



Georgetown Skating Club



Georgetown Skating Club

Board of Directors Roles and Responsibilities Policy

Policy # GSC 5

Related By-Laws:

GSC Constitution and By-Laws www.georgetownskatingclub.ca

Related Legislations:

Skate Canada and Skate Ontario

Document Control:

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| Implementation | June 7th, 2022 |
| Next Review by Board | June 7th, 2025 |

Policy Purpose:

Georgetown Skating Club Board of Directors Roles and Responsibilities Policy was developed to ensure the Georgetown Skating Club members, are educated and have the proper information regarding the duties of the Board of Directors.

Policy Scope:

Board of Directors Roles and Responsibilities Policy applies to all Board of Directors. Georgetown Skating Club Board of Directors will need to adhere to the policy.

Policy:

Policy will be implemented on the first day of the Skating Season Sept 1st to August 31st of each year. This policy may be updated at any time.



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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 Georgetown Skating Club Constitution and By-law 10. 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 Georgetown Skating Club to participate in the full program opportunities offered at the 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. Attend and participate in Board of Directors meetings.
11. Participate in training and information programs when available.

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.
2. Ensure all coaches are appropriately certified as per Skate Canada Rules and Regulations.
3. Serve as a spokesperson and advocate for Club issues.
4. With the Treasurer and the Vice-President, serve as signing officer for the Club.
5. Consult with Skate Canada or Skate Ontario, as required.



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6. Ensure that Board of Directors members are aware of the following at the beginning of their term:
 - a. Skate Canada Rules and Regulations, including Skate Canada Club Code of Ethics
 - b. The Georgetown Skating Club Constitution and By-laws
 - c. All pertinent Club policies.
7. Be available to assist any Director requiring assistance in the completion of his/her functions.
8. Ensure the Board of Directors has opportunity to review and approve the terms of reference and membership list for any club committee.
9. Be a member of all committees of the Club.
10. 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. 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. Attend all affiliated association's Ice Allocation Meetings on behalf of the Club.
2. Be responsible for the buying and cancellation of all Club ice rentals.
3. Ensure the accuracy of all invoices of all ice rentals and a timely submission of invoices.
4. Serve as liaison with Arena Managers.
5. Work with, or delegate to, the other directors to notify Club members of ice schedules and changes to schedules.



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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. Be responsible for submitting Skate Canada and the Section reports as are required by Skate Canada rules and other regulations.

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 and Ice Shows:

1. With the President, oversee or manage Club competitions, Carnivals or Ice Shows, unless otherwise delegated.

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 and Vice President, serve as signing officer for the Club.
8. 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.
9. Carry out duties assigned by the Board of Directors or President.
10. Manage payment of ice and coaching fees.
11. Work directly with the Director of Fundraising to establish and maintain reporting from fundraising activities.
12. Oversee financial operations of all committees that generate or disperse funds in the name of the Georgetown Figure Skating Club.



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Role of the Secretary

The Secretary shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Prepare the meeting minutes and constitution requirements for review and approval by the President.
3. 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.
4. Prepare and present a report at the Annual General Meeting.
5. Carry out duties as assigned by the Board of Directors or President.

Role of the Director of Sponsorship and Fundraising

The Director of Sponsorship and 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. Oversee or manage all fundraising activities of the Club.
5. Define and uphold Club policies regarding fundraising.
6. 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. Ensure that all fundraising activities are within Club guidelines.
3. Provide regular updates to the Board of Directors on fundraising activity for their approval.
4. Be responsible for collection of fundraising event financial reports and year-end summaries from each fundraising coordinator, if applicable.
5. Work with the Vice President to provide apparel for sale to Club members
6. Be responsible for holding apparel for sale, as authorized by the Board of Directors.

Sponsorship:

1. Recruit, solicit and maintain sponsors for the Club including competitions and special functions, unless otherwise delegated.
2. Ensure proper and timely placement of sponsorship on the website and communication boards.

Role of the Volunteering Chair

The Director of Volunteering shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Liaise with Club directors to develop an annual work plan based on season needs.
3. Prepare and implement a strategic plan for volunteer needs.
4. Provide assistance to Club Directors or Committee Chairs.



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5. Provide regular updates to all Board of Directors members.
6. Carry out duties as assigned by the Board of Directors or President.

Role of the Test Chair

The Test Chair shall:

1. Follow the guidelines listed for all Board of Directors members.
2. Coordinate with Acton Skating clubs and the StarSkate Coordinator for high test days;
3. Notify coaches of deadlines for "Max List" and "Min List"
4. Provide envelopes for coaches to give to participants; envelopes are returned to the test chair
5. Prepare a tentative schedule based on the Max lists; confirming ice time requirements
6. Confirm eligibility for skaters scheduled for tests
7. Complete final schedule and send to Section Judge Rep, Coaches and Skaters
8. Collect and confirm payment of fees; pull report from Uplifter as required
9. Prepare test sheets, test summary sