

Yellowknife Ski Club

Organization Chart & Position Descriptions



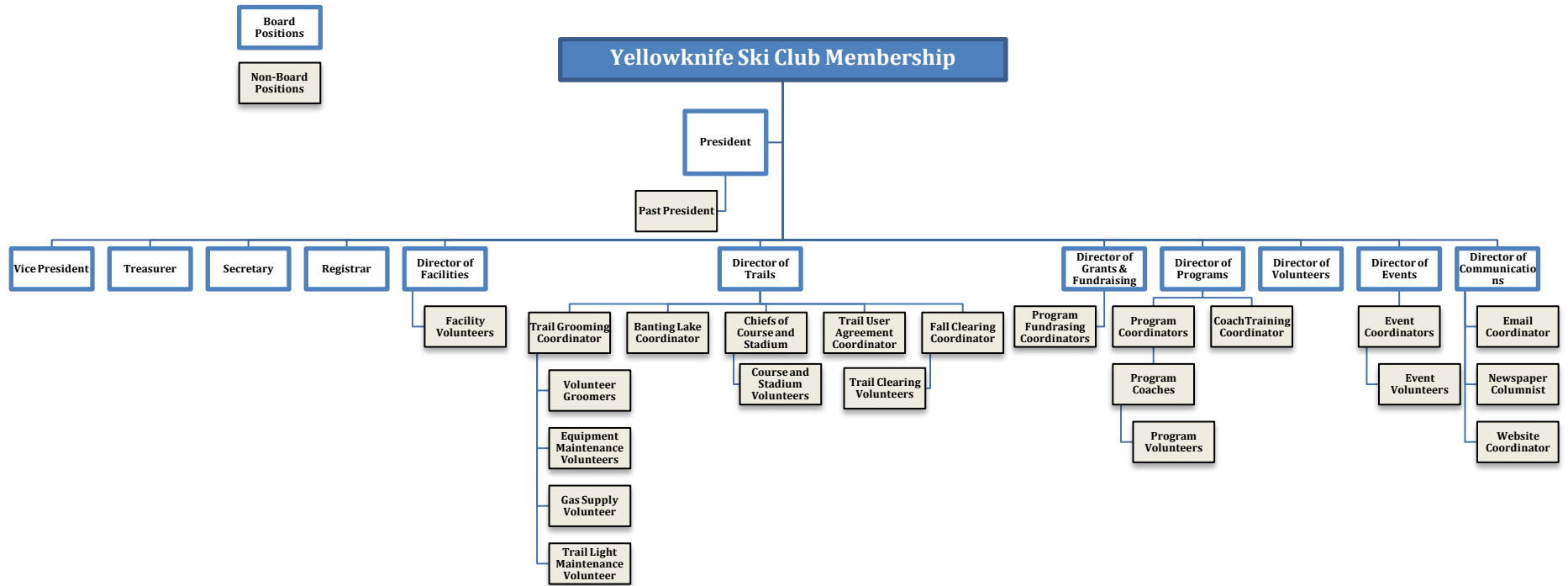
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PART I: ORGANIZATION CHART



PART II: BOARD OF DIRECTORS POSITION DESCRIPTIONS

All Directors

Authority

The Board of Directors is the legal authority for the Yellowknife Ski Club (the Club). As a member of the Board, a Director is a trustee for the Club and is responsible for the effective governance of the organization. Directors are expected to fulfill the duties outlined below and are accountable to the Board as a whole and ultimately to the membership.

All Directors will:

- Be a member in good standing with the Club.
- Be accountable and legally responsible for the Club.
- Be familiar with the overall operation of the Club.
- Promote the Club in the community and among the membership.
- Actively participate in the Club.
- Fulfill the Club's mandate, as identified in the constitution, by developing and administering programs and services, establishing priorities and approving and implementing long and short term plans.
- Be aware of and adhere to the constitution, bylaws, policies and rules of the Club.
- Propose constitution and bylaw changes for membership approval.
- Recommend new policies to the Board for approval.
- Attend meetings and be prepared by reading agendas, minutes and other information ahead of time.
- Write and present reports for Board meetings, the Annual General Meeting, and other meetings if needed.
- Prepare and follow a work plan for the year.
- Prepare and submit a budget proposal for the year.
- Monitor the operations of the organization and develop changes to the budget, plans and policies as appropriate.
- Attempt to find a replacement and provide advice and assistance to successor.
- Attempt to delegate and build a team of volunteers in the area of responsibility.
- Submit a list of volunteers to the Director of Volunteers.
- Submit Club documents to the Secretary for archival filing.
- Provide information to the Director of Communications for public relations purposes.
- Cooperate with other directors when areas of responsibility overlap.

