arena sign.
- Sends test result to Thin Ice and Gold Feet awards.
- Sends results of competitions to the Gazette and Times Colonist.
- Keeps current information on the bulletin board. Use pictures, etc. in the glassed-in section. Takes photos of different events, volunteers and sessions for publication in the arena and on the web.
- Attends executive meetings once a month with updated information ready to present.
- Arranges for newspaper articles of special events or special accomplishments by members.