

SLSSC Job Descriptions

GENERAL:

All Directors, Committee Chairpersons and Managers shall:

1. Prepare a written report of activities undertaken since the previous SLSSC Board meeting to be submitted to the Director of Administration one week prior to the next Board meeting.
2. Submit receipts and an accurate accounting of any monies spent on SLSSC activities under their responsibility to the Director of Finance.
3. Keep a comprehensive file of their activities and responsibilities to pass on to future directors and committee chairs.
4. Provide the Director of Finance with recommendations related to Annual Budget Preparation.
5. Prepare a year-end report, to be presented to the Annual General Meeting, summarizing their year-to-date activities and listing any recommendations for the upcoming year.
6. Directors will ensure the Committees and Managers reporting to them are functioning effectively and provide assistance as required.
7. Together with the Director of Volunteers, recruit and train volunteers as required to complete tasks under their responsibility.
8. Provide the Director of Volunteers with a list of the names, hours, and work done by volunteers related to the tasks under their responsibility.

PRESIDENT: Is the Chief Executive Officer of the SLSSC, who coordinates the activities of the Board and ensures that the Club carries out its functions and objectives according to the SLSSC Constitution and Bylaws.

1. Chairs, according to accepted procedures, all Board meetings and general meetings of the SLSSC.
2. Assists the Director of Administration in the preparation of the agenda for each meeting.
3. Signs all documents that require signature; has signing authority for all payments made by the Club.
4. Appoints committee members in consultation with the Board.
5. Ensures that all Board members are given training and/or orientation in their duties.
6. Ensures that all Board members carry out their assigned duties.
7. Is an ex-officio member of all standing committees and is a member of the Harassment Committee.
8. With the Director of Membership Development coordinates the annual member Orientation/Welcome Workshop.
9. Acts as a liaison to the Board on behalf of the Harassment Committee.
10. Acts on the SLSSC's behalf in matters pertaining to the organization to various levels of government, outside agencies, the City of Saskatoon and at public functions.
11. Represents SLSSC on the SASSA Board of Directors or appoints an alternate representative.

PAST PRESIDENT: Provides guidance and advice to the President and the Board

1. Shall, in the absence of the President or Vice-President, act on the President's behalf by chairing a meeting or representing the SLSSC at official functions.
2. Chairs special task forces as required.
3. Completes any special projects undertaken while President.

VICE- PRESIDENT: Assists the President in the overall leadership and operation of the organization.

1. Shall, in the absence of the President, act on his/her behalf and perform the duties of the President.
2. Acts as a signatory on Club cheques.
3. Coordinates special committees.
4. Acts on any committee as designated by the President.
5. Ensures that Group Managers have the appropriate resource material to complete assigned tasks (i.e. group lists, competition and training schedules). Is available to assist Group Managers as required.
6. Acts as president-in-training, learning all aspects of the organization.
7. Acts as liaison to the Board on behalf of the Constitution Committee, the Sponsorship Committee and Newsletter Editor and the Group Managers.

DIRECTOR OF ADMINISTRATION: Is the overall recorder of the proceedings of the SLSSC.

1. Assists the President in the preparation of agendas.
2. Distributes meeting agendas, previous meeting minutes and director/committee reports to all Board members prior to each meeting.
3. Reads the minutes of the previous meeting and moves to adopt minutes as presented and amended.
4. Records the proceedings of all Board, annual and general meetings of the SLSSC. Maintains a copy of all minutes for the archives.
5. Prepares copies of motions to be filed in motion books for quick reference to decisions made at Board meetings.
6. Maintains a file of all correspondence, minutes, agendas, committees and committee members.
7. Handles correspondence as directed by the President and/or the Board.
8. Makes and distributes copies of update bulletins, forms and other correspondence intended for Club directors, as directed by the President.
9. Arranges room bookings for all Board meetings.
10. Acts as a liaison between the Board and the History and Archives Committee.