Term

Directors are elected by the membership for a one-year term, starting July 1, at the

General Meeting in the spring.

Benefits

- All Board positions are filled on a volunteer basis, with no financial remuneration.
- The Club and membership express their gratitude to Board volunteers on an ongoing basis, and at the annual volunteer appreciation event in particular.

President

Assignment

President

Purpose

- To provide leadership, overall direction, guidance and support to the Board of Directors
- To oversee general management and supervision of the Club's affairs.

Tasks

- Ensure board orientation materials are reviewed and prepared for the first meeting of a new Board.
- Responsible for Board orientation soon after elections.
- Review Directors' work plans for the year.
- Prepare agendas and chair all meetings.
- Cast deciding vote in the case of ties.
- Maintain a Directors' action item table.
- Ensure that expenses are made within the approved budget parameters.
- Oversee athlete development and programs.
- Oversee membership drives and registration.
- Oversee communications.
- Oversee fundraising activities.
- Oversee volunteer development.
- Oversee trails and facilities management.
- Oversee events, including production of the calendar.
- Oversee annual filings by the secretary.
- Coordinate constitution and bylaw revisions.
- Coordinate strategic planning.
- Spokesperson for the Club.
- Liaise with the City of Yellowknife regarding City lands issues, e.g. Lease, General Plans and Waterfront Planning.
- Signing officer for the Club.
- Coordinate activities of the Past President and Vice President.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- 6 hours a week on average
- Depending on the volunteers available and the individual's ability to delegate, it could

take more or less time.

- Meeting times are fixed, but most of the work can be done any time.

Qualifications and Skill Requirements

- Strong leadership skills
- Management skills
- Delegation skills
- Organizational skills
- Communication skills
- Ability to work with and cooperate with others
- Supervisory skills

Training and Skill Development

Incumbent is available as needed for support and guidance.

Supervision

- Responsible to the Board of Directors and the membership.
- Supervises the tasks and duties of the:
 - Past President
 - Vice President
 - Treasurer
 - Secretary
 - Registrar
 - Director of Facilities
 - Director of Trails
 - Director of Grants and Fundraising
 - Director of Programs and Athlete Development
 - Director of Volunteers
 - Director of Events
 - Director of Communications

Authority/Decision Making

- Approval of any expenses related to the President's duties within the Board sanctioned budget.
- Call and chair Board meetings.
- Direction to individual Board members, within parameters of Board approved plans.

Committee Membership

- Executive Committee (Chair)

Supporting Policies

Constitution, bylaws, policies

Working Conditions

Can work from home.

Vice-President

Assignment

Vice-President

Purpose

- To assist and support the President, particularly with respect to internal relations.

Tasks

- Assume the President's duties when the President is absent or unable to carry out those responsibilities.
- Provide advice to the President with respect to the operation, management and strategic direction of the Club.
- Signing officer for the Club.
- Liaise with the NWT Ski Division and the NWT Biathlon Association.
- Prepare an annual work plan and budget request for related activities.
- Support the President, particularly with respect to internal relations.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)

Qualifications and Skill Requirements

- Strong leadership skills
- Management skills
- Organizational skills
- Ability to work with and cooperate with others

Training and Skill Development

Incumbent is available as needed for support and guidance.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making

- Approval of any expenses related to the Vice President's duties within the Board sanctioned budget.
- Exercising the President's authority and decision making responsibilities in the absence of the President

Committee Membership

- Executive Committee

Supporting Policies

Constitution, bylaws, policies

Working Conditions

Can work from home.

Treasurer

Assignment

Treasurer

Purpose

- To maintain the books, budget and financial records of the Club.
- To ensure that the Club implements and operates in accordance with financial and budgeting best practices.

