

President

- Responsible for overall Club operations.
- Must be familiar with Section and Skate Canada rules for conducting a proper meeting
- Must be familiar with Skate Canada Rule Book and Club Constitution & Bylaws
- familiar with all club programs
- Act as liaison between Coaches, Club, Skate Canada and other external organizations
- Develop and finalize ice schedule with Coach Rep
- Attend arena user group meetings
- Schedule and book ice times
- Be available to be a member of, or advisor to, all Board members and Club Committees
- Set meeting dates, agendas and chair meetings
- Sign all legal documents on behalf of the Club
- Manage main Club email account
- Chair Hiring/Negotiating Committee and ensure that Skate Canada memberships are up-to-date and paid and that certification is current and copy on file with Club
- Ensure all board members and coaches have up to date Vulnerable Sector checks on file
- Responsible for sending out Letters of Intent to coaches and to ensure written contract is in place for each coach, including maintaining all coach qualification documents

Vice President

- Substitute as Chair in absence of President
- Assist in preparing coach contracts
- Train for the position of President

Past President

- Assist the Board in maintaining continuity in Club operations
- Act as an advisor
- Co-Chair Nominating Committee and/or Constitutional changes
- In the event of a vacant position, the past president can assist other board members in fulfilling the duties of that position
- Assist in training board members in new positions

Treasurer

- Responsible for ensuring accurate bookkeeping
- Report to Board on Monthly basis, the financial position of the Club
- Act as Signing authority for the Club for all legal documents and financial business
- Prepare budget for approval by the Board of Directors (based on prior year income & expenses)
- Pay all expenses under advisement of the Board
- Prepare year-end financial statements and deliver them to the appointed Reviewer/Auditor
- Ensure deposit and accurate recording of all deposits
- Responsible for retrieving mail from arena and post office
- Manage treasurer email account

Secretary

- Keep accurate minutes of all Board meetings, distribute to board within one week of meeting
- Issue all notices for Board, General or Annual meetings
- Book venue for monthly meetings

Registration Chair

- Work with the Treasurer and Uplifter program
- Create and maintain programs in Uplifter for each season
- Ensure skaters and Board members are registered with Skate Canada
- Manage Registration email account

Fundraising/Casino Chair

- Coordinate fundraising efforts - annual and casino
- Pull permits and file reports for fundraising projects with AGLC
- Submit financial information to Treasurer
- Ensure all money raised from each activity is forwarded to Treasurer

Assessment Coordinator

- Set test day dates for year
- Contact evaluator and other clubs as necessary
- Contact coaches for skater test submission
- Set ice schedule for tests
- Produce assessment sheets for skaters, collect fees
- Forward fees to Treasurer for deposit; and arrange for cheque payable to Skate Canada
- Forward cheque for assessment fees along with summary sheets to Skate Canada; ensure evaluator receives appropriate mileage at the end of assessment session
- Maintain current and accurate club records of all assessments, both for the Club members and out-of-club members who test at the Club
- Assist judge on assessment day, arrange for food and change room for evaluator

Publicity Chair

- Contact media for special Club events
- Responsible for postings social media and web page
- Prepare/submit ads for newspaper
- Create flyers for registration and other events
- Maintain bulletin board at arena

STARSkate Chair

- Manage communication to STARSkate families through Uplifter

CanSkate Chair

- Update badges and ribbons inventory
- Ensure all supplies for the CanSkate/PreCanSkate Session are well stocked (e.g. pencils, incentive stickers, etc.)
- Stock supply of badges
- Coordinate with coaches for 'special day' events
- Point of contact for any CanSkate/PreCanSkate/PreSTAR concerns
- Communicate with CanSkate et al families throughout season
- Manage CanSkate email account

Coach Representative

- Chosen by all club coaches to be a voting member of the Board of Directors
- Act as liaison between Coaches and Board
- ***With consultation from the Board, ensure appropriate coaching staff is under contract***
- In the absence of the coach rep., bring any information or concerns from coaches to the monthly meeting
- Ensure all coaches are registered with Skate Canada and that qualifications are up-to-date.
- Work with President regarding season scheduling.