DIRECTOR OF FINANCE: Is responsible for the coordination of all financial matters of the SLSSC.

1. Maintains the financial records of the Club in accordance with generally accepted accounting procedures.
2. Is responsible for the deposit of all incoming monies and payment of all expenses incurred by the Club.
3. Is responsible for coordinating the collection of all registration and other fees.
4. Is responsible for the payment of fees to SASSA and SSC.
5. Acts as a signatory on documents and cheques drawn on Club funds, as required to conduct Club business.
6. Prepares an up-to-date written financial statement for presentation to each Board meeting of the Club.
7. Assists Directors and Committees with preparation of specific budgets and financial reports.
8. With input from the Director of Membership Development, recommends program registration fees for the upcoming season.
9. Chairs the Budget Committee (see Bylaws) and is encouraged to be a member of the Sponsorship Committee.
10. Arranges an annual fiscal year end audit.
11. Presents the audited financial statement, of the previous fiscal year, to the Annual General Meeting of the Club.
12. Is responsible for the submission of forms necessary to maintain the non-profit status of the Club, in compliance with the Non-Profit Corporation Act.
13. Prepares grant applications with assistance as required.
14. Acts as a liaison to the Board on behalf of the Budget and Sponsorship Committees.

DIRECTOR OF COACHES AND TRAINING: Represents the Club coaches in all matters related to skater training and competition.

1. Acts as a liaison between the Board and all Club coaches.
2. Acts as SLSSC liaison to the VP of Coaches of SASSA.
3. Together with all Club coaches, determine skating group structure and ice time requirements.
4. Together with the Director of Facilities and Equipment and the Director of Membership Development, determines the ice time requirements for practices, programs and training.
5. Together with all Club coaches, recommends annual coaching assignments.
6. Together with the Director of Membership Development, evaluates programs annually. Make recommendations to the Board concerning desired changes and improvements to programs.
7. Ensures coaches have appropriate resource material (SSC Red Book, SASSA Blue Book, update bulletins and coaching manuals) to complete assigned tasks.
8. Ensures all Club coaches have up-to-date information pertinent to training camps, dryland training and coaching clinics. Provides the Newsletter Editor with the appropriate information for the Newsletter.
9. With input from the President, Director of Volunteers, Director of Facilities and Equipment and Director of membership Development, arrange technical training clinics for coaches as determined by SASSA.
10. Together with all the Club coaches recommends the skater recipients of annual Club trophies to the Board.
11. Coordinates coaching assignments for competitions and camps.
12. Acts as or appoints someone to chair Coaches meetings.
13. Acts as a liaison to the Board on behalf of the Coaches, the Club Statistician and Personal Best Program Manager.

DIRECTOR OF COMPETITIONS: Coordinates the planning and organizing of Club hosted competitions and camps at all levels (Club, SASSA, SSC.).

1. Together with the Director of Facilities and Equipment, coordinates the dates and times of ice requirements for approved competitions.
2. Coordinates a calendar of local, provincial and national competitions and training camps.
3. Provides the Newsletter Editor with information about competitions.
4. In consultation with the President and Board, acts on the Club's behalf in matters pertaining to competitions with other provincial clubs.
5. Make recommendations to the Director of Volunteers regarding Officials Development Clinics for the upcoming season.
6. Ensure that all skaters and parents have signed waiver sheets and that these are readily available.
7. Has the final responsibility for all aspects of meet preparation:
 - a. Recruitment and training of meet coordinators
 - b. Ensures that meet coordinators have the appropriate resource material to complete assigned tasks (i.e SSC Red Book, SASSA Blue Book, list of appointed referees and starters)
 - c. Applies for required SSC sanctions
 - d. Completes and returns SASSA Confirmation of Sanction
8. Acts as a liaison to the Board on behalf of the Travel and Accommodation Manager, the Awards Committee and the Meet Coordinators.

