**Board of Directors**

**Job Descriptions**

*These job descriptions are to help parents choose volunteer position in the TSC that they are capable of handling*.  *Please let a current Board member know if you are interested in volunteering your time as an elected Director, Director at Large or a volunteer Chairperson.  Some positions can be done 'volunteer' which means you do not have to be an elected member and vote with the Board.*

**Elected DIRCTORS:**

President

Vice President

Past President

Coaches Representative (appointed)

Secretary

Treasurer

**Elected DIRECTORS AT LARGE (3 max) & others will be non-voting Chairpersons::**

Registration

Ice

Publicity

Coach / Skater Liaison

Test-Assesment

Competition

Can Skate & Program Assistant

Equipment

Fundraising

Sponsorship

Hospitality

Synchronized Skating

Ice Show

**All Board members (Elected and Non-Elected) are representatives of the TSC and therefore shall:**

Be responsible to implement and enforce all bylaws, constitutions and policies of the Terrace Skating Club (TSC), Cariboo North Central Region (CNCR), British Columbia / Yukon (BC/YK) Section and Skate Canada.

Be aware of, understand, accept and uphold the following:

* Club Code of Ethics
* Coaches Code of Ethics
* Skate Canada Rule Book

Carry out duties as delegated in a responsible and timely manner.

Be aware of other Board Member's and volunteer’s duties.

Be aware of professional coach’s contractual list of duties / responsibilities.

Attend TSC Board meetings regularly and advise the President or Secretary when you must be absent. All Board and volunteer Chairpersons should prepare a written update for monthly Board meetings and for the Annual General Meeting. Please email the written report to the Secretary in advance of the meetings.

Note that the Hiring Committee consists of no less than three elected Board members (you can request assistance from your bookkeeper). The President, Vice President, Treasurer and Coach Liaison will make up the hiring committee. Time to time some of these positions cannot be a part of the hiring committee due to conflict of interest; during these times another elected board member shall step in.

**PRESIDENT**

**an elected Director on the Board shall:**

**Duties per By-Law 8.4**

The President will supervise the other officers in the execution of their duties and will preside at all meetings of the Club and of the Board. The President is ex officio a member of all committees, save for the nominations committee, if any.

**Additional duties per TSC:**

* Be the club's official spokesperson but may delegate this responsibility.
* Manage the TSCs business with assistance of the Board and shall execute and administer the applicable policies and by-laws.
* Ensure the Directors and Chairpersons and their committee's duties are performed in accordance with the constitution and bylaws and the club polices.
* Ensure Publicity Chair has posted all TSC Board meeting dates on the club website.
* Make sure rooms are booked for the TSC Board meetings.
* Work with the Secretary to prepare an agenda prior to the monthly Board and Annual General Meetings and distribute in a timely manner.
* Chair monthly meetings in a productive, orderly manner.
* Cast the deciding vote on all motions that have reached a stalemate at Board and General meetings.
* Be a signatory.
* Respond to club email concerns the Registrar is not able to answer.
* Act as, or delegate, liaison between the club and Skate Canada and CNCR including but not limited to: Represent the club at applicable meetings, Present resolutions and/or report to Skate Canada, Report to the Board notices from Skate Canada.
* Keep informed of all club activities.
* Work closely with the Treasurer & Vice President (& hired Book keeper) to ensure finances and budgets of the club are kept in proper

order.

* Email all current coaching staff by December 31st of current season to ask for a letter of intent for the following season.
* Hold a seat on the Hiring Committee (including preparation of coach’s contracts).
* Delegate duties to other Board members & Chairpersons as deemed necessary.
* Along with the Vice –President: Recruit new Board members when a full Board is not complete.
* Along with the Vice-President: Ensure there are 2 designated Board members and 2 designated non-Board members (for a total of 4 people) to be the nominating committee in advance of the AGM Elections.
* Prepare a written report summarizing the club's overall organizational performance and program results for the Annual General Meeting.

**VICE-PRESIDENT**

**is an elected Director on the Board shall:**

**Duties per By-Law 8.5**

The vice-president will assist the President in the performance of his or her duties and will, in the absence or inability of the President, carry out those duties. The vice-president will perform such other duties as may be assigned by the Board.

**Additional duties per the TSC:**

* Assist the president with all aspects of running the club.
* Take the lead on any duties assigned by the President.
* Keep informed of all club activities.
* Chair meetings when the President is unable.
* Be a signatory.
* Assume all duties and have the same authority as the President in his/her absence.
* Be the lead in reviewing the TSC constitution and by-laws, Board job descriptions and policies on an annual basis and make recommendations to the Board. Must be aware of timeline requirements for policy amendments. Make sure the updates to all of these items are updated on the TSC website.  Make sure all needed updates are sent to CNCR, BC/YK Section or Skate Canada as needed.
* Maintain insurance policies on equipment and properties associate with the club.
* Along with the President: Recruit new Board members when a full Board is not complete.
* Along with the President: Ensure there are 2 designated Board members and 2 designated non-Board members (for a total of 4 people) to be the nominating committee in advance of the AGM Elections.
* Hold a seat on the hiring committee (including preparing coaches’ contracts).
* Make all and any volunteer schedules. This includes but is not limited to music players and parent assistants / screeners. Assist the other Board member by finding volunteers for competitions, test/assessment days, ice shows & concerts or simulations, and end of year banquet.
* Advise all skaters of the rules associated with buying on (making sure they are posted on the TSC website).
* Monitor to be sure the music policy is being followed. Deal with any complaints, discussions and suggestions regarding music.
* Assist other Board members when needed with large events.
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting.

**PAST PRESIDENT**

**an automatic Director on the Board shall:**

**Duties per By-Law 8.6**

The past-president will assist the president in the performance of his or her duties and will, in the absence of the President and vice-president, perform those duties. The past-president will also perform such additional duties as may be assigned by the President or determined by Board Resolution.

**COACHES REPRESENTAIVE**

**is an appointed Coach (Director of Skating) on the Board shall:**

**Duties per By-Law 8.7**

The Person appointed as coaches representative in accordance with section 6.17 will have the following duties and responsibilities:

(a) acting as liaison between the Board and the coaches of the Club;

(b) facilitating and promulgating the policies, procedures, initiatives, and directives of the Section and the Board among the coaches; and

(c) providing such reports as may be requested by the Board.

**Additional duties per TSC:**

As negotiated.

**SECRETARY**

**is an elected Director on the Board shall:**

**Duties per By-Law 8.8**

The secretary will be responsible for making the necessary arrangements for:

(a) the issuance of notices of meetings of the Club and the Board;

(b) the keeping of minutes of all meetings of the Club and the Board;

(c) the custody of all records and documents of the Club, except those required to be kept by the treasurer;

(d) the maintenance of the register of Members; and

(e) the conduct of the correspondence of the Club.

**Additional duties per TSC:**

* Keep minutes for all Board and Annual General Meeting or as required.
* Provide a copy of these minutes to all Board members and coaches by the next Board meeting and will provide a copy for the club files. A copy of the In-Camera minutes shall be distributed to all Board members as well as filed confidentially.
* Pick up and distribute the mail to appropriate members (weekly).
* Document incoming mail and provide an itemized list to the Board at the monthly meetings. Copy to file.
* Deal with all correspondence subject to the approval of the President or his/her delegate.
* Issue all notices for Board and general meetings.
* Is responsible to submit to Skate Canada, BC/YK Section and Registrar of Companies all reports as required.
* Keep inventory of all club office supplies and reorder and purchase as necessary.
* Create invite to e-mail, post mail or hand deliver to all TSC members to invite them to the Annual General Meet (AGM) and end of year Banquet.  Also email all members this information.
	+ Include in invite what food each group of skaters is to bring to the banquet. Work with Hospitality Chair on these plans.
	+ Assist Hospitality Chair to set up / clean up for the end of year banquet.
	+ \*See more in depth list of duties regarding the AGM & Banquet.
	+ Prepare a report for the monthly Board meetings as needed.
	+ Prepare a written report for the Annual General Meeting as needed.

**As per By-Law 8.11 Combination of Offices of Secretary and Treasurer**

The offices of secretary and treasurer may be held by one Person who will be known as the secretary-treasurer.

**TREASURER**

**is an elected Director on the Board shall:**

**Duties per By-Law 8.9**

The treasurer will be responsible for making the necessary arrangements for:

(a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Society Act* and the *Income Tax Act*; and

(b) the rendering of financial statements to the Directors, Members and others, when required.

**Additional duties per TSC:**

* Familiarize themselves and be responsible for (along with assistance from the Bookkeeper if applicable):
	+ budget preparation
	+ budget management
	+ keeping the books
	+ prepare monthly and annual financial statements
	+ files (2 years with current Treasurer & other 7 years previous in club cage blue file cabinet)
	+ shredding out of date files.
	+ Be liaison to a hired/volunteer bookkeeper.
	+ Be a signatory.
	+ Pay all expenses in a timely manner upon receiving original receipt or invoice. (Note: any expense over $200.00 requires prior Board approval.)
	+ Be responsible for issuing all skating club credits (if necessary).
	+ Deposit club funds in the bank in a time manner.
	+ Be responsible for issuing a receipt for all transactions.
	+ Be responsible for payroll and all rate adjustments for extra work or contract addendums.
	+ Will work closely with the Board on all financial matters.
	+ Pay SOCAN music fee after each ice show.
	+ Work with Directors (Equipment & Registrar) for tracking, selling, distribution of club warm up jacket and club winter coats.
	+ Billing current and overdue accounts.
	+ Order ROE forms. Prepare ROE (record of employment) for all contracted coaches.
	+ Be responsible for all financial statements and applications involving BC Gaming funds (with assistance from the Bookkeeper).
	+ Prepare a report for the monthly Board meetings (with current information and financials from the Bookkeeper) as needed.
	+ Prepare a written report for the Annual General Meeting and email it to the Secretary in advance of the meeting.
	+ Train replacement when vacating the position.

**As per By-Law 8.11 Combination of Offices of Secretary and Treasurer**

The offices of secretary and treasurer may be held by one Person who will be known as the secretary-treasurer.

**REGISTRATION**

 **(MUST be) an elected TSC Director at Large who sits on the Board shall:**

* Be the lead person to check / respond to club email.
* Coordinate Club registrations in accordance with club and Skate Canada policies and by-laws.
* Ensure that the Club and its' members are registered with and according to Skate Canada regulations and deadlines.
* Ensure to register officials (judges, CNCR board members etc) that have requested registration with our club.
* Ensure all Competitive skaters are registered prior to early registration date.
* Handle all of the administration, tracking & collection of funds of Buy-Ons for extra ice (and communicate these with Director of skating).
* Arrange and confirm date, time and location for registrations and notify Public Relations Chair for advertising purposes when necessary, including Clubs Day at the mall, Come Skate with Us, and the initial registration in conjunction with other ice users and any other registration days requested by the Board or deemed necessary by the Registrar.
* Attend all registration dates for the TSC. Be available for the first 2 week of each Can Skate set, Clubs Day, Come Skate With Us days.
* Ensure registration forms are prepared and printed. Email a copy to the Publicity Chair to include the form on the TSC website so viewers can see our prices OR
* Ensure registration information is given to the Publicity Chair to post on the TSC Website.
* Work with Publicity Chair to make sure the registration information on the TSC Website is correct and functioning.
* Proofread registration forms or website for inconsistencies and take action to correct.
* Recruit and train (non-Board member) volunteers to assist with registration days.
* Be accountable for balancing registration funds and prepared the deposit for the treasurer.
* Issue receipts for all monies collected.
* Update a list of members on a weekly basis as needed and print a file copy for the club office so the coaches have access.
* Notify all relevant parties (i.e.: coaches, treasurer, fundraising chair) of new members registered in programs in progress.
* Complete and submit membership insurance by required dates.
* Print off the insurance form from the Skate Canada website (for arena insurance), complete the form, fax/email a copy to the noted party. When the noted party returns the confirmation of insurance: fax/email/had deliver a copy to the City of Terrace Leisure Services. Print a copy for your files. Print a copy for the President.
* Liaise with Board on any concerns and recommendations regarding registration issues.
* Be aware of maximum/minimum registrants allowed for each program and have the authority to regulate (obtain information from coaches).
* Distribute Skate Canada membership cards. They may require to be printed, also.
* Be on next season's planning committee.
* Train replacement when vacating position.
* Work closely with the Coaches and Ice Chair in preseason planning.
* Deal with refunds. Bring the issue to the Board for decision, and then administer the refund as is decided or written letter of why the Board is not refunding the money.
* Work with Directors (Treasurer & Equipment) for tracking, selling, distribution of club warm up jacket and club winter coats.
* Have all skaters and parents (Pre-Junior, Junior, Intermediate & Senior levels) sign the TSC Code of Conduct.
* Prepare a report for the monthly Board meetings (with current registration) as needed.
* Prepare a written report for the Annual General Meeting and email it in advance.

**ICE**

 **(should be) an elected TSC Director at Large (or the Director of Skating) who sits on the Board shall:**

* Formulate ice and schedule needs of the TSC.
* Attend all ice users meetings with the City of Terrace to negotiate for the club's best interests and report to and seek approval from the Board (after consulting the coaches) for all new and revised ice schedules.
* Effectively handle all ice scheduling changes and communicate to all necessary parties in a timely manner.
* Book TSC regular season ice, off season ice, holiday ice, special event ice. Obtain an electronic and/or paper copy of the contract from the City of Terrace. Send a copy to the President and print a copy for the Club office so coaches have access to the info.
* Book meeting rooms, fitness rooms etc. as needed (held in the Terrace Sportsplex).
* Book room / hall / space for TSC AGM / Awards banquet IF held at the Terrace Sportsplex. Notify Secretary & Hospitality Chair.
* Prepare ice-scheduling communications as follows:
	+ Ice schedule printed to post on the bulletin board (in colour).
	+ Electronic version of schedule sent to Publicity Chair to add to TSC website.
	+ Ice schedule printed to post in club office (in colour).
	+ Ice schedule printed for all coaches (in colour).
	+ Ice schedule may be printed in black & white for all Pre-Junior, Junior, Intermediate and Senior skaters.

* Post all ice change notices on club bulletin board, in arena lobby bulletin board. Post a copy in the club office. Send an email to all Coaches, Board members and affected club members.
* Work closely with the Registrar in preseason planning.
* Be on next season's planning committee.
* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting and email it in advance to the secretary.

**PUBLICITY**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson or a hired Coach), shall:**

* Annually update the Terrace Skating Club Handbook (with input from the coaches), print and prepare. Update the Handbook on the TSC website so members can print it off themselves.
* Update the TSC Info pamphlet. Make multiple copies for the Registrar prior to each registration date. Make a copy for club bulletin board and multiple copies for the City of Terrace.
* Ensure that all club news and promotions are communicated to the public and members using the following medians as applicable:

                                TSC Website

                                TSC Arena Lobby Bulletin Board

                                Local newspaper

                                Radio

                                Television

                                Thin Ice Publications

* Maintain regular contact with news media in order to ensure maximum publicity for the club. Keep a current list of all media contacts and update as necessary.
* Thank all media (written card or written email) for their coverage at the end of our skating season or on an ongoing basis through the year.
* Send local news articles to the BC/YK Section office for their files.
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting and email to the Secretary prior to the meeting.

Update the TSC website: Registration dates, schedules, Come Skate With Us dates and information, Ice show dates and information, Competitions / Test day dates and information, Board contacts, Coach info. TSC Directors will need to forward needed info to the Publicity Chair.

August:

Radio news ads about registration dates & start of Can Skate.

Paid Newspaper ad about registration dates & start of Can Skate.

Free TV Northwest planner ads.

Need to be on radio / in paper 2 weeks prior.

December:

Radio news ads about registration dates & start of Can Skate

Paid Newspaper ad about registration dates & start of Can Skate.

Free TV Northwest planner ads.

Need to be on radio / in paper 2 weeks prior.

If TSC requires ads for a new Professional Coach:

Ad in local paper.

Ad in surrounding community’s papers.

Ad on TSC Website, CNCR Website, BC/YK website, Skate Canada Website.

**COACH LIAISON (& SKATER LIAISON)**

**The Coach Liaison (should be) an elected TSC Director at Large who sits on the Board and holds another position shall:**

* Be responsible for all coaching staff and TSC Board relations.
* Handle all staff concerns, questions and/or conflicts relating to coaching duties, interpersonal relationships and for policy issues.
* Maintain thorough and accurate records/documentation of all coach incidences / complaints on anything that the coach liaison deems necessary.
* Take seriously any items raised by a coach as a potential issue.
* Work to encourage club coaches to handle relationships and situations in a harmonious manner.
* At all times, treat coach matters as confidential, but must report to the Board when meetings have occurred.
* Report to the Board that he/she is not able to handle alone, need Board intervention and resolution or feel the Board should have knowledge of.
* Be available and approachable to the best of their abilities.
* Work cooperatively and communicate regularly on staff updates.
* Maintain personnel file including but not limited to the following:
	+ ~ Contract
	+ ~ Evaluation
	+ ~ Letters of discipline
	+ ~ Letters of accommodation
	+ ~ Letters of complaint
	+ ~ Documentation re: N.C.C.P. Coaching documentation, First Aid Certification, Criminal Records Check
	+ ~ Ongoing notes to file

* Hold a seat on the Hiring Committee (including preparation of coach’s contracts).
* Post all coaches lit of duties / responsibilities in the Club cage so all Board members and coaches are clear of expectations.
* Email Coaches prior to December 1st of the current skating season to request their ‘letters of intent’ for the next skating season. Letters should be expected by December 15th.
* Meet with coaches, if needed, to discuss their letters of intent. Bring to the Hiring committee.
* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting and email to Secretary in advance of meeting.

**SKATER LIAISON & (COACH LIAISON)**

**Skater Liaison shall:**

* Be responsible for all skater relations between coaches, executive and other skaters.
* Handle skater concerns, questions and/or conflicts relating to skater obligations, interpersonal relationships and regarding policy issues.
* Maintain records/documentation of all skater contacts on the items the skater liaison deems necessary.
* Take seriously any items raised by a skater as a potential issue.
* Work to encourage all skaters to handle relationships and situations in a harmonious manner with tools that will assist them in similar situations in the future.
* At all times, treat skater matters as confidential.
* Report to the board the situations that he/she is not able to handle alone, need Board intervention and resolution or feel the Board should have knowledge of.
* Deal with behavioural problems requiring discipline according to our discipline policies.
* From time to time, organize workshops and sessions that will benefit club skaters (i.e. nutrition, drug and alcohol awareness).
* Make themselves available and approachable to the best of their abilities.
* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting.

**TEST**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

**When another Club is hosting the test day:**

* See CNCR Test Chair manual at skatecncr.com.
* Be TSCs contact for Test day questions or concerns.
* Print test forms (for TSC skaters only) for the coaches and distribute.
* Distribute test fee charges to TSC members and collect fees. Make sure neighboring club is paid by the TSC Treasurer.
* Produce a letter acknowledging that a skater is in good standing wit out club for any out of province or out of town test days, as requested.

**When TSC Organizes a local test days:**

* See CNCR Test Chair manual at skatecncr.com.
* Email information to all needed clubs following the timeline in the CNCR Test Chair Manual.
* Request ice time & room bookings with Ice Chair.
* Arranging judges according to test day needs and levels (including booking flights).
* Arrange dance partner (including booking flights).
* Request from Hospitably Chair (food room for judges, TSC test chair & all coaches attending).
* Request from Hospitality Chair (to arrange hotels for judges and dance partners as needed).
* Find music players.
* Request for helpers to run paper work back to office on large test days.
* Print test form application (for TSC skaters only) for the coaches and distribute.
* Distribute test fee charges to TSC members as well as other participating clubs.
* Submit correct documents to Skate Canada as needed and in a timely manner. Confirm that all current forms are being used as this could affect the skaters' passing status. The incorrect skills could be evaluated if incorrect forms are in use.
* Check with CNCR Test Chair for any updates or changes to the procedures for test days.
* Arrange dance partner schedule (follow the suggested times in the CNCR Test Chair manual).
* Be our club liaison for any other clubs (with test day questions) and keep communications open with all coaches that have skaters involved in test days.
* Collect all applicable test fees and test day expenses and prepare a deposit for the treasurer.
* Report all fees to be paid to Skate Canada and the CNCR Judges Bureau to the Treasurer, along with the appropriate paper work.
* Give the treasurer a report of unpaid test fees and expenses relating to the test day.

**Always**

* Keep current with all Skate Canada test policies. Track and record all TSC skaters test records as per Skate Canada and club policies and procedures. Print a copy for the TSC office bulletin board (for coaches).
* Email the TSC Publicity Chair a list of tests passed so the TSC website can be updated.
* Deal with Discrepancy Reports from Skate Canada and resolve the discrepancy.
* Prepare a list of tests passed during the current season to be posted in the club office, send to Publicity Chair to post on TSC website, print for the end of year banquet.
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting and email in advance to Secretary.

**COMPETITION**

This position must be filled when the TSC is hosting a Competition or Jamboree

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

* Work with the Ice Chair to make sure needed ice is booked.
* Contact the CNCR for any needed information about the competitions.
* Liaise with Board on any concerns and recommendations regarding competition issues.
* Email TSC Coaches and attending Clubs to let them know the competition announcement & registration is posted on the CNCR and BC/YK Section websites.
* Familiarize yourself with the online registration system. Be a contact for TSC parents having problems with registering their skaters.
* Send out registration forms when needed and collect applicable fees and registration forms, proofread for errors and omissions, and prepare deposit for the treasurer. Submit forms and payment.
* Book a block of rooms / accommodations (for out of town skaters) who are coming to Terrace for events.
* Form a competition committee in the event TSC is hosting a competition or jamboree. This committee will organize all aspects of the competition as follows but will ask for assistance from the related chairs:
	+ Competition Chair:
		- Scheduling of competition with assistance from chief judge and CNCR.
		- Judging scheduling along with chief judge.
		- Transportation of judges and officials.
		- Medal ordering.
		- Prepare volunteer schedule and find ice captains, registration table help, music players, runners, fundraising table help, food room help etc.
		- Speak to arena concession about event and healthy choices of food.
		- Competition Chair to liaise with Hospitality Chair:
			* Judges and officials hotels.
			* Blocking rooms for competitors.
			* Preparing TSC families to bring food for judges / official and a food room for coaches.
			* Finding helpers for the Hospitality Chair to run the food rooms.
			* Competition Chair to liaise with President:
				+ Setting up President or Club sponsors to present medals and awards.
				+ Competition Chair to liaise with Ice Chair:

