



Job Description

Elected Director - Vice President

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or a skating background would be beneficial.
- Ability to make good decisions based on the best interests of the whole Club.
- Human Resource background would be beneficial.

Duties

- Reports to the Board.
- The Vice President shall assume the President's responsibilities in his/her temporary absence.
- To liaise between the coaching team and the SCBC Board.
- Assist SCBC Directors and Club Committees as needed.
- To serve as a signing officer for the organization.
- Assist to recruit Coaches and Dance Partners as required.
- Together with the President negotiate coaching agreements annually.
- To insure that all club coaches meet the Skate Canada requirements prior to the start of each year.
- To hold monthly Coaching team meetings.
- Work with the coaching staff to schedule & monitor all sessions and group coverage.
- Together with the President negotiate Ice Show agreements bi-annually.
- To assist with the administration of the session program and other program initiatives designed for competitive & STARSkate athletes.
- Encourage and facilitate training and development opportunities for all club athletes.
- Assist with submission of the annual budget.
- To provide relevant seminars/activities as required.
- To ensure the needs of our competitive and STARSkate athletes in all disciplines (singles, pairs, dance, synchronized skating) are considered and necessary programming and support is put in place where needed.
- To deal with any issues that arises involving the coaching team, club administration and skater interaction.
- Provide a written report for and to attend all Board meetings.
- Provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director - Treasurer

Criteria

- Strong leadership and consensus building skills.
- Formal training and/or business experience in accounting.
- Proficient in Excel.
- Strong organizational skills.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or a skating background would be beneficial.
- Ability to make good decisions based on the best interests of the whole Club.

Duties

- Reports to the Board.
- To serve as Chair of the Finance Committee.
- To disseminate financial information as requested by the Board of Directors.
- To develop an investment plan for the organization.
- To coordinate the preparation of the budget.
- Ensures development and board review of financial policies and procedures and that said policies are being followed.
- Keeps the Board regularly informed of key financial events, trends, concerns and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.
- To submit books to an independent accountant for preparation of a financial statement and submit to the Board for approval.
- To serve as a signing officer for the organization.
- To prepare bank deposits.
- Collect test envelopes (payments).
- Provide Bingo reports to the City of Brampton.
- Pay bills and issue cheques that have been authorized by the Board.
- To perform other duties as prescribed by the Board.
- To provide a financial statement at all Board meetings.
- Yearly financials for SCBC AGM.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director - Secretary

Criteria

- Strong leadership and consensus building skills.
- Formal training and/or business experience in accounting.
- Proficient in Excel.
- Proficient in Word.
- Strong organizational skills.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or a skating background would be beneficial.
- Ability to make good decisions based on the best interests of the whole Club.

Duties

- Reports to the Board.
- To schedule the monthly club board meetings.
- To create the agenda for the club board meetings.
- To take and record the minutes for all club meetings.
- To receive and respond to club correspondence.
- To liaison with Peel Region Police Department for Police Checks.
- To track and record volunteer police checks.
- To review all club communications.
- To update club information with the city, section and National offices.
- The secretary is also responsible for submitting to Skate Canada and to the Section such reports as are required by Skate Canada.
- To create & issue the SCBC AGM mailing.
- To organize SCBC AGM.
- To create SCBC AGM annual report.
- To take record and submit SCBC AGM minutes.
- To arrange for updates to constitution as needed.
- To arrange for updates to incorporation papers as needed.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Events Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or a skating background would be beneficial.
- Ability to make good decisions based on the best interests of the whole Club.

Duties

- Reports to the Board.
- To ensure a practical event management system in order to promote the coordinated staging of co-hosted and SCBC Club operated competitions.
- To streamline the services and resources used at each of the competitions so as to maximize financial opportunities and to avoid redundancy.
- To serve as Co-Chair for all section co-hosted events.
- To coordinate selection of site, dates and times for all competitions.
- To recruit volunteers for all competition committees.
- To set financial guidelines and to approve budgets for competitions.
- To serve as Chair of the Competitions Committee.
- Organize the annual Christmas Ice show.
- To compile all competition results and submit to secretary for posting on website, bulletin boards and newsletters.
- To submit competition results to the recognition committee.
- To attend Skate Ontario Meetings requiring Club representative.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Membership Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or skating background would be beneficial.
- Proficient in Word.
- Proficient in Excel beneficial.
- Ability to make good decisions based on the best interest of the whole Club.

Duties

- Reports to the Board.
- Ensure that the Club and its' members are registered with and according to Skate Canada regulations and deadlines.
- Ensure to register officials (judges, board members etc.) that have requested registration with our club.
- To provide SCBC membership list when required.
- To sit on the scheduling/events committee.
- To organize and hold registration dates for Fall/Winter, Spring and Summer sessions.
- To update and order all registration forms.
- To prepare and maintain session lists for each session.
- Liaise with Board on any concerns and recommendations regarding registration issues.
- Be aware of maximum/minimum registrants allowed for each program.
- Deal with refunds. Bring the issue to the Board for decision, if required and then administer the refund as is decided or written letter of why the Board is not refunding the money.
- Register SCBC skaters for Christmas Ice Show or other Club events as required.
- To receive all requests from the membership regarding session skating and handle as necessary.
- To be proficient in Uplifter.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To act as registrar at SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Test Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Skating knowledge or a skating background would be beneficial.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or skating background would be beneficial.
- Proficient in Word.
- Proficient in Excel beneficial.
- Ability to make good decisions based on the best interest of the whole Club.