DIRECTOR OF FACILITIES AND EQUIPMENT: Coordinates all facility and equipment requirements related to the operation of the Club.

1. Together with the Director of Competitions, coordinates the dates and times of ice requirements needed for approved competitions.
2. Together with the Director of Coaches and Training and the Director of Membership Development, determines ice time requirements for practices, programs and training.
3. Works with the city of Saskatoon, Leisure Services Department to schedule ice time for practices, training camps and competitions
4. Maintains an inventory of all Club equipment, including items that are lost and in need of repair.
5. Coordinates and assists with issuing Club rental skates at registration.
6. Together with the Board, coordinates the purchase and replacement of equipment and skates.
7. Coordinate skate care and sharpening clinics.
8. Establish and guide an Equipment Committee, as required.
9. Acts as a liaison to the Board for the Uniforms Manager, Equipment Manager, Skate Rental Manager and the Oval Manager.

DIRECTOR OF MEMBERSHIP DEVELOPMENT: Plans, coordinates and evaluates programs and activities related to attracting and retaining Club members.

1. Together with the Director of Coaches and Training and the Director of Facilities and Equipment, determines the ice time requirements for practices, programs and training.
2. Together with the Director of Coaches and Training, evaluates programs annually. Make recommendations to the Board concerning desired changes and improvements to programs.
3. Ensures the Director of Promotions has the necessary information to promote the Club programs (i.e. start dates, registration costs, locations, contact numbers.)
4. Together with the Director of Facilities and Equipment, determines skate and other equipment requirements for scheduled programs.
5. Recommends fall registrations dates to the Board.
6. Coordinates registration procedures:
 - a) Ensures the necessary resource material is available for distribution (Registration Form, Volunteer Information Form, Fundraising and Volunteer Participation Plan, Club policy information, newsletter)
 - b) Ensures sufficient volunteers are available to assist with registration
 - c) Ensures that information obtained at registration is copied and distributed to the appropriate Directors and the Registrar.
7. Maintains a current, comprehensive Membership List. Ensures that all Club members receive a Membership List.
8. Make recommendations to the Board regarding recipients of special memberships (i.e. honorary life and twenty-year plaques.)
9. Is available to provide Group Managers with information and updates pertinent to programs.

10. Responsible for the development and annual maintenance of the Club Membership Manual.
11. Assists the Director of Fundraising in recommending program registration fees for the upcoming season.
12. Together with the President and Newsletter Editor, ensures that members receive relevant information related to the sport in a timely manner (i.e. calendar of events, information about camps, special programs, clinics, social activities).
13. With the President coordinates the annual Orientation/Welcome workshop.
14. Acts as liaison to the Board on behalf of the Registrar.
15. Acts as SLSSC liaison to SASSA VP Membership Development in matters pertaining to membership development.

DIRECTOR OF PROMOTIONS: Coordinates the publicity and social requirements of the Club.

Publicity: Coordinates the promotion of skater accomplishments, Club events and Club programs through the local media.

1. Acts as Club liaison to the SASSA VP Membership Development in matters pertaining to publicity.
2. Together with the Director of Membership Development, coordinates the promotion of Club programs in ads placed in the fall and winter Leisure Guides. Develops flyers promoting regular and learn-to-programs for distribution to schools and the community as required.
3. Works with the City Meet Coordinator to promote that event.
4. Develops and distributes news releases regarding upcoming events.
5. Arranges the prompt transmission of competition results to the media.
6. Develops media contacts most capable of ensuring coverage of speed skating and Club accomplishments.
7. Ensures the promotion of achievements of the Club (i.e. skaters and volunteers - coaches, officials, etc.).
8. Maintains a file of information about club skaters for media use (i.e. skater photos, pertinent personal information and skater accomplishments).
9. Maintains a file of newspaper clippings and articles related to speed skating, especially those pertaining to local skaters and volunteers.

