

| Unionville Skating Club – Board of Directors: Role Descriptions | | |
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| Role | Responsibilities | Priority |
| President | <ul style="list-style-type: none"> • Oversee club operations, programs and services • Prepare Agenda and Chair monthly board meetings and executive meetings • Co-ordinate skating schedule, work with programming committee • Oversee and participate in registration and ice allocation from town • Respond to parents and coaches, supervises all members of the club executive <p>Recommended experience: minimum of 1-2years on the USC board or similar non-profit board experience.</p> | 1 |
| Vice-President | <ul style="list-style-type: none"> • Assist President, Chair monthly board meeting if President is unavailable, • *Must assume a second Role <p>Recommended experience: 1 year on the USC board or similar experience</p> | 1 |
| Treasurer | <ul style="list-style-type: none"> • Payment and tracking of instalments for ice contracts to the city • Track and pay all coaches/ canskate supervisor according to the contracts and payment schedules • Recording and filing of expenses on QuickBooks, responsible for preparing expense cheques • Over 12 months, • Review Office administrators submitted hours and tax deductions. Maintain a Tax Remittance excel file • Update QuickBooks and reconcile, especially PayPal transactions • Bi-Monthly (September – November) and then typically monthly – Deposit and record Cash Reports (provided by Marg for payment made through the office) • Monthly – prepare a financial report to present to the Board with expenses to date. • Issue refunds (about 70 per year • Monitor bank balance and transfer funds from PayPal to bank. Advise executive of transfers • Special events – Skate with Santa, Fun Day, etc. – committee leads should provide you (and the Board) with a budget breakdown to review. • Executive Committee member <p>Recommended experience/skill: background in accounting, bookkeeping, banking, or treasury, is ideal. Past experience or willingness to shadow existing Chair to learn the role.</p> | 1 |

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| Secretary | <ul style="list-style-type: none"> Record, prepare, and distribute meeting minutes within 1 week of board meeting Participate in general work/support all Board members. Receive and distribute club and skate Canada mail, maintain club files. Attend and participate in executive meetings <p>Recommended experience/skill: organization, collaboration, delegation, good note taking ability</p> | 1 |
| Ice Allocation Chair | <ul style="list-style-type: none"> First point of contact (name and contact information will be on all contracts and Ice Allocations) Attend City Ice Allocation meeting(s). Report to the Board and Programming Committee. Attend Programming Meeting and compile Ice Allocation request to be submitted to the city Attend June Ice Allocation Meeting and follow up with city if any questions/changes to allocation request are necessary Review ice contracts received from the city for accuracy and also send contracts for review to the exec and the Programming sub-committee for review. Work with Synchro Liaison to ensure that Synchro ice needs are met Work with Coach Liaison and coaches to determine Open Ice requirements and submit the request to the City (august) Before September 1st, sign and return ALL contracts to the city. Email Treasurer, Marg and Coach Liaison with final copies of contracts. Print out a copy of all contracts to be filed in the office. Submit proof of insurance (from Skate Canada) to the city by September 1st. Early September, work with Treasurer to review contracts and create a table with the Synchro ice expenses. Create a payment plan (for Sparkling Ice and Momentum) and send to Synchro Liaison and/or Synchro treasurers, as well as the club treasurer. Whenever any new ice is added, a contract will be updated or a new one will be created. Forward all new/updated contracts to the Treasurer, Marg and Coach Liaison in a timely manner (Treasurer will need to provide you with payment (new contracts), or will need to know about changes to the payment schedules for modified contracts). <p>Recommended experience/skill: organization, ability to work and advocate to the city thorough email communication and meetings, eye for detail, leadership</p> | 1 |
| Competition Chair | <ul style="list-style-type: none"> Keep club up-to-date on competition opportunities, Organize StarSkate "Fun Day" on non Ice Show years, plan December Showcase Yearly maintenance to jump harness | 2 |

