

## **THE VALLEY EAST SKATING CLUB**

### **POLICIES & PROCEDURE**

#### **APPENDIX E**

Last reviewed INSERT DATE

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### **The Valley East Skating Club Executive**

#### **Positions and Duties**

**2018-19**

The following are the positions available on the Executive of The Valley East Skating Club (the "Club"). Executive meetings are held approximately once per month. An Annual General Meeting is held at the end of the skating season.

#### **Club Executive**

##### Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty.

- Non-voting member (shall only vote in the case of a tie or to change outcome);
- Shall delegate responsibilities to the members of the Board;
- Chairs all Executive and General meetings;
- Shall be eligible to sit as a member on all committees;
- Ensure that meetings are held in accordance with the Constitution;
- Oversees running of the Club, including hiring of coaches;
- Determines meeting agendas in consultation with the Vice-President;
- Seeks volunteers for committees and activities as required;
- Liaison between the Club and Skate Ontario and Skate Canada;
- Represent the Club in all public matters or appoint a designee to do so;
- Has cheque and legal document signing authority; (Signing authorities: any two of the President, Treasurer and/or a third delegate to be determined every year)
- Books ice time for Club, including special activities;
- Keeps record of ice time for the Club;
- Cancels ice time as required;

- Approves Coaches time sheets along with the Treasurer.
- To arrange every 5 years an independent financial review starting the end of the 2017.2018 Fiscal Year.

\*Should the President be unable to fulfill their duties I.e. stand down, become ill or any other unforced circumstance, the Vice President shall take on the duties of the President as the President for the remaining term or until the return of the President.

\*Should both the President and the Vice President be unable to fulfill their duties I.e. stand down, become ill or any other unforced circumstance, the secretary will take on their duties as the interim role of the President, until the return of either the President or vice President at which time the Secretary will stand down and return to their role and regular duties.

#### Role of Past President

**(this position is filled only in the year of a new President and following year or years when there is no President or Vice President)**

- Non-voting member;
- Assists in running of the Club;
- Provides context and continuity from past skating seasons;
- Books ice time for Club, including special activities;
- Keeps record of ice time for the Club;
- Cancels ice time as required;

#### Role of Vice President

- Voting member;
- Acts for President in President's absence;
- Works with President in all aspects of the running of the Club, as requested;

#### Role of Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

- Voting member;
- Distributes notices and agendas for Executive and General meetings (usually, Executive meetings are called and agendas are distributed by email; Executive members that do not have email need to be telephoned);

- Responsible for taking minutes at meetings – prepares minutes, submits minutes to President for approval, distributes approved minutes to Executive members, and submits minutes to Skate Canada Manitoba according to Skate Canada rules;
- Arranges (or delegates) pick up of Club mail from post office as required;
- Assists President with Club correspondence and skating calendars as required;
- Maintains Club binder of meeting minutes and general information in the Skating Office;
- Makes ice Schedule – monthly Calendar.

#### Role of Treasurer

- Voting member;
- Responsible for safe control of all Club funds, including preparing and submitting budgets to the Executive, and keeping such records as are required for financial review;
- Makes and manages bank deposits, accounts payable and accounts receivable no later than on a biweekly basis, including issuing refunds and tax receipts in a timely manner;
- Ensures that receipt books are available as required;
- Responsible for arranging for an unaudited annual financial statement;
- Has cheque and legal document signing authority; (Signing authorities: Treasurer can sign with President or Test Chair or Secretary; Treasurer or President must sign each cheque)
- Calculates skating fees and subsequent adjustments, with input from others.
- Responsible for payroll remittance;
- Prepares and distributes monthly financial reports for each Executive meeting;
- Prepares year-end financial statement for the Club, to be presented at AGM;
- Other public relations duties as required;

#### Coaches' Representative

- Voting member;
- Attends meetings representing all Club coaches;
- Prepares CanSkate/PreStarSkate/StarSkate/CanPowerSkate and AdultSkate orientation materials for members, including general information on the Competitive skating stream, competitions and test days;



- Recruits additional Executive members as required regarding CanSkate/PreStarSkate/StarSkate/CanPowerSkate and AdultSkate activities;
- Provides information and assistance regarding registering for competitions.

Role of Committee Representative

- Voting member;
- Liaison between committee chairs and Board of Directors;
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**THE VALLEY EAST SKATING CLUB**

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On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(day) (month) (year)

Signed:

\_\_\_\_\_  
Ron Rancourt, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sherri Baker, Vice-President

\_\_\_\_\_  
Date