



BOARD OF DIRECTORS ROLE DESCRIPTIONS

1 - President

The President shall:

- i. be the chief executive officer of the Club
- ii. preside at all meetings of the Club and of the Board
- iii. be responsible for the general and active management of the business of the Club
- iv. see that all orders or resolutions of the Board are enacted
- v. participate in or appoint a representative to the board of directors of the PSO (i.e. Alpine NS).
- vi. act as single point of contact for club business or appoint a representative to liaise with Ski Wentworth
- vii. be primary point of contact or appoint a representative between Program Coordinator and BoD
- viii. be one of the signing authorities on WSRC bank accounts

2- Vice President

The Vice President is not required to be a standalone position, but be a designation appointed to another member of the board who while fulfilling the duties associated with that role, is the person who shall become President in the next term of office for President and in the absence or disability of the current President, perform the duties and exercise the powers of the President.

The Vice-President shall:

- i. Act as the chair of the disciplinary committee.
- ii. Participate with the President in the annual performance review of the Program Coordinator.
- iii. Perform other duties as agreed with the President.

3 - Secretary

The Secretary shall:

- i. act as clerk at all meetings of the Board and record all votes and minutes of all proceedings,
- ii. give or cause to be given notice of all meetings
- iii. perform such other duties as shall from time to time be assigned by the Board.
- iv. register the current Officers and financial statements with the Registry of Joint Stock Companies within sixty (60) days of the annual general meeting.
- v. be responsible for coordination of club communications including:



WENTWORTH SKI RACING CLUB

- receiving and distributing ASNS communications,
- registering WSRC events as ASNS sanctioned events,
- receiving and distributing race notices and results,
- compiling content for and distributing weekly newsletters.

4 - Treasurer

The Treasurer shall have the custody of the Club funds and securities and shall perform the following:

- i. Payables
- ii. Receivables
- iii. Book keeping of the same
- iv. Bank reconciliations
- v. Payroll
- vi. Interact with auditor
- vii. Prepare financial statements for year-end financial review
- viii. Collate draft budget for upcoming fiscal year.
- ix. Periodic financial reporting through the year.

5 - Director, Equipment

The Director Equipment shall:

- i. Work with Program Coordinator to ensure adequate functional equipment is maintained to run WSRC programs and events
- ii. Keep inventory of existing equipment
- iii. Do year-end inventory of breakages and losses for the season
- iv. Provide summary year-end report and make recommendations for replacements required and budget information
- v. Keep abreast of regulatory requirements
- vi. Make recommendations to the Board of new equipment acquisitions

6 - Director, Officials

The Director, Officials shall:

- Keep running list of WSRC current and former members with official qualifications
- Arrange official courses
- Foster a positive environment to encourage new parent volunteers
- Arrange officials for each race event; advise race administrators the list of officials names for away race events prior to registration deadline.
- Liaise with ASNS related to officials
- Ensure all personnel officiating on snow are registered with ACA



7 - Director, Membership Development

The Director of Membership Development primary concern is with maintaining and growing the membership base within WSRC through retention and attraction of members.

Membership Development can include marketing & promotion, communication, social & fun events for athletes and parents, value proposition, addressing membership concerns, and the end of season membership survey.

The Director Membership Development recruits the Parent Reps for each age group and acts as the liaison between the BoD and the Parent Reps.

8 – Registrar

The BoD shall approve program fees, camp fees and ad hoc training day fees in advance of registration being set up for these items and shall set the timelines, late fess, etc.

The Registrar shall:

- set up the registration of programs, camps and training days hosted by WSRC and be the primary point of contact for questions or inquiries.
- provide a list of registrants to the Program Coordinator upon close of registration.
- The Registrar will deal with any special inquiries such as:
 - Late registrants.
 - Withdrawals.

Non- BoD Positions

1 - Race Administrator

The Race Administrator shall:

- Upon receipt of the race notice from the Secretary, the Race Administrator will work with the Program Coordinator to set the fee for each away race.
- The Race Administrator will ensure that all Club registrants are entered in the ACA database with the appropriate card (i.e. – national versus recreational)
- The Race Administrator will set-up the registration for each race and advise the Secretary that the race is open for registration.
- The Race Administrator will create a list of WSRC registrants and submit it to the host ROC before the deadline stated in the Race Notice; also copy Program Coordinator and Treasurer.



WENTWORTH SKI RACING CLUB

- The Race Administrator will also deal with any ad hoc requests (ie – late entries, withdrawals, etc.)
- Reconcile race fee charged with actual expenses per athlete and provide race account reconciliation to each member before the end of April of each season.

2 - Fundraising

- Set fundraising goals for upcoming fiscal year
- Plan and execute fundraising events
- Complete grant applications
- Complete lottery license applications and reports
- Set-up and steward sponsorship program