Making sure all ice that is needed has been requested & check contract.

* + - * + Competition Chair to liaise with Registration Chair:

Prepare registration for the competition or jamboree.

Setting up a registration / check in table at competition or jamboree (and collect music).

* + - * + Competition Chair to liaise with Fundraising Chair:

Acquire prizes for basket draws, lottery license for 50/50, lottery licence for raffle tickets, other ideas.

Acquire items for skaters goodie bags.

Acquire sponsorship for the event.

* + - * + Competition Chair to liaise with Publicity Chair:

Update the local newspaper and TV shows of the event information.

Update information on the TSC website and bulletin board.

* + - * + Competition Chair to liaise with Skater Liaison (along with Senior skaters):

Create decorations for the competition / jamboree.

* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting and email it in advance.

**PROGRAM ASSISTANT & CAN SKATE**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

* Liaise with Can skate and Pre-Junior coaches.
* Assist the CS coach with scheduling on a monthly basis the number of P.A.s required.
* Help CS coaches recruit P.A.’s.
* Provide schedules to all P.A.s and coaches.
* Assist CS Coach to arrange to have replacement P .A.s as required.
* Review P.A.'s attendance on a monthly basis (tracked by CS Coach). Contact P.A.’s who have missed multiple sessions to encourage their attendance.
* Work with Ice Chair and Can Skate Coaches to book meeting rooms for P .A. meeting sessions and arrange for lunches and snacks if required.
* Provide recommendations to Hiring Committee for preseason planning about P.A. credits.
* Attend (and assist Registrar) at all Registration days, Come Skate With Us, Clubs Day etc.
* Watch CS as much as possible to get a ‘parents perspective’ of the program. Report back to the CS Coach and the Board.
* Be available during Can Skate sessions in the first 2 weeks of each set.
* Be at the arena one CS session per week to answer questions, hand out items etc.
* Perform P.A. evaluations with CS Coach, and present to the P.A.'s individually to discuss the outcomes.
* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting.

**EQUIPMENT**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

• Handle repairs, maintenance and all aspects of the following club equipment as the need arises:

* On Ice Harness
* Off Ice Harness
* Curtain *~~(this is the only item the TSC rents out)~~*
* Podium
* iPod(s)
* Stereo – (plays CD / iPod)
* Stereo wireless system (for iPod)
* Video Camera
* Headsets (4 old) (8 new)
* Radios (4)
* Wireless headset microphone (1)
* Microphones (2)
* Coach Laptop-Toshiba Satellite, Treasurer Laptop, Registrar Laptop Apple
* Printer/copier
* Synchronized skating dresses / club dresses
* Costumes / hats
* Ice Show coloured lighting
* Ice Show spotlights (2)
* Hospitality items

And any other items of equipment that may be purchased by the Terrace Skating Club.

Create an updated list (yearly) for insurance purposes and give the Club President:

* storage room (go through Rubbermaid’s).
* 3 wardrobes
* club cage
* trophy case
* harness
* Work with Directors (Treasurer & Registrar) for tracking, selling, distribution of club warm up jacket and club winter coats.

**Lost & Found:** email all Pre-Junior to Senior figure skaters to remind them to check the TSC lost and found (just outside the club cage), then take (donate) all remaining items to the second-hand store. Do this in December and in April each year.