Tasks

- Coordinate long range financial planning.
- Prepare the annual budget for the Club in consultation with Directors.
- Present financial reports at monthly Board meetings.
- Prepare year-end financial statements to be presented at the Annual General Meeting.
- Advise program coordinators on the state of their accounts.
- Keep an accurate record of revenue and expenses.
- Monitor electronic remittances to the Club for membership dues, donations and event registrations.
- Prepare and follow up on invoices.
- Pay bills on time, including reimbursing Club members for authorized Club expenses.
- Provide cash floats for Club events, when necessary.
- Ensure signing authorities are in place.
- Make deposits of club revenue into a Board approved bank account or other Board approved investments.
- Manage the VISA account.
- Follow up on NSF cheques and VISA non-payments.
- Arrange for an independent financial audit, if necessary.
- Advise the board on Club membership fee schedule annually.
- Maintain a separate record of donations to the Club and work with the Registrar to provide details to the Director of Grants and Fundraising, at least quarterly.
- Apply for tax receipts from the City of Yellowknife on behalf of eligible donors, at least quarterly.
- Work with the Director of Grants and Fundraising to ensure that necessary documents for City of Yellowknife core grants are prepared and filed on time.
- Empty the day-use cash box.
- Store financial records for 7 years.
- Signing officer for the Club.

Time Commitment

- Monthly Board meeting (about 2.5 hours each)
- 10 - 12 hours per month in the winter
- 4 hours per month in the summer
- Certain periods are busier, e.g. immediately following Snow Show when new memberships are processed.
- Special events will require extra input of time.
- Not as much to do in summer, but some essential tasks remain and must be done in a timely manner during this time.

Qualifications and Skill Requirements

- Basic accounting skills
- Good computer skills
- Conscientious attention to detail
- Management skills

Training and Skill Development

Incumbent is available as needed for support and guidance.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making

Pays bills upon approval of the appropriate Director within the constraints of the approved budget.

Committee Membership

- Executive Committee

Supporting Policies

Tax receipt policy

Membership reimbursement policy

Working Conditions

Can work from home.

Secretary

Assignment

Secretary

Purpose:

- To keep the Club records in order.
- To ensure that the Club's constitution, bylaws and policies are up-to-date, and that the Club operates in accordance with them.

Tasks:

- Prepare an annual work plan and budget request for related duties and projects.
- Record minutes, including motions at the meetings of the Board, Annual General Meeting, Special and General meetings and make them available at any reasonable time for inspection by any member.
- Distribute copies of the draft minutes to the Board within 2 weeks of a meeting.
- Post approved minutes to the Club website within 2 weeks of approval.
- Maintain Club records, including Minute Book, committee reports, lease agreements, insurance policies, etc., and make them available at any reasonable time for inspection by any member.
- Maintain an electronic copy of all files if possible.
- Maintain an up-to-date copy of the Club's constitution, bylaws and policies and have them available at all Board meetings.
- Collect mail and distribute it as appropriate.
- Respond to correspondence as needed.
- Prepare correspondence, as required by the Board.
- Prepare and file lease related documents with the City of Yellowknife and DIAND.
- Complete Cross Country Canada registration through the NWT Ski Division to confirm our insurance.
- Compile the Annual Report.
- Complete the annual registration for the Societies Act within 30 days of the Annual General Meeting.
- Arrange for Club mail-outs as directed by the Board.
- Check for Club phone messages, and respond to them or assign them as necessary.
- Prepare package of updated Directors' materials, and distribute them for first meeting of new Board.
- Signing officer for the Club
- Take charge of the Club's seal.

Time Commitment:

- Draft Annual Report (4 hours)
- Monthly Board meeting and other meetings (4 hours per month)
- Maintaining files (0.5 hours per month)
- Meetings are fixed, but other tasks can be done whenever.

Qualifications and Skill Requirements:

- Computer skills.
- Familiar with Robert's Rules of Order
- Communication skills
- Organizational skills
- Public relations skills

Training and Skill Development:

- Incumbent is available as needed for support and guidance.

Supervision:

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making:

- Approval of any expenses related to the Secretary's duties within the Board sanctioned budget.

Committee Membership

- Executive Committee

Supporting Policies:

To be completed.

Working Conditions:

Can work from your home computer.

Registrar

Assignment

Registrar

Purpose:

- To ensure that the effective functioning of the Club membership, programs, events and donations registration system, and ensure records of Club membership and waivers are preserved and kept up-to-date.
- To coordinate membership growth initiatives.