Social: Is responsible for initiating and coordinating club social events.

1. Coordinates the organization of Club social events and meetings where refreshment and entertainment are required.
2. Together with the social committee:
 - a) prepare a budget for each social event
 - b) submit receipts and an accurate accounting of monies spent
 - c) recruit volunteers as required for events.
3. Work with Group Managers and the Newsletter Editor to inform members about Club functions.

DIRECTOR OF VOLUNTEERS: Coordinates all aspects of maintaining the volunteer base required for completing activities of the Club.

1. Together with Club Directors, identifies and recruits club volunteers.
2. Collects and maintains a file of volunteer records and maintains the Club Volunteer Credit System. The Director of Volunteers may recruit and guide a committee member to fulfill these tasks.
3. Chairs the Nominations Committee for all elections.
4. Chairs the Volunteer Recognition programs of the Club and makes recommendations to the Board regarding nominees for volunteer recognition awards (i.e. SASSA, SSC and Sask Sport).
5. Develops and supplies to the Director of Membership Development a copy of the Volunteer Information and Sign-up Forms required at registration.
6. Provides each Director and committee with a list of the members who have volunteered for tasks under their responsibility.
7. Has final responsibility for all aspects of the Officials Development Program.
8. Acts as a liaison to the Board for the Officials Development, Nominations, Volunteer Recruitment and Training and Volunteer Recognition committees.

DIRECTOR OF FUNDRAISING: Determines and oversees the Fundraising projects required to meet the Club's Fundraising goal, as approved in the annual budget.

1. Develops and supplies the Director of Membership Development with a copy of the Fundraising Information and Sign-up Forms required at registration.
2. Chairs the Fundraising Committee:
 - a) identify, evaluate and recommend, for Board approval, all fundraising projects.

- b) provide a list of fundraising projects for approval to the June Board meeting. Approved projects will be listed on the fundraising sign-up form given to members at registration.
 - c) will find coordinators or choose to coordinate fundraising projects. If no coordinator is found for an approved project before mid-October the committee may choose to cancel the project
 - d) work with project coordinators, as required, to plan each project.
3. Evaluate the outcome of completed projects and make recommendations for improvement.
 4. The Director of Fundraising or a designated member of the Fundraising Committee will sit as a member of any separate committee(s) related to fundraising and sponsorship.
 5. Is responsible for maintaining or overseeing the maintenance of accurate fundraising records:
 - a) keeps an accurate, current record of each Club member's fundraising accomplishments, including the amounts raised toward their fundraising commitment and the amount in their skater credit account
 - b) collects relevant data from project coordinators as the completion of each project
 - c) provide the Director of Finance with information regarding earnings from fundraising projects and member fundraising accomplishments.
 6. Acts as a liaison to the Board for the Fundraising Committee.

COMMITTEES AND MANAGERS: The following volunteer roles are NOT Board or Executive positions.

GENERAL:

1. Refer to the General duties of directors and committee chairpersons for responsibilities applicable to all committees and managers.
2. Committees of more than one member shall appoint a Committee Chairperson.

AWARDS COMMITTEE: Reports to the Director of Competitions.

1. Orders ribbons, medals and trophies required for competitions hosted by the Club, including mini meets and the City Meet.
2. Prepares results folders at each competition with times and placing for each race and ribbons earned.
3. Distributes folders, ribbons, medals and trophies to skaters or a representative from their club at the end of each competition.
4. Ensures the 'Acceptance of Responsibility' forms are signed by recipients of all club trophies at the time of presentation.
5. Maintains and repairs trophies prior to presentation.
6. Is responsible for the engraving on all club trophies.
7. Provides safe storage of unused trophies and awards memorabilia.
8. Recommends retirement and replacement of trophies as required.
9. Reviews award criteria annually to keep current.
10. Keeps a current inventory of all trophies and awards; both those retired and those presented.