* Ensure all club dresses that were used are dry cleaned once per year. Those dresses not used each year can be cleaned ever few years.
* Ensure all Program Assistant jackets are washed every 3-4 weeks during Can Skate months. You can ask another parent to take on this taks.
* Ensure inspection of the harness is being done by the City of Terrace with their annual inspection as of 2013. Please check with COT yearly to ensure it has been inspected.
* Handle curtain rentals: both inquiries and actual and Ice Show curtain cleaning and fireproofing as necessary. Get board approval and a written contract between the renter and the club.
* Handle requests to borrow TSC curtain. Get board approval and a written contract between the borrower and the club.
* Shop for, price out and purchase new equipment as requested/approved by the Board.
* Return old electronics to the appropriate return centers. Make sure all laptops are cleared of information.
* Schedule video players for competitions, test days or pop concerts as requested by the coaches.
* Clean the TSC trophy case (in Hidber arena lobby) twice per season (August and December).
* Clean the TSC display case (top of Main arena seating) twice per season (August and December).
* Purchase supplies necessary in the use of the club equipment (i.e.: batteries, cords).
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting and email to the Secretary prior to the meeting.

**FUNDRAISING**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

* Organize all aspects of fundraising events.
* Find a Co-Chair to assist you if wanted. (a non-Board member).
* Choose fundraising items to sell or activities to participate in, prepare a plan and present to the Board at planning meeting for approval.
* Send the Publicity Chair the current fundraising information to post on the website.
* Attend TSC Registration days (Club’s Day, first days of Can Skate and Come Skate With Us) to enforce the Fundraising Policy.
* Order and distribute sale items as needed.
* Prepare all related memos. Send Publicity Chair info needed for the TSC website.
* Collect funds from skaters and prepare deposit for treasurer.
* Keep track of the amounts skaters raised.
* End of each set either return (and track) parent’s cheques or deposit them (depending if they met their fundraising requirement).
* Liaise with Sponsorship Chair as needed.
* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting and email to the Secretary in advance of the meeting.

* **Fundraising Chair MUST** send in 1) Gaming Summary and 2) Gaming Application by May 1st.  Prepare it right after the TSC AGM.  The President must sign off on it.  Gaming is due at the end of May, but sending it in at the start of the month, you will have time to make corrections if BC Gaming contacts you with questions.
* **ALL fundraising documents** MUST be kept for seven (7) years.  Do not throw anything out or this could jeopardise the TSC’s future gaming funds.
* Fundraising Chair must go to the on-line BC Gaming web site to read the regulations and updates.  There is a check list normally near the last page of this site which is helpful.

Fundraising ideas may change annually. Here are some ideas that have been used recently:

* Purdy’s chocolates in prior to Christmas (in October).
* Raffle cash draw in November - December. Book space at mall to sell extra tickets.
* Raffle cash draw in January – February.
* You will need to apply for lottery licences for all raffle tickets, 50/50 draws and raffle baskets.
* We also hold off-season non mandatory bottle drives.

*For Example:*  2013-2014 Season Fundraising mandatory amounts:

* Pre-Power & Can Power & Adults do not fundraise but are charged more per session.
* Tot Skate & Can Skate must fundraise or pay $50 per set (2 sets).
* Pre-Junior, Junior, Intermediate, Senior skaters must fundraise or pay $250 per set (2 sets).
* Skaters who only purchase buy on ice (not a program) are not required to fundraise however we do ask them to participate.
* *Please see the current Fundraising Policy for up to date requirements.*

**SPONSORSHIP**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

* Organize all aspects of sponsorship and donations (find sponsors, track amounts etc).
* Any changes to sponsorship amount levels must be presented to the TSC Board for approval.
* Create / print / hang an updated sponsorship list on the TSC lobby bulletin board and the TSC trophy case (and sometimes for the Can Skate bulletin board).
* Liaise with Fundraising Chair as needed.
* Find sponsorship for all club special events (competitions, ice shows, concerts, seminars, door prizes, raffle prizes, Program Assistant gifts, Volunteer Assistant gifts, Volunteer of the Year gift etc). You should find a least 2 helpers for large events (non-Board members).
* Send sponsor logos / business names to the TSC Publicity Chair so they can be added to the club website.
* Check the TSC website to make sure all sponsors are listed.
* Send ‘Thank you’ cards (with TSC logo) during the season to every sponsor.
* With approval of dollar amount, contact the local newspaper to purchase one ‘Thank You’ ad from the TSC listing all sponsors. This is usually done in April of each season. The dollar amount is normally around $200.00 to $300.00.
* Prepare a report for the monthly Executive meetings as needed.
* Prepare a written report for the Annual General Meeting and email to the Secretary in advance of the meeting.