Tasks:

- Prepare an annual work plan and budget request for related activities.
- Prepare a long-term membership growth plan.
- Maintain database of Club members.
- Report monthly to the Board on the membership and program registration numbers during the ski season.
- Store membership forms and waivers for 7 years.
- Update membership form annually, and membership waiver as required by Board.
- Prepare e-mails or letters to Club members reminding them to renew their membership for the upcoming ski season.
- Coordinate all registrations at the Snow Show, with help from program coordinators and others as needed, including arranging for on-site computer registration.
- Ensure that members receive confirmation and a receipt for their membership renewal and program registration, and Fitness Tax Credit receipts where applicable.
- Apply the Membership policies, e.g. ensure that coordinators and coaches are members.
- Maintain a separate record of electronic donations to the Club and provide donor details to the Treasurer and to the Director of Grants and Fundraising, at least quarterly.

Time Commitment:

- Organization of registration at the Snow Show (8 hours)
- Update of registration database (4 hours in the fall, then 2 hours per month)
- Preparation of mass emails to Club membership (3 hours)
- Monthly Board meeting and other meetings (4 hours per month)
- Maintaining files (1 hour per month)
- Meetings are fixed, but other tasks can be done on a flexible schedule.

Qualifications and Skill Requirements:

- Computer skills (Zone 4 in particular)
- Communication skills
- Organizational skills
- Public relations skills

Training and Skill Development:

- Incumbent is available as needed for support and guidance.
- Detailed knowledge of the online Club registration system, Zone 4, is required.

Supervision:

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making:

- Approval of any expenses related to the Registrar's duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies:

Membership policy

Working Conditions:

Can work from your home computer.

Director of Facilities

Assignment

Director of Facilities

Purpose

- To ensure that the facilities of the Club are maintained in good condition, improved as needed, and are optimally utilized.

Tasks

- Prepare and submit an annual facilities budget request.
- Oversee and report monthly to the Board on the operation and management of the facilities.
- Consult with program coordinators on Club building time requirements for programs.
- Prepare and submit a Club facility schedule, and block that time with the City.
- Liaise with the City to ensure optimal utilization of the online facility booking system.
- Review rentals calendar for facility monthly.
- Show building to potential renters as required.
- Answer questions from potential renters about the facility by telephone.
- Recruit and maintain a roster of volunteers to do any necessary inspection or set-up before and after facility rentals.
- Maintain a list of all facility keys and key holders.
- Ensure that facility supplies (TP, paper towel, etc.) are stocked and available.
- Coordinate cleaning and maintenance of the facilities.
- Coordinate necessary minor repairs on the facilities.
- Prepare major facility improvement proposals for submission to the Board.
- Oversee major facility improvements.
- Maintain facility information files.
- Ensure that facilities are used and maintained in compliance with applicable Club policies of insurance.
- Organize and recruit volunteers for a facility security call-out team.
- Meet annually with key building partners to discuss building use needs.
- Work with the Director of Trails to ensure safe and secure storage of trails equipment.
- Work with the Director of Communications to market the facility for rentals, including preparation and distribution of an updated brochure, and online information.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- Security call-outs may occur at any time.
- Rental related questions and tours may be required at any time.
- Meeting times are fixed, but other work is flexible.

Qualifications and Skill Requirements

- Communication skills
- Organizational skills
- Management Skills
- Public relations skills

Training and Skill Development

Incumbent is available as needed for support and guidance.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making

- Approval of any expenses related to the Director of Facilities' duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

Working Conditions

Can work from home.

Director of Trails

Assignment

Director of Trails

Purpose

- To ensure that trails are kept in good condition, improved as needed, and are optimally utilized.