CLUB STATISTICIAN AND PERSONAL BEST PROGRAM MANAGER: Reports to the Director of Coaches and Training.

1. Collects and maintains a permanent record of each Club skater's race times from every meet protocol, including national, provincial and local meets.
2. Calculates and maintains an updated record of each skater's personal best times.
3. At the end of the year determines skater recipients of bronze, silver and gold proficiency pins in long track, short track and ISU, using the formula set out in the SASSA Blue Book.
4. Is responsible for maintaining the SASSA Personal Best Program for Peewee, Bantam and Midget skaters. Distributes the personal best ribbons to skaters.
5. Assists club coaches in confirming the seed times are correct on competition registration forms.

CONSTITUTION COMMITTEE: Reports to the Vice President

1. Is responsible for recommending necessary changes to the SLSSC Constitution.
2. Presents recommended changes to the Board no later than the February Board meeting.
3. Circulates recommended changes to the Club membership no later than one month prior to the SLSSC AGM in April.
4. Updates the constitution for inclusion in the SLSSC membership manual following the AGM.

FUNDRAISING COMMITTEE: Reports to the Director of Fundraising.

1. See items # 2 and # 4 of the Director of Fundraising job description.

GROUP MANAGER: A Manager is assigned to each skating group to provide information, collect fees and forms and act as a liaison between the coaches, Board and club members in their group. Group Managers report to the Vice President but work closely with the Director of Membership Development with regard to Club programs.

1. Distribute the Club Newsletter, SASSA newsletter, and any other information sheets intended for their group members.
2. If Club newsletter is undeliverable within one week, return to the Newsletter Editor for mailing.
3. Collect fees for meets, camps, buses and social events as required.
4. Ensures that each group member completes and signs all documents required for participation in meets and camps and passes the completed documents to the Director of Competitions.
5. Ensures that completed registration forms are signed by the coach and returned to the Travel and Accommodation Chair along with the registration fee.
6. Direct any questions to the appropriate Director for clarification.

HARASSMENT COMMITTEE: Reports to the President

1. Is responsible for implementing the Club Harassment Policy.,
2. The committee consists of one male and one female club member and the President.
3. Responsible for providing education to club members about the Harassment Policy.
4. Responsible for investigating complaints of harassment, and ensuring approved procedures are followed.
5. Responsible for reviewing the terms of the Policy as it relates to the Club.

HISTORY AND ARCHIVES MANAGER: Reports to the Director of Administration

1. Is responsible for filing any information, which might be useful in tracking the history of the Club.
2. Maintains archival files of pictures, documents, newsletters, reports, annual trophy winners, list of Club, Board and committee members, City Meet protocols, other competition protocols and so on.
3. Maintains a permanent storage area for the archives.

MEET COORDINATORS: Report to the Director of Competitions.

1. Are responsible for all aspects of hosting a competition.
2. Follow the Meet Coordinator Handbook.
3. Ensures that volunteer officials receive necessary evaluations and credit toward certification as required.

NEWSLETTER EDITOR: Is responsible for the monthly SLSSC newsletter, The Skater's Edge. Reports to the Vice President.

1. Collect newsletter items at the monthly Board meetings and at the rink.
2. Compose and print newsletter to be distributed on the second Thursday following the board meeting.
3. Label newsletters and distribute to group managers; mail newsletters to all members who cannot be reached at the rink or oval.
4. Newsletters are also sent to the four Saskatoon Lions clubs, SASSA office and Provincial Coach, other provincial clubs, Jeux Canada Games Foundation Executive Director, plus any others as requested by the President or Board.
5. Provide a copy of the newsletter to archives and keep a file of all newsletters for the year.

