

# Roles and Responsibilities of Overlander Ski Club Executive

## **Overview of OSC Directors' Roles & Responsibilities**

### **President**

- Will provide direction and purpose to the club through the Executive.
- Will delegate to members of the Executive or 'Members at Large' the duties and responsibilities as necessary for the smooth and efficient administration of the club and its activities.
- Will chair general and executive meetings.
- Will call general and executive meetings.

### **Vice President**

- Will chair general and executive meetings in the absence of the President.
- Will assist other executive members as needed.

### **Past President (not a current OSC Director position)**

- Will advise the President on such matters as and when necessary to provide continuity to the club's affairs.

### **Membership Administrator**

(See detailed job roles and responsibilities attached)

- Will prepare and administer membership lists for the use of the club and the provincial organization.
- Will organize membership sign-up.

### **Secretary**

(See detailed job roles and responsibilities attached)

- Will prepare and keep accurate minutes of executive and general meetings.
- Will file club documents in accordance with the Societies Act.
- Will co-ordinate communication within and without the club.
- Will conduct correspondence of the society.
- Will issue notices of meetings of the society and directors.
- Will keep custody of the records and documents of the society, except those kept by the treasurer.
- Will maintain a register of the members.

### **Treasurer**

- Will coordinate and compile budgets for club.
- Will ensure books accurately reflect the club's financial position.
- Will monitor payments made on various accounts.
- Will prepare financial statements.
- Will keep the financial records, including books of account, necessary to comply with the Society Act.

### **Publicity**

(See detailed job roles and responsibilities attached)

- Will be responsible for the promotion and advertising of the benefits and activities of the club.
- Will prepare information for distribution to members and potential members.
- Will communicate with merchants, companies and other organizations to establish relationships for mutual benefit.
- Will maintain the currency and utility of the club web site with such help as is required.

### **Ways and Means**

- Will seek out ways for fund raising to support club goals.
- Will work with the Provincial Gaming Commission to attract gaming funds.

### **Coaching Development Chair**

- Will recruit and hire the Head of Coaching.
- Will co-ordinate the club's Junior Development Program.
- Will coordinate fund raising for the Junior Development Program and Head Coaching salary.
- Will coordinate all the club's coaching programs.

### **Volunteer Coordinator**

- Will liaise with Membership Administrator to identify volunteers.
- Will liaise with Event coordinators, etc to determine volunteer requirements.
- Will maintain lists of previous volunteers and their positions.
- Will recruit volunteers.

### **Ski League**

- Will co-ordinate and organize the club's Ski League program by planning out the ski season lesson times and placing kids with their respective coaches.
- Will document and post information regarding Ski League on the Web-site and advertising
- Will keep records of Ski League participants and their level of achievement.
- Will order and keep track of Ski League paraphernalia.
- Will communicate with coaches, recruit new coaches as well as organize coaches training, a pre-season meeting, and keep track of coaches' qualifications.
- Will be available to assist coaches throughout the ski season by providing information, answering questions, and helping them to find substitutes when needed.

### **Trails Committee Chair**

- Will be responsible for the day to day operation of the trails.
- Will be responsible for planning, budgeting, and on site promotion (brochures, maps, member & public information)
- Will be responsible for public safety during the trails operating season
- Will be responsible for hiring and supervising trail staff.
- Will be responsible for liaising with Ministry of Forests and other government stakeholders
- Will be responsible for submitting the annual report and operating plan to the Ministry of Tourism, Sport and the Arts

### **Director at Large (3)**

- Will participate as a Director of the OSC
- Will provide leadership or assistance to OSC activities and programs as needed

### **Executive (non Director) Positions**

#### **Social Coordinator (position vacant)**

- Will Develop a program of social events to promote camaraderie, friendships and recreation for club members.
- Will plan, schedule and co-ordinate the organization of social events.

## **Newsletter**

- Will co-ordinate the production of at least three newsletters per year.
- Will ensure that information is disseminated to the club membership in as cost effective a manner as possible.
- Will ensure that the newsletter represents as wide a range of club member's interests as possible.

## **Detailed Description of Directors' Roles and Responsibilities**

### **Membership Co-coordinator**

- Receive CCBC Fall package (September).
- Register a minimum of 10 members with payment of \$5 each by October 15th CCBC deadline to formally register club for coming year.
- Submit the bulk of the registrations by December 15th CCBC deadline with an excel spreadsheet (or other suitable medium) of members details and payment of \$5 per member plus additional \$8 per Jack Rabbit or Bunny.
- Final registration due by March 15th with final member list and payments.
- The information required by CCBC is detailed in CCBC form 3.
- Create/update annual membership form with current waiver (from CCBC package) and fee schedule by end September to include in the Club's first newsletter and ski swap. Include early registration discount details (usually December 1st).
- Distribute membership forms to members, retail outlets (Spoke n'Motion and Funstuff) and ticket booth.
- Order membership cards and plastic pouches.
- Complete and laminate membership cards as forms and payments are received.
- Set up and staff membership table at Ski Swap, and possibly retail outlets if required, to sign up members and collect fees.
- Distribute membership cards via ticket booth, ski swap, etc.
- Maintain records to track membership details, numbers and money collected.
- Make regular transfers of money to bookkeeper/treasurer with accounting details.
- Maintain and distribute membership lists as required.

## **Secretary**

- Take minutes of the meetings; send to President for proof reading before printing and publishing on the club website.
- Communicate with members via mass mail updates.
- Type proposals as needed.
- Write letters on club's behalf, if required.
- Coordinate election/selection of new board with President, create ballot list.
- Collect mail and distribute.

## **Publicity**

- Update website.
- Coordinate production of rack cards, brochures, etc.
- Coordinate production of new trail maps as required.
- Update media – newspapers, radio and TV of news worthy events.

## **Other OSC Positions**

### **Club Bookkeeper Profile**

The Bookkeeper is responsible for providing A/P, A/R and general support for our club. The position requires a person who is self-motivated and who can provide superior and responsive bookkeeping services for the club. Excellent verbal, written and Internet communication skills are a must.

Bookkeeper requirements:

- Preferred Bookkeeping qualification
- 2 or more years bookkeeping experience
- Experience with GST returns
- Computer literate in financial packages and spreadsheets

Qualifications required at hire:

- Knowledge of the principles and practices of bookkeeping.
- Knowledge of the terminology and standard abbreviations used in bookkeeping.
- Knowledge of the standard procedures and methods followed in handling and recording cash receipts and disbursements.
- Ability to understand, explain and apply the laws, rules, policies and procedures governing activities.
- Ability to maintain accurate records.
- Ability to analyze and determine the applicability of bookkeeping data, to draw conclusions and make appropriate recommendations.

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- Ability to gather information by examining records and documents.
- Ability to interpret charts, graphs and tables.
- Ability to assemble items of information in accordance with established procedures.
- Ability to follow oral and written instructions.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to deal tactfully with others.
- Ability to exercise discretion in handling confidential information.
- Ability to exercise sound judgment.
- Ability to meet deadlines.
- Well organized.
- Good communication skills.