Tasks

- Coordinate long range planning for trail improvements and major equipment purchases.
- Prepare and submit an annual trails budget request.
- Coordinate Trail Risk Management Plan, including trail safety, insurance, signage, and trail rescue plans.
- Coordinate fall trail clearing, including equipment maintenance.
- Coordinate grooming of trails and stadiums during the ski season.
- Coordinate maintenance and inspection of the biathlon range.
- Provide weekly trail grooming reports to the membership.
- Coordinate repairs and maintenance for skidoos and grooming equipment.
- Review and approve insurance policy for skidoos before payment by treasurer.
- Coordinate maintenance of trail lighting.
- Ensure that trails are adequately signed.
- Coordinate the Banting Lake tent project.
- Support the Race and other events committees for Course and Stadium responsibilities.
- Work with the Director of Facilities to ensure safe and secure storage of trails equipment.
- Oversee any trail development projects.
- Coordinate trails and facilities user agreements with organizations such as schools and the Yellowknife Multisport Club.
- Ensure that all endorsed trail usages and maintenance standards comply with applicable Club policies of insurance.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- Liaise with Trail Grooming Coordinator and volunteers (2-4 hours per month).
- Race committee meetings (4-5 hours depending on event)
- Time required varies depending on events, projects and ability to recruit and delegate.

For example, the Director of Trails may need to cover the duties of the Trail Grooming Coordinator and/or Fall Clearing Coordinator, if those roles are not filled.

Qualifications and Skill Requirements

- Management skills
- Recruiting Volunteers and Delegation skills.
- Knowledge of trail design and maintenance.
- Knowledge of trail equipment requirements and maintenance.
- Knowledge of Biathlon range requirements.

Training and Skill Development

- Incumbent is available as needed for support and guidance.
- Trail grooming workshop.
- Safe equipment operation.
- First Aid

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.
- Oversees and works with a large network of Coordinators and other volunteers:
 - Trail Grooming Coordinator, Volunteer Groomers, Equipment Maintenance Volunteers, Gas Supply Volunteer, Trail Light Maintenance Volunteer.
 - Fall Clearing Coordinator, Trail Clearing Volunteers.
 - Chief of Course, Chief of Stadium, various Course and Stadium volunteers.
 - Banting Lake Project Coordinator.
 - Trail User Agreements Coordinator.
- Oversees work of contractors for trail work.

Authority/Decision Making

- Approval of any expenses related to the Director of Trails' duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

Working Conditions

Can work from home. Necessary to do some work at the Club too.

Director of Grants and Fundraising

Assignment

Director of Grants and Fundraising

Purpose

- To coordinate fundraising activities for the Club and its programs and events.

Tasks

- Provide a fundraising plan for the year, based on identified priorities.
- Prepare and submit a budget for fundraising activities.
- Research available grants.
- Apply for City of Yellowknife grants, and work with the Treasurer to ensure that all subsequent filing requirements are met.
- Review all funding applications and grant proposals and present them to the President for approval prior to submission.
- Ensure that reports are completed for accountability of grant money received.
- Oversee any bingo or other Club fundraising proposals, events or initiatives.
- Review, coordinate and support fundraising conducted by Club events and programs.
- Provide details of donations received to treasurer, and ensure that all funds raised are remitted to the Treasurer.
- Maintain a database of donors and details of the donations.
- Oversee donor recognition in accordance with the Fundraising Policy, including all necessary letters, emails, newspaper advertisements, events, etc.
- Ensure that all donor recognition signs are current, and oversee their placement on the facility grounds.
- Ensure that all necessary donor recognition logos are posted on the Club website, and are updated on an annual basis.
- Make recommendations to the Board regarding alternative recognition that may be appropriate.
- Maintain the Club donor recognition wall by preparing and posting signs to it on an annual basis, in appropriate categories.
- Provide information to the Director of Communications regarding grants and donations for inclusion in news releases and email notices.
- Submit a list of donors to the Secretary for inclusion in the Annual Report.
- Evaluate fundraising activities and campaigns.

Time Commitment

- Monthly Board meetings (approximately 2.5 hours each)
- Fundraising coordination and initiatives (approximately 4 hours per month)
- The timing of Board meetings is set, but other work is flexible.

Qualifications and Skill Requirements

- Organizational skills
- Management skills
- Good Computer skills
- Ability to manage details
- Public relations skills
- Knowledge of fundraising sources, including grants and funding organizations

Training and Skill Development

- Incumbent is available as needed for support and guidance.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.
- Director of Fundraising oversees the work of:
 - Program Fundraising Coordinators

Authority/Decision Making

- Approval of any expenses related to the Director of Grants and Fundraising duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

- Fundraising Policy
- Donations to competitive athletes policy

Working Conditions

- Can be done anywhere

Director of Programs and Athlete Development

Assignment

Director of Programs and Athlete Development

Purpose

- To coordinate all Club programs.
- To liaise between the Board of Directors and the program coordinators.