OFFICIALS DEVELOPMENT MANAGER: Reports to the Director of Volunteers

1. Is responsible for organizing and holding an annual level I Official's Development Clinic.
2. Encourages club members to obtain Level 1 and Level 2 certification.
3. Arranges Official's Development clinics as determined by SASSA.
4. Maintains a record of the officiating hours and work completed by all Club and non-club officials and the certification level of all Club members.
5. Submits a record of Club officials' experience profiles and evaluations to SASSA for certification. SASSA VP Officials will submit information to SSC.

OVAL MANAGER: Reports to the Director of Facilities and Equipment. In cooperation with the Director of Facilities coordinates all facilities and equipment associated with the Clarence Downey Speed Skating Oval on behalf of the Club.

1. Works with the City of Saskatoon in arranging for the installation of ice at the Oval, including coordinating volunteers as required.
2. Is responsible for ensuring that lines are placed on the Oval ice in accordance with standards set forth through Speed Skating Canada.
3. Is responsible for the inventory, care and maintenance of equipment associated with activities at the Oval.
4. Is responsible for access and security at the Oval, particularly during the long track season (approximately late November to end of March).
5. In cooperation with the City of Saskatoon and the Director of Facilities will contribute to the maintenance of the Oval and surrounding grounds during the off-season, including trees, timing shacks, survey markers, etc.

REGISTRAR: Reports to the Director of Membership Development

1. Works with the Director of Membership Development to prepare a comprehensive list of all members following registration.
2. Maintains and updates an accurate listing of all Club members.
3. Sends a comprehensive list of all members (including active skaters, associate members, Calgary Oval skaters, honorary and life members) to SASSA and SSC following registration as well as any additions throughout the year.

SKATE RENTAL MANAGER: Reports to the Director of Facilities and Equipment

1. Is responsible for the inventory, care and distribution of skates and other equipment related to use of club skates.
2. Secures all rental skates at the end of the season. Works with Director of Facilities and Equipment to determine necessary repair, maintenance and storage for the off-season.
3. Keeps an up-to-date inventory of skates.
4. Identifies all new skates by size and series (Series A 1st purchase, Series B 2nd purchase, etc.)
5. Maintains a record of items (skates, blades, jigs, stones, etc.) lost or in need of repair.
6. Assists with or lead sharpening clinics.
7. Assists in issuing skates at registration, throughout the season or for off-season camps.
8. Manages the use and distribution of jigs.
9. Assists with the purchase and repair of equipment, skates, blades, jigs, skate storage.
10. Communicates to members on matters pertaining to skate care and jig use.

SPONSORSHIP COMMITTEE: Reports to the Director of Finance/Vice President.

1. Is responsible for developing and/or updating a sponsorship package for use in recruiting potential sponsors.
2. Identifies and solicits sponsors for the Club or for specific meets.
3. Maintains contact with sponsors, as required.
4. Ensures sponsors are properly recognized and acknowledged.
5. This committee may include the Director of Finance.

TRAVEL AND ACCOMMODATION MANAGER: Reports to the Director of Competitions

1. Is responsible for skater registrations and travel and accommodation, as required, for Club skaters and their families to attend competitions.
2. Collects meet registration forms and registration fees from Group Managers. Ensures that each registration form is complete, including payment. Sends a listing of registered Club skaters to the meet coordinator before the registration deadline.
3. Responsible for researching availability and costs of bus lines and making recommendations to the Board regarding booking the buses for designated meets.
4. Books accommodations for out of town competitions.
5. Acts as, or appoints a "bus boss", for bus trips.
6. Collects bus fees from non-skaters prior to departure date.

UNIFORM MANAGER: Reports to the Director of Facilities and Equipment.

1. Is responsible for maintaining Club uniforms and numbers.
2. Distributes numbers, number bibs and skin suits at the registration and throughout the year.
3. Keeps an up-to-date list of assigned numbers.
4. At competitions takes or sends along a box of the extra numbers in the event of someone's being misplaced.
5. Coordinates a supplier of club wind suits. Collects, orders and distributes finished suits.
6. Recommends replacement and repair of uniforms and numbers as required.