Duties

- Reports to the Board.
- To schedule all test days.
- To submit minimum and maximum numbers to Skate Ontario for test days.
- To submit results to Skate Ontario and Skate Canada.
- To secure judges and create a schedule for each test day.
- To form a committee to run all test days.
- To arrange for hospitality for test days.
- To arrange for music players for test days.
- To prepare all paperwork for test days.
- To maintain club test records.
- To compile all test results and submit to secretary for posting on website, bulletin boards & newsletters.
- Communicate to Public Relations all Gold Tests achievements.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – CanSkate Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Skating knowledge or a skating background would be beneficial.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or skating background would be beneficial.
- Ability to make good decisions based on the best interest of the whole Club.

Duties

- Reports to the Board.
- To create CanSkate Information booklet electronically.
- To create a CanSkate budget together with the Treasurer and CanSkate Co-ordinator.
- To oversee the smooth running of each CanSkate Session.
- To organize and run CanSkate information sessions.
- To work with the CanSkate Coordinator.
- To create a committee to run the badge tables at each session.
- To receive and handle any questions/requests as necessary.
- To organize and run CanSkate Fun Days.
- Purchase, make loot bags for CanSkate Fun Day and other holidays.
- Distributes Club program information/brochures to CanSkate members and potential skaters.
- Assists at the first few weeks of CanSkate sessions with the CanSkate Co-Ordinator in welcoming the skaters and handling issues that arise with registrations and answering questions from parents.
- To promote CanSkate within the local community to increase registration and awareness.
- To work with CanSkate Co-Ordinator and PA's.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Public Relations Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Proficient in Word.
- Proficient in Excel beneficial.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or skating background would be beneficial.
- Ability to make good decisions based on the best interest of the whole Club.

Duties

- Reports to the Board.
- To work with CanSkate Chair to co-ordinate displays, marketing opportunities and advertisements to promote the CanSkate program.
- To organize with the Event Chair the public relations event for sports – Sports Day in Canada.
- To create a committee that fosters the recognition of all skaters and club members.
- To submit all nominations to the city for Sports Achievement Awards.
- To submit all nominations to Skate Ontario for Annual Skate Ontario Awards.
- To receive nominations for SCBC Awards.
- To determine the recipients for the SCBC Awards.
- To organize and implement all recognition for the SCBC Awards Night.
- To compile and recognize all tests and competition results.
- To create ongoing recognition for Canskaters, Jump and other criteria as decided by the committee and approved by the board.
- To maintain the SCBC trophy cases.
- To organize the Volunteer recognition.
- To update and maintain banner recognition.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Volunteer Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Strong communication skills.
- Proficient in Word
- Proficient in Excel
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or skating background would be beneficial.
- Ability to make good decisions based on the best interest of the whole Club.

Duties

- Reports to the Board.
- To create a database of all volunteers for all club activities.
- To track all volunteer hours.
- To secure volunteers as needed by other Chairs. I.e. music, session reps, badge table, events etc.
- To reach out at registrations, sessions and other opportunities to create awareness and find volunteers.
- To provide a list to the treasurer of all parents who have completed the required volunteer hours before the deadline.
- To sit on the STARSkate Competition, Club Competition and Ice Show Committees, and other events that may arise.
- Assist Public Relations chair with recognizing volunteers with 30 plus hours of volunteering during the skating season at the SCBC's AGM.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Synchro Chair

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Synchronized skating knowledge or a skating background would be beneficial.
- Ability to make good decisions based on the best interests of the whole Club and Gold Ice.

Duties

- Reports to the Board.
- Ensures all Gold Ice synchronized skaters are registered with Skate Canada.
- Ensures all Gold Ice Team Managers are registered with Skate Canada.
- Helps plan and coordinate Gold Ice Gala.
- Research and outsource new fundraising incentives for Gold Ice.
- Provide summary of all Gold Ice fundraising initiatives to the SCBC Board.
- Provides results of Gold Ice competitions to Public Relations Chair.
- Provide list of Synchronized teams to be recognized in City and AGM awards.
- Promote synchronized skating within the SCBC Club.
- To provide a written report for and to attend all Board meetings.
- To assist/coordinate synchronized skating events if Gold Ice wishes to take on a Skate Ontario sanctioned competition.
- Help promote/sell Gold Ice merchandise.
- Writes Gold Ice newsletter to be handed out/ emailed to Gold Ice members.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.



Job Description

Elected Director – Fundraising

Criteria

- Strong leadership and consensus building skills.
- Strong organizational skills.
- Strong communication skills.
- Proficient in Word.
- Ability to communicate effectively.
- Ability to work both with a team and independently.
- Skating knowledge or skating background would be beneficial.
- Ability to make good decisions based on the best interest of the whole Club

Duties

- Reports to the Board.
- To work with the treasurer to create an annual goal & budget.
- To bring to the board an annual plan.
- To update & maintain the Sponsorship package.
- To acquire new and maintain current club sponsors.
- To order and administer Skate Ontario – Promotional booklets for membership.
- To oversee all fundraising projects.
- To obtain and track all Program Ad Sales.
- To obtain donations of food, money, prizes and sponsorships for competitions.
- To sit on the STARSkate Competition, Club Competition and Ice Show committees.
- To coordinate with the Recognition Chair the Sponsorship banners.
- To provide a written report for and to attend all Board meetings.
- To provide a written report for and to attend the SCBC AGM.
- To assist in the club office and all club events as required.
- Other duties as prescribed by the Board.