



# Board of Directors Roles & Responsibilities

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## Members

1. Past President, if applicable
2. President
3. Vice President
4. Treasurer
5. Secretary
6. Director of Advertising, Communications and Sponsorship
7. Director of CanSkate
8. Director of Volunteering
9. Director of Fundraising
10. Test Chair
11. Registrar
12. Coaching Representative

## Term

At the Annual General Meeting, members are elected for a two year term which commences at the conclusion of the AGM itself. There are two exceptions: the Immediate Past President sits only for a one year term if applicable, and the Coaching Representative is elected annually by the Club Coaches.

The positions of President, Vice President, Director of Advertising, Communications and Sponsorship, Director of Volunteers and Director of Fundraising are elected on “even” years. The Treasurer, Secretary, Director of CanSkate, Test Chair and Registrar are elected on “odd” years.

## General Roles and Responsibilities:

All members of the Board of Directors are required to:

1. Be a Member in Good Standing as per Innisfil Skating Club Bylaw 4.
2. Follow the Skate Canada Rules and Regulations, policies and guidelines to guide and administer Club needs.
3. Work to create and maintain a positive learning environment for skaters
4. Act honestly and in good faith, properly exercise powers and avoid conflicts of interest as per the Innisfil Skating Club Board of Directors Conflict of Interest Policy. Failure to act in this way may result removal from the Board of Directors through a majority vote of the Board as Innisfil Skating Club Bylaw 7 and 12.
5. Shall promote and encourage members of the Innisfil Skating Club to participate in the full program opportunities offered at the Innisfil Skating Club
6. Board members may not sign forms, applications or releases on behalf of their family other than in the capacity of an applicant, parent or guardian when applying for a Skate Canada sanctioned event, including but not limited to competitions, guest skating or test day opportunities.
7. Ensure that ice requirements are planned and scheduled for all sessions and test days of the Club, and that all skating sessions are supervised.
8. Ensure that provisions in Skate Canada’s Club Code of Ethics, as well as the Club’s Skater Etiquette and Rules are upheld; ensuring that there are rules governing behaviour on or around the ice surface.

9. Take immediate action if there is danger or perceived danger, to a skater or other skaters. The issue should be reported to the appropriate club representative, namely the Coach or Club President. Appropriate follow-up through the policies and rules of the Club or Skate Canada will be taken to investigate the incident pursuant to the policies and rules of the Club, Section or Skate Canada will be taken.
10. Work in partnership with other local skating clubs, including the Thornton and Lefroy Skating Clubs, on programming, fund-raising and competitions when opportunities arise
11. Shall not solicit members from other skating clubs to the Innisfil Skating Club, or encourage such solicitation by others.
12. Will not actively promote and encourage skaters to participate in programs at outside clubs during the regular season unless endorsed by the skater's head coach or the Board of Directors.
13. Attend and participate in Board of Directors meetings.
14. Participate in training and information programs when available.

Failure to abide by these general roles and responsibilities for board members could result in sanctions by the club in accordance with both the Innisfil Complaint, Suspension and Expulsion Policy and Skate Canada Policy: Conflict Of Interest for Directors, Committee Members & Trustees, By-law 1402 (2) (d).

### **Role of the Past President**

The Past President shall:

1. Serve as advisor to the President and Board of Directors.
2. Assist in the duties of any board member or the President, as required.

### **Role of the President**

The President shall:

1. Follow the guidelines listed for all Board of Directors members.

### ***General Club Management:***

1. Exercise general supervision of the Club in association with the policies of Skate Canada and the Club.
2. Ensure coaches are managed under the provisions of the Skate Canada Rules and Regulations by providing coaching contracts at the beginning of each season.
3. Ensure all coaches are appropriately certified as per Skate Canada Rules and Regulations.
4. In conjunction with the Treasurer, Registrar or Test Chair, provide authorization to club skaters to participate in Skate Canada sanctioned events such as competitions, guest skating at other clubs, or participation in test days at other clubs. In the event of a conflict of interest, the Vice President will sign on behalf of the President.
5. Serve as a spokesperson and advocate for Club issues.
6. With the Treasurer, serve as signing officer for the Club.
7. Consult with Skate Canada or Skate Canada – Central Ontario Section, as required.
8. Ensure that Board of Directors members are provided with the following at the beginning of their term:
  - a. Skate Canada Rules and Regulations, including Skate Canada Club Code of Ethics
  - b. The Innisfil Skating Club Constitution and By-laws
  - c. All pertinent Club policies.
9. Be available to assist any Director requiring assistance in the completion of his/her functions.
10. Ensure the Board of Directors has opportunity to review and approve the terms of reference and membership list for any club committee.
11. Be a member of all committees of the Club.
12. Delegate tasks as necessary.

***Meetings:***

1. Chair all Board of Directors, General or Dispute Resolution committee meetings of the Club.
2. Conduct meetings in a productive and positive manner.
3. Confirm the draft agendas, desired presentation and workshop topics for each meeting in consultation with other Board of Directors members for all Board of Directors and General Meetings.
4. Liaise with the Board of Directors regarding the scheduling or cancelation of meetings, as required.
5. Work with, or delegate to, the Club Secretary to notify Board of Directors members to changes to the meeting schedule.
6. Ensure that the minutes of meetings and records of all financial transactions are recorded and maintained.
7. Provide information to the Board of Directors to enable them to make sound decisions, as needed.
8. Report regularly to the Board of Directors on matters of interest.

***Communications:***

1. Ensure regular communication with club members is facilitated.
2. Act as a resource for Club Members on the constitution, by-laws, regulations and policies.
3. Ensure all Club records and files are current and delivered to the incumbent chair within seven days of the Annual General Meeting.

***Ice Scheduling:***

1. Review the past season's ice requirements, forecast next season's ice requirements and present it to the Board of Directors.
2. Attend all affiliated association's Ice Allocation Meetings on behalf of the Club.
3. Prepare and maintain reports of Club ice requirements to be available to the Town of Innisfil.
4. Assist the Vice Chair in establishing ice allocation for all Club events, including competitions, carnivals or ice shows.
5. Be responsible for the buying and cancellation of all Club ice rentals.
6. Ensure the accuracy of all invoices of all ice rentals and a timely submission of invoices.
7. Serve as liaison with Arena Managers.
8. Work with, or delegate to, the other directors to notify Club members of ice schedules and changes to schedules.

**Role of the Vice President**

The Vice President shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Carry out duties as assigned by the Board, the Board of Directors Committee or the President.

***General Club Management:***

1. In consultation with the President, assist the President with their responsibilities and perform any duties delegated by the President.
2. Report regularly to the Board of Directors on matters of interest.
3. In the event that the President has to resign his/her position as President, then the Vice President shall step into the position of President.

***Meetings:***

1. In the absence of the President, chair all Board of Directors, General or Dispute Resolution Committee meetings of the Club.

***Communications:***

1. Work with the President to ensure regular communications with the Club members and partners.
2. Be available to assist any Director requiring assistance in the completion of his/her functions.

### *Competitions, Carnivals and Ice Shows:*

1. With the President, oversee or manage Club competitions, Carnivals or Ice Shows, unless otherwise delegated.
2. Prepare and implement a strategic plan for volunteer needs, unless otherwise delegated.
3. Be responsible for recommending a photographer to the Board of Directors and for arranging the taking and distribution of individual and group photos annually, unless otherwise delegated.

### *Logo:*

1. Oversee the use of the Club and Skate Canada logo as per Board of Directors direction.

### *Equipment and Apparel:*

1. Be responsible for all skating equipment and apparel owned by the Club.
2. Maintain an accurate record of all equipment.
3. Be responsible for the buying and repairing of all equipment with the approval of the Board of Directors.
4. Ensure that all equipment borrowed from the Club is signed out and properly recorded.
5. Ensure that equipment not returned and which has impact on the status of a "member in good standing", is brought to the attention of the Registrar and the Board of Directors.
6. Ensure surplus equipment is disposed of with the approval of the Board of Directors.
7. Be responsible to authorize any Club apparel purchased for/by club skaters as per Board of Directors direction.