Tasks

- Report to the Board on program development, activities and concerns.
- Collaborate with program coordinators to:
 - Prepare a long-range plan for program development.
 - Revise program forms.
 - Recommend program fees.
 - Submit an overall programs budget request.
- Coordinate and chair regular meetings with program coordinators.
- Coordinate the program and lesson schedule.
- Supervise delivery of programs.
- Assist with communication between athletes, parents and coaches.
- Assist the Director of Communications to prepare athlete profiles, and highlight achievements and events attended.
- Oversee training and certification for leaders, coaches, instructors and officials for biathlon and skiing.
- Ensure that any proposed program fundraising initiatives are approved by the Director of Grants and Fundraising, program funds raised are remitted to the Treasurer, and all information required for donor recognition is provided to the Director of Grants and Fundraising.
- Ensure that Club programs are administered in compliance with applicable Club policies of insurance.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- Program meetings (4 per season – about 2 hours long)
- Supervising programs and program meetings are fixed tasks, but other tasks can be done on a flexible schedule.

Qualifications and Skill Requirements

- Good communication skills
- Ability to chair a meeting
- Knowledge of Jackrabbits, Biathlon and High Performance programs
- Experience as a coach, leader or instructor is an asset
- Knowledge of coaching certification
- Knowledge of athlete development
- Knowledge of biathlon and skiing competition requirements

Training and Skill Development

Incumbent is available as needed for support and guidance.

Can refer to Jackrabbit Program manual and Biathlon Bears manual

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.
- Oversees all program coordinators and the Coaches and Officials Training Coordinator.

Authority/Decision Making

- Approval of any expenses related to the Director of Programs and Athletic Development duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

Coach/leader development/support policy

CANSI membership fee reimbursement policy

Biathlon Canada and Cross Country Canada insurance policies

Working Conditions

Can work from home.

Director of Volunteers

Assignment

Director of Volunteers

Purpose

- To coordinate volunteer recruitment, engagement and recognition.

Tasks

- Prepare a volunteer activities plan for the year, and a related budget request.
- Recruit volunteers for programs, projects and events.
- Ensure that names of potential volunteers from membership forms are passed on to the appropriate directors and coordinators.
- Develop and maintain a volunteer recognition system.
- Ensure that all volunteers are recognized appropriately.
- Oversee coordination of volunteer appreciation event.
- Maintain award descriptions manual.
- Coordinate award nominations and keep a record of nominations and recipients.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- Most things can be done on your schedule, but workload varies depending on need for volunteers.

Qualifications and Skill Requirements

- Organizational skills
- People skills

Training and Skill Development

Volunteer Recognition Kit available

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making

- Approval of any expenses related to the Director of Volunteers duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

Working Conditions

Can work from your home computer.

Director of Events

Assignment

Director of Events

Purpose

- To plan, budget for and coordinate a variety of Club social and athletic events.

Tasks

- Develop a schedule of events, including Snow Show, loppets and races, for submission to the Board.
- Prepare a budget for each event, and an overall programs budget request.
- Recruit coordinators for events.
- Oversee planning of each event.
- Liaise with and support event-planning committees.
- Ensure newspaper sports editor is aware of upcoming events.
- Work closely with Director of Communications to promote events.
- Work with Director of Programs and Athlete Development and/or Program Coordinators as necessary.
- Work with Director of Volunteers to ensure an adequate number of volunteers for each event.
- Work closely with the Director of Grants and Fundraising to ensure that any proposed event fundraising initiatives are approved by the Director of Grants and Fundraising, event funds raised are remitted to the Treasurer, and all information required for donor recognition is provided to the Director of Grants and Fundraising.
- Ensure that all event donor recognition is completed in accordance with the Fundraising Policy.
- Ensure that Club events are administered in compliance with applicable Club policies of insurance.

Time Commitment

- Monthly Board meeting (about 2.5 hours each)
- Meetings with coordinators – 4 hours per week
- Defined by event dates, but planning can start early to allow more flexibility.

