

## Unionville Skating Club: Get Involved!

### You are invited to Join our 2015/2016 Volunteer Board of Directors!

USC is a non-profit organization, governed and operated by a Board of Directors. This Board is made up of volunteers who generously donate their valuable time to manage the Club operations. You as parents bring many great skills through volunteering your time and talents to make our club a special place to skate.

**We are looking for Nominations for our 2015/2016 Board of Directors. If you are interested in joining our Board of Directors, please contact Pamela Nitert at [pnitert@rogers.com](mailto:pnitert@rogers.com) or Christine Miners at [cminers@rogers.com](mailto:cminers@rogers.com) prior to Friday June 5, 2015. Acclamation or Elections (if required) will be held at the Annual General Meeting on Thursday June 11th, 2015.**

**What is involved?** The USC Board is responsible for ensuring that the club operates under the rules and regulations of Skate Canada, that all sessions are staffed with exceptional coaching to allow skaters to reach their full potential, and that USC provides a safe, happy and healthy environment for all skaters. The Board of Directors meet on a monthly basis at a predetermined date. Below is a brief description of the Board positions. All Board positions are held for one year.

Board of Directors Role	Responsibilities
President	<ul style="list-style-type: none"> <li>• Oversee club operations, programs and services, Prepare Agenda and Chair monthly board meetings, Co-ordinate skating schedule, registration and ice allocation from town, Respond to parents and coaches, supervises all members of the club executive</li> </ul> <p>Recommended experience: minimum of 1-2years on the USC board or similar non-profit board experience.</p>
Vice-President	<ul style="list-style-type: none"> <li>• Assist President, Chair monthly board meeting if President is unavailable, *Must assume a second Role</li> </ul> <p>Recommended experience: 1 year on the USC board or similar experience</p>
Treasurer	<ul style="list-style-type: none"> <li>• Prepare and Monitor annual operating budget prepare and record all accounting transactions, Reconcile bank statement to financial records, Prepare monthly and Annual Treasurer Reports, ensure club abides by all tax regulations.</li> </ul> <p>Recommended experience/skill: background in accounting, bookkeeping, or treasury, is ideal. Past experience or willingness to shadow existing Chair to learn the role.</p>
Secretary	<ul style="list-style-type: none"> <li>• Record, prepare, and distribute meeting minutes, participate in general work/support the Board. Receive and distribute club and skate Canada mail, maintain club files.</li> </ul> <p>Recommended experience/skill: organization, collaboration, delegation, good note taking ability</p>
Competition Chair	<ul style="list-style-type: none"> <li>• Keep club up-to-date on club and/or inter-club competition opportunities,</li> <li>• Organize StarSkate "Fun Day" on non Ice Show years, plan December Showcase, Yearly maintenance to jump harness</li> </ul> <p>Recommended experience/skill: organization, knowledge of the COS competitive structure and awards, past experience or willingness to shadow existing chair to learn the role</p>
Test Chair	<ul style="list-style-type: none"> <li>• Knowledge of CFSA rules regarding test Procedures</li> <li>• Organize and set up for test days, oversee and monitor all test activities, record results and send to Skate Canada, collect and submit all test fees.</li> </ul> <p>Recommended experience/skill: organization, knowledge and understanding of all test levels, collaboration, past experience or willingness to shadow existing chair to learn the role</p>
CanSkate Co-ordinator	<ul style="list-style-type: none"> <li>• Liaison with and support CanSkate, promote "Fun" weeks and Events, Organize CanSkate "Fun Day" on non Ice Show years, keep parents informed of key CanSkate dates and events, Attend 1<sup>st</sup> week of Fall and Winter Sessions to answer parent questions</li> </ul> <p>Recommended experience – ability to liaise with the canskate supervisor, organization,</p>
Communication	<ul style="list-style-type: none"> <li>• All electronic and written communication to club members, assistance with club</li> </ul>

Chair	<p>advertisement and registration, liaise with print and online agencies to promote the club, speak to groups and individuals answering questions about programming.</p> <p>Recommended experience – communications or publicity background, ability to liaise with all other board members</p>
Coach Liaison	<ul style="list-style-type: none"> <li>• Advertise , interview, and hire USC coaches, represent Coaches to the Board, relay information pertaining to Coaches, present and negotiate annual contracts to Coaches, be familiar with coaches code of ethics, check qualifications and ensure up to date records.</li> </ul> <p>Recommended experience: Human resource background and/or people management experience, collaboration skills, past experience or willingness to shadow existing Chair to learn the role.</p>
Social Chair	<ul style="list-style-type: none"> <li>• Skate with Santa, Parades, AGM, and other events</li> <li>• Organize resources (food, flowers, gifts etc) as needed for activities</li> </ul> <p>Recommended Experience – willingness to organize events and work with volunteers, this can be a shared position</p>
Synchro Liaison	<ul style="list-style-type: none"> <li>• Liaison between Synchro Teams and the Board, Parents and Skaters</li> <li>• Arrange and organize tryouts, book Ice, hold team competitions, parties</li> </ul> <p>Recommended experience: synchro coach endorsed, current and/or past synchro team management or contribution.</p>
Web site	<ul style="list-style-type: none"> <li>• USC Club website management – closely works with all other positions to ensure information is relayed in a timely and easily accessed manner</li> </ul> <p>Recommended experience – web development/graphic background an asset</p>
Coach Representative	<ul style="list-style-type: none"> <li>• A USC coach nominated and appointed by the coaching staff to attend and bring forth coaching information and to have a vote on behalf of the entire USC Coaching staff.</li> </ul> <p>Recommended experience/skill – Skate Canada qualified NCCP level 1 coach, ability to relay information and communication to coaching staff.</p>
Publicity Chair	<ul style="list-style-type: none"> <li>• Ensure seasonal advertising with the Town of Markham, promotion of programs, work closely with communications and web-site chairs</li> </ul>
Member at Large	<p>USC can have up to 16 members on the Board of Directors. All named positions are required to be filled first.</p>

Please visit the USC website at [www.unionvilleskatingclub.com](http://www.unionvilleskatingclub.com) for more information.