### **Role of the Treasurer**

The Treasurer shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Be responsible for the safe control of all club funds.
3. Prepare and submit to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review.
4. Prepare and present a report at the Annual General Meeting.
5. Arrange for complete an unaudited annual financial statement.
6. Arrange such records as are required for financial review.
7. With the President, serve as signing officer for the Club.
8. In conjunction with the President, Registrar or Test Chair, provide authorization to club skaters to participate in Skate Canada sanctioned events such as competitions, guest skating at other clubs, or participation in test days at other clubs. In the event of a conflict of interest, the Vice President will sign on behalf of the President.
9. Evaluate, review and recommend financial policy to the Board of Directors and the members, including but not limited to recommendations regarding ice schedules and coaching contracts.
10. Carry out duties assigned by the Board of Directors or President.
11. Manage payment of ice and coaching fees.
12. Work directly with the Director of Fundraising to establish and maintain reporting from fundraising activities.
13. Oversee financial operations of all committees that generate or disperse funds in the name of the Innisfil Figure Skating Club.

### **Role of the Secretary**

The Secretary shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Deal with all correspondence subject to the approval of the President or his/her delegate.
3. Issue all notices for Board of Directors and general meetings.
4. Prepare the draft agenda based on meeting minutes and constitution requirements for review and approval by the President.

5. Ensure distribution of the agenda and all pertinent information, including draft minutes, to all Board of Directors or members at least one week prior to the meeting.
6. Work with the President to provide advice to members of changes to the meeting schedule.
7. Record, distribute and maintain a written record of all Board of Directors and general meetings. Ensure the proper custody of the Club's minutes and resolutions, and other records and documents.
8. Be responsible for receiving and distributing all correspondence received or sent by the Club or its committees, and all communications within the Club.
9. Recommend policy to the Board of Directors regarding internal and external communications of the Club.
10. Be responsible for submitting Skate Canada and the Section reports as are required by Skate Canada rules and other regulations.
11. Prepare and present a report at the Annual General Meeting.
12. Carry out duties as assigned by the Board of Directors or President.

### **Role of the Director of Advertising, Communications and Sponsorship**

The Director of Advertising, Communications and Sponsorship shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Prepare and implement a work plan for advertising and communications.
3. Provide regular updates to all Board of Directors members.
4. Prepare and present a report at the Annual General Meeting.
5. Carry out duties as assigned by the Board of Directors or the President.

#### *Media:*

1. Be responsible for all communication between the media and with the Membership regarding the operation and functions of the Club.
2. Be responsible for reviewing and editing of all Club articles being submitted to all media outlets.

#### *Registration and Membership:*

1. Work with the President and Registrar to develop and implement a marketing strategy toward increasing Learn-to-Skate and CanSkate membership.
2. Ensure proper advertising and notification to the membership and community of registration times, dates, and costs.

#### *Club Updates:*

1. Work with the President, Secretary and Director of CanSkate to publish or post a regular newsletter to include bulletins from the Board of Directors, Annual General Meetings competition results for Club skaters, dates for Club Competition, Carnival/Ice Show and Test days, and any other information of interest to the Membership.

#### *Sponsorship:*

1. Recruit, solicit and maintain sponsors for the Club including competitions and special functions, unless otherwise delegated.
2. Maintain the sponsor board(s) at all Club rented/leased facilities.
3. With the Vice President, be responsible for the use of the Club logo on apparel and equipment by Sponsors or individuals as authorized by the Board of Directors.
4. Ensure proper and timely placement of sponsorship on the website and communication boards.