Qualifications and Skill Requirements

- Organizational skills
- Management skills

- Ability to delegate
- Ability to manage details
- Time management skills
- Knowledge of events
- Officials training is an asset

Training and Skill Development

Resources include:

- Yellowknife Snow Show binder
- Loppet binder
- Cross Country Canada Rules and Regulations
- Cross Country Canada Officials Handbook
- Biathlon Canada Race Rules
- Biathlon Canada Officials Certification Program – Students Reference Manual
- Understanding of the Club’s online race registration system, Zone 4.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.
- Supervises event coordinators (Snow Show, Loppet, races, etc.)

Authority/Decision Making

- Approval of any expenses related to the Director of Events duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

Cross Country Canada and Biathlon Canada insurance policies

Working Conditions

Can be done from home.

The facilities can be booked for Club events and meetings.

Director of Communications

Assignment

Director of Communications

Purpose

- To promote the Club and its programs and events.

Tasks

- Develop a communications plan and timeline for the year.
- Prepare and submit an annual budget request for communications activities.
- Act as or recruit website coordinator, newspaper columnist and email coordinator.
- Work closely with Director of Events to publicize events.
- Work closely with Director of Programs and Athlete Development and program coaches to highlight athlete profiles, achievements, and events attended.
- Ensure that the website is maintained and up to date.
- Compile and send emails to Club email list.
- Coordinate submission of newspaper columns.
- Liaise with the media.
- Submit event information to media.
- Prepare press releases.
- Post notices of all meetings at the Club.
- Advertise events and the Club.
- Prepare and distribute Club brochure.
- Work with the Director of Fundraising to coordinate donor recognition through the media.
- Coordinate membership recruitment advertising.
- Communicate regularly with members.
- Develop and distribute posters around Yellowknife.
- Coordinate photographing of Club events.
- Advise on any written documentation meant for the public.
- Coordinate Club promotional items.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- Update website and send emails (2 hours per week)
- Annual General Meeting (4 hours)
- The time is not flexible, as the work is defined by the events scheduled.

Qualifications and Skill Requirements

- Computer skills (In particular, Wordpress and Mailchimp software)
- Good communication skills
- Organizational skills
- Public relations skills
- Ability to deal with media

Training and Skill Development

- Incumbent is available as needed for support and guidance.
- Understanding of and ability to use the Club's email management software, Mailchimp.
- Understanding of and ability to use the Club's website management software, Wordpress.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.
- Oversees and works with the following volunteers:
 - Email Coordinator
 - Website Coordinator
 - Newspaper Columnist

Authority/Decision Making

- Approval of any expenses related to the Director of Communications duties within the Board sanctioned budget.

Committee Membership

- None

Supporting Policies

Communications Policy

Working Conditions

Can work from your home computer.

PART III: NON-BOARD POSITION DESCRIPTIONS

Past President

Assignment

Past President

Purpose

- To ensure continuity and historically informed decision making by the current Board of Directors, by providing sage advice based on past experience.
- To support the President, particularly with respect to external relations.
- To oversee the annual election process.

Tasks

- Work closely with the President to support the fulfillment of the President's duties.
- Accept delegation of specific duties from the President.
- Provide advice to the President and to the Board regarding the past decisions and initiatives of the Club and the Board that are relevant to currently considered proposals before the Board.
- Identification and recruitment of potentially valuable future Board members.
- Conduct of the annual Club election.

Time Commitment

- Monthly Board meetings (about 2.5 hours each)
- 2 hours a week on average
- Meeting times are fixed, but most of the work can be done any time.

Qualifications and Skill Requirements

- Strong interpersonal and diplomatic skills
- Strong leadership skills
- Management skills

Training and Skill Development

Responsible for mentoring new Board members.

Supervision

- Responsible to the Board of Directors and the membership.
- Reports to the President with respect to tasks and duties.

Authority/Decision Making

- Though the Past President cannot vote at Board meetings, the President or the Board may call upon the Past President provide input and advise them regarding matters under consideration.

Committee Membership

- Executive Committee

Supporting Policies

Constitution, bylaws, policies

Working Conditions

Can work from home.

Program Coordinators

Assignment

Program Coordinator

Purpose

- To coordinate all aspects of the organization for, execution of, and follow-through related to a specific Club program.

Tasks

- Develop a plan for recruiting and retaining skilled and committed Program coaches.
- Ensure that Program coaches have adequate resources, training and screening on an annual basis.
- Work with the Directors of Communications and Programs to raise community awareness of the Program.
- Recruit and retain Program participants.
- Ensure that all Program participants and coaches are Club members.
- Ensure all Program insurance, safety and security requirements are met.
- Review all Program fundraising proposals with the Director of Grants and Fundraising, and coordinate any Program fundraising conducted.
- Supervise Program coaches.
- Supervise all other Program volunteers.

Time Commitment

Dependent upon the requirements of the specific Program.

Skill & Qualification Requirements

- Program knowledge and experience.
- Coaching experience.
- Organization and management skills.
- Communications skills.
- Criminal records check required.

Training and Skill Development

- Coaching manuals and Jackrabbit resources available
- Officials manuals available

Supervision

Reports to Director of Programs and Athlete Development.
Supervises Program Coaches and Program volunteers.

Authority/Decision Making

Recruitment and selection of Program coaches and other Program volunteers.

Supporting Policies

Working Conditions

- A combination of organizational work from home, and outdoor / on site work with athletes and coaches at the Club.
- Some travel may be required.

Benefits

- No financial remuneration, but our unending gratitude!
- Invitation to the volunteer appreciation event.

Coaches and Officials Training Coordinator

Assignment

Coaches and Officials Training Coordinator

Purpose

- To provide coaching and officials training for both biathlon and skiing.

Tasks

- Develop a long-range plan for developing coaches (from Jackrabbits to High Performance and Biathlon).
- Recommend coaching requirements to the Director of Programs and Athlete Development.
- Develop a long-range plan for developing officials for biathlon and skiing.
- Coordinate training for first aid.
- Maintain database of coaches, leaders and instructors and their certification.
- Maintain database of officials and their certification.
- Coordinate with NWT Ski Division and NWT Biathlon the training to be offered for coaches and officials and ensure the appropriate people advised.
- Coordinate with the territorial sport organization (TSO), if appropriate, the logistics for conducting the training or clinic e.g. instructor, materials and snacks.

Time Commitment

Flexible – mostly at the start of the season

Qualifications and Skill Requirements

An understanding of the training required for biathlon and ski coaches and officials.

Training and Skill Development

- Coaching manuals and Jackrabbit resources available
- Officials manuals available

Supervision

Reports to Director of Programs and Athlete Development
Works closely with coaches

Authority/Decision Making

Supporting Policies

Coach/leader development/support policy CANSI membership fee reimbursement policy

Working Conditions

Can work from home.

Benefits

- No financial remuneration, but our unending gratitude!
- Invitation to the volunteer appreciation event.

Program Coaches

Assignment

Program Coach

Purpose

- To provide structured training and skills development to Club Program participants.

Tasks

- Develop an athlete development plan for each ski season.
- Attend and direct regular program sessions.
- Ensure that program sessions are appropriately challenging yet safe and rewarding for program participants.

Time Commitment

- Entirely dependent upon requirements of the specific Program.

Qualifications and Skill Requirements

- Criminal records check.

Training and Skill Development

- Coaching manuals and Jackrabbit resources available
- Officials' manuals available.

Supervision

Reports to the specific Program Coordinator.
Supervises program participants.

Authority/Decision Making

Establishes and implements Program training schedule and regime.

Supporting Policies

Working Conditions

Works with athletes on trails and in Club facilities.

Benefits

- No financial remuneration, but our unending gratitude!
- Invitation to the volunteer appreciation event.

Event Coordinators

Assignment

Event Coordinator

Purpose

- To coordinate the organization for, execution of, and follow-through related to a specific Club event.

Tasks

- Develop a plan for a specific Board-approved Club event.
- Recruit volunteers and organize the necessary venue and resources in advance of the Club event.
- Ensure that the event is compliant with all aspects of the Club insurance policies.
- Ensure that all event participants are either Club members, or have signed an applicable waiver in advance of the event.
- Oversee the execution of the event.
- Report to the Director of Events on the planning for, and outcome of the event.

Time Commitment

Dependent upon on the event.

Qualifications and Skill Requirements

Organizational skills.

Management skills.

Training and Skill Development

Incumbent event organizers are typically available to provide guidance and mentoring.

Supervision

Reports to the Director of Events.

Authority/Decision Making

Supporting Policies

Working Conditions

Dependent upon the event.

Benefits

- No financial remuneration, but our unending gratitude!
- Invitation to the volunteer appreciation event.