**HOSPITALITY**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

* Plan and organize beverages/meals/snacks for all TSC hosted events requiring hospitality for guests, officials and members. Events such as test days, competitions, jamboree, seminars, end of year banquet.
* Be at the event (or find a replacement for you to be there) all day long.
* Keep inventory of related supplies. (Le.: paper plates, cups, cutlery etc.) and maintain an inventory list.
* Organize set up.
* Organize clean up.
* Phone members for assistance as needed.
* Book hotels for judges, dance partners, seminar moderators etc as needed.
* Arrange transportation or judges, dance partners, moderators as needed.
* Liaise with Secretary about food plans for the end of year banquet.
* Set up for the end of year banquet with assistance from the Secretary.
* \*See more in depth AGM & Banquet Check List
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting and email to the Secretary in advance of the meeting.

Refer to the Hospitality checklist for AGM & Yearend Banquet.

**SYNCHRONIZED SKATING**

 **(normally a volunteer Chairperson) shall:**

• Manage and coordinate all aspects of the Synchronized Skating Team, including but not limited to the following:

* Costumes (ordering, repairing, organizing dresses, tights and hair dressings.)
* Make-up/hair products
* Travel. Accommodation and meal arrangements
* Work closely with the Synchronized Skating coach/es on all aspects of the teams' management.
* Act as change room leader and chaperone while at competitions.
* Take synchronized skating dresses home to wash (on delicate & hang to dry).
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting and email it to the Secretary in advance.

**ICE SHOW**

 **(can be an elected TSC Director at Large on the Board or a Volunteer Chairperson) shall:**

* Work with the Ice Show Director (Coach) in most aspects of the show.
* In charge of tracking the budget with assistance from the Treasurer and Ice Show Director.
* Takes on the role of Wardrobe Master who is in charge of working with the Ice Show Director on costume ideas and ordering. Also in charge or disbursing costumes to skaters.
* Work with Ice Chairperson to make sure the appropriate ice / change rooms are booked for the dress rehearsal and Ice Show.
* Work with the City of Terrace on any needed items such as organizing the ‘floods’ before and during the ice show – reminding them that we need experience staff cleaning the ice.
* Organize the Guest Skater (budget, contract, travel plans, travel arrangements {flights, hotel, food, rides}, hospitality and ice times etc).
* Find volunteers to take on committee lead roles and other jobs for the show such as:
* Decorating Lead (make / purchase decorations).
* Lighting Director (book lighting, organize club lights, get volunteers to run spot lights, dimmers etc).
* Tickets (create, produce, organize handing out and selling).
* Set up Crew.
* Take down Crew.
* Photography for show (pictures for the show program and possibly to sell to skaters).
* Show Program (if the Ice Show Director or another coach is not creating this, you must find a volunteer to do so).
* Ice Captain
* Den Parents (multiple)
* Announcer /MC
* Music Player
* Lobby tickets taker at the door / Program sellers
* Raffle table volunteers
* Video of show – can be done by a parent volunteer or professional
* Presentations – at the end of the show and to draw raffle tickets
* Hospitality for the guest skater
* Volunteer to sing O Canada
* Work with other TSC Board members who are responsible for their area such as:
* Sponsorship Chair (program sponsors, raffle basket sponsored items, door prize items etc).
* Registration Chair (to incorporate the Ice Show fee into regular registration).
* Fundraising Chair (pre show raffle, 50/50 etc).
* Publicity Chair (radio, tv, newspaper, posters etc.).
* Treasurer (budget).
* Prepare a report for the monthly Board meetings as needed.
* Prepare a written report for the Annual General Meeting and email it to the Secretary in advance

Refer to the TSC Ice Show Handbook for basic information (found under 'Parents Information' Tab).

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Other Volunteer Jobs for skating parents not holding an Director or Chairperson position:

1. Play music at Pop concerts
2. Video (with club iPad at rink side) Pop Concerts, ice show.
3. Wash Program Assistant hoodies every 3-4 weeks.
4. Make healthy cleaning spray for yoga matts and clean matts monthly.
5. Assist with Hospitality for seminars, test days, competitions, Year end banquet.
6. Assist at TSC hosted competitions and jamborees as Ice Captains.
7. Play music on scheduled Pre-Junior / Junior session and scheduled Intermediate / Senior sessions.
8. Play music on Synchro ice time especially once start practicing for Ice Show.
9. Video the Ice Show with Club IPad.
10. Play music for Ice Show.
11. Run the on ice lighting during Ice Show. Be part of set up so you can practice.
12. Run the spotlight during Ice Show. Be part of set up so you can practice.
13. Take tickets at the door or ice show.
14. Sell show programs before the show.
15. Be a Den Parent during the show.
16. Work in the lobby at the fundraising table before show, during show, during intermission.
17. Take photos of skaters for the program & print to sell.