### **Role of the Director of CanSkate**

The Director of CanSkate shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Work with the CanSkate Coaching Administrator to oversee and administer all CanSkate and Learn-to-Skate activities and communications.
3. Report to the Board of Directors on all CanSkate programs.
4. With the CanSkate Coaching Coordinator, coordinate all CanSkate events, such as Halloween and Santa Skates, Santa Claus Parade, Mini Olympics, test days and report card distribution
5. With the Carnival Chair, coordinate costume sizes, purchases and distribution for all CanSkaters
6. Work with Program Assistant leaders to ensure all equipment is in good repair; purchase new equipment as needed.
7. With the CanSkate Coaching Coordinator, prepare and present a report at the Annual General Meeting.
8. Liaise between parents and coaches regarding skater evaluations, as required.
9. In consultation with the Director of Advertising and Communication and the CanSkate Head Coach, provide newsletters to CanSkate parents/guardians.
10. Recommend policy to the Board of Directors regarding CanSkate programming issues of the Club.
11. Carry out duties as assigned by the Board of Directors or the President.

### **Role of the Director of Volunteering**

The Director of Volunteering shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Be responsible for management of Club website, ensuring the timely and accurate posting of relevant information, unless otherwise delegated.
3. Manage the Club's Program Assistants, including:
  - a. Interview and select the CanSkate Program Assistant Leader(s), together with the Canskate Coach Coordinator or Club Head Coach
  - b. Administer the Program Assistant selection and training process, together with the Canskate Coach Coordinator
  - c. Supervise the CanSkate Program Leader(s) , and if necessary, assist the leaders in supervising the Program Assistants
  - d. Liaise with the Canskate Coach Coordinator and CanSkate Director regarding Program Assistant needs, if necessary
4. Liaise with Club directors to develop an annual work plan based on season needs.
5. Provide assistance to Club Directors or Committee Chairs.
6. Provide regular updates to all Board of Directors members.
7. Prepare and present a report at the Annual General Meeting.
8. Carry out duties as assigned by the Board of Directors or President.

### **Webmaster**

The Webmaster role may be delegated by the Board of Directors. Unless delegated to a board member, it is considered a non-voting position.

1. Be responsible for management of Club website, ensuring the timely and accurate posting of relevant information, unless otherwise delegated.

### **Role of the Director of Fundraising**

The Director of Fundraising shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Prepare and implement a strategic plan for fundraising.
3. Provide regular updates to all Board of Directors members.
4. Prepare and present a report at the Annual General Meeting.
5. Oversee or manage all fundraising activities of the Club.
6. Define and uphold Club policies regarding fundraising.
7. Recommend fundraising policy to the Board of Directors.
8. Carry out duties as assigned by the Board of Directors or the President.

### **Collection of Monies:**

1. Work in cooperation with the Treasurer in maintaining an accurate record of all monies received from the sponsors and fundraising activities, unless otherwise delegated.

### **Fundraising:**

1. Organize or coordinate all fundraising activities pertaining to the Club.
2. Provide each fundraising coordinator, if applicable, with information regarding fundraising policies, procedures and acceptable activities.
3. Ensure that all fundraising activities are within Club guidelines and do not conflict with Club sponsors.
4. Provide regular updates to the Board of Directors on fundraising activity for their approval.
5. Be responsible for collection of fundraising event financial reports and year-end summaries from each fundraising coordinator, if applicable.
6. Work with the Vice President to provide apparel for sale to Club members
7. Be responsible for holding apparel and equipment for sale, as authorized by the Board of Directors.

### **Role of the Test Chair**

The Test Chair shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Arrange and supervise all tests in consultation with the Board of Directors and appointed judges.
3. Obtaining judges and other officials (data specialist, accountant) for Skate Canada tests and competition
4. Keep club records of tests.
5. Preparing test records for forwarding to Skate Canada.
6. Liaise with outside club ...
7. Encourage skaters to become potential Skate Canada judges.
8. Assist the Section Judges Chair.
9. Be responsible for all trophies, awards, banners and sponsorship plaques presented by the Club.
10. Carry out duties as assigned by the Board of Directors or the President.
11. In conjunction with the President, Treasurer or Registrar, provide authorization to club skaters to participate in Skate Canada sanctioned events such as competitions, guest skating at other clubs, or participation in test days at other clubs.
12. Provide written consent to skaters wishing to try a test outside of the home organization.
13. At the discretion of the Board of Directors, provide a blanket statement for members to try tests at an outside club for the portion of time that the Innisfil Skating Club is inactive.

### **Role of the Registrar**

The Registrar shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Recruit and train volunteers to perform the functions required for registration.
3. Establish registration forms and procedures.
4. Conduct registration for all applicants eligible to participate in Club programs.
5. Maintain a register of receipts regarding all registration fees received by the Club.
6. Maintain a current registration list of all skaters, including mailing and email addresses, phone numbers and parent/guardian names.
7. Work in cooperation with the Treasurer in maintaining an accurate record of all monies received from the registration.
8. Supply to the Board of Directors members current registration information in a timely fashion.
9. Ensure that all skaters are registered with Skate Canada.
10. Communicate any changes in registration immediately to the Board of Directors or other individual who are affected by such change.
11. Submit to the treasurer, an estimate of the revenues and expenditures for the next fiscal year of the Club.
12. Present a report regarding Registration operations to the Board of Directors.
13. In conjunction with the President, Treasurer or Test Chair, provide authorization to club skaters to participate in Skate Canada sanctioned events such as competitions, guest skating at other clubs, or participation in test days at other clubs.
14. Recommend policy related to registration to the Board of Directors regarding registration.
15. Work with the Coaching Representative to ensure each registrant meets eligibility requirements for Junior, Intermediate or Senior StarSkate sessions.
16. Carry out duties assigned by the Board of Directors or the President.
17. Manage the club's gmail account, including timely communications with club members, as well as timely liaison with the club's President and Vice President if necessary.

### **Role of the Coaching Representative**

The Coaching Representative shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Liaise with the Club President or Board of Directors, and the coaches regarding club programming, development, skater etiquette and safety, coach selections, and contracts negotiations.
3. Carry out duties as assigned by the Board of Directors Committee or the President.

### **Coaches Liaison:**

1. Ensure that Club Coaches have an up-to-date copy of the Club Constitution, By-laws and policies at the start of each season.
2. Ensure that Club Coaches have received and returned a season contract.
3. Ensure that the Board of Directors is aware of any concerns or problems coaches are incurring with the Club's policies.
4. Facilitate meetings for support and feedback in an advisory capacity for all coaches.
5. Chair the Coaching Selection Committee (ad hoc) and submit recommendations to the Board of Directors.
6. Liaise with the Club Coaches and StarSkaters regarding the Program Assistant mentor program.
7. Liaise with the Club Coaches and coordinate annual selection of Club nominations for the Skate Canada Program Assistant, StarSkater and CanSkater of the Year awards.



*Skater Development:*

1. Be a member of all Club financial, programming, development or constitution review committees.
2. Be responsible for requesting, organizing and promoting skater development programs and clinics in consultation with the Board of Directors
3. Liaise with the Test Chair regarding judges for test days and Club Competitions, if required.
4. In consultation with the Club Coaches, advise in decisions involving skater movements at all levels and inform the Registrar and President of such decisions.
5. Manage all resources required for on-ice and off-ice clinic sessions relating to skater development.

*Skater Safety:*

1. Oversee the execution of disciplinary action against skaters as per the Club's policies.
2. Recommend policy related to risk management and skater safety to the Board of Directors.

Approved by the Innisfil Skating Club Board of Directors on March 15, 2011  
Approved as Revised by the Innisfil Skating Club Board of Directors on September 26, 2011  
Approved as Revised by the Innisfil Skating Club Board of Directors on June 19, 2013