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| | <ul style="list-style-type: none"> • Organize Simulation for competitions • COS nominations and organize USC table for evening of awards • USC Award Process • USC Grand Prix awards and competitive stream awards • Presentation and trophy preparation for Annual General Meeting • Off-Ice programming to enhance physical fitness <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"> • Knowledge of CFSA rules regarding test Procedures • Solicit coaches for skaters ready to test • Create a pull list and ultimately a test schedule based on dances, skills, and freeskate needs • Organize and set up for test days including hosting judges • Oversee and monitor all test activities, record results and send to Skate Canada • Collect and submit all test fees. <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> | 1 |
| CanSkate Chair | <ul style="list-style-type: none"> • 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 1st week of Fall/ Winter and spring Sessions to answer parent questions <p>Recommended experience – ability to liaise with the canskate supervisor, organization, suited well for a CanSkate Parent</p> | 3 |
| Communication Chair | <ul style="list-style-type: none"> • All electronic and written communication to club members • Assistance with club advertisement and registration • Liaise with print and online agencies to promote the club, speak to groups and individuals answering questions about programming. <p>Recommended experience – communications or publicity background, ability to liaise with all other board members</p> | 1 |
| Coach Liaison | <ul style="list-style-type: none"> • 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. | 1 |

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| | <ul style="list-style-type: none"> • Prepare all coaches contracts for the following skating year <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"> • Organize Skate with Santa, • Organize 2 Parades – Christmas Olde Time and Unionville Festival • Book AGM venue, tickets, attendee invitations and RSVP's, event agenda, and award gift cards • Organize club wear sales once per year <p>Recommended Experience – willingness to organize events and work with volunteers, this can be a shared position</p> | 2 |
| Synchronized Skating Chair | <ul style="list-style-type: none"> • Liaison between coaches, team managers and synchronized skating treasurer • Represent Sparkling Ice to the USC Board of Directors, Parents and Skaters • Arrange and organize tryouts, send out acceptance letters, receive deposit cheques • Book Ice specific for all USC teams working with the board treasurer and ice allocation chair <p>Recommended experience: synchronized skating coach endorsed, current and/or past synchronized team management or contribution, organization and communication skills, business experience an asset.</p> | 1 |
| Web Content Chair | <ul style="list-style-type: none"> • USC Club website management – closely works with all other positions to ensure information is relayed in a timely and easily accessed manner • Update website, post information, work with communication chair to ensure information and messaging is consistent • Be first point of contact for website issues and contact with Nvision <p>Recommended experience – web development/graphic background an asset, collaboration, teamwork, communication.</p> | 1 |
| Website Registration Chair (opportunity to have one person take on both web chair positions) | <ul style="list-style-type: none"> • Creating season registration classes (about 75 including Winter and Spring Sessions) • Monitoring online registration on a daily basis to manage enrolments. (August, September, spring) • Following up with Treasurer to investigate incomplete registrations to ensure accurate class enrolments • Work with office administrator/canskate supervisor to provide support with the online registration • Download and create CanSkate class lists with email and emergency contact information to be kept both in the office and coach room. • Liaison with Nvision to follow up on any new bug fixes and investigate and get quotes on any | 1 |

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| | <p>enhancement requests to bring to the Board for discussion</p> <ul style="list-style-type: none"> Attend first week of CanSkate to provide support (if required) to the office administrator <p>Recommended experience – web development/graphic background an asset, collaboration, teamwork, communication</p> | |
| Professional Coach Representative | <ul style="list-style-type: none"> 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. <p>Recommended experience/skill – Skate Canada qualified NCCP level 1 coach, ability to relay information and communication to coaching staff. Detailed Skate Canada job description.</p> | 1 |
| Publicity & Member Relations Chair | <ul style="list-style-type: none"> Ensure seasonal advertising with the Town of Markham, promotion of programs, work closely with communications and web-site chairs <p>Recommended experience – great communication skills, ability to public speak and relay information to members and board.</p> | 3 |
| Programming Chair | <ul style="list-style-type: none"> Attend and participate in programming planning sub-committee (Spring and Early Summer) and Ice Allocation Chair (February/March) Compiling information required to complete the Ice Allocation request to be submitted to the City Finalize programming schedule, including a weekly timetable of programs to be offered, special days and closures. Create a timetable for next year, a breakdown of Winter/ Spring seasons and special events. Work with treasurer to calculate pricing Review and update Program Rules and Regulations, policies etc. to be added to the registration package. Provide all registration documents to the Website Registration Chair to upload onto the website <p>Recommended experience – organization and communications skills, ability to meet with and lead a committee of coaches and board executive to ensure programming needs are met for the members.</p> | 2 |
| 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. If all positions are filled a person could take on the role of “member at large” whereby that person helps all other board members with various tasks/roles.</p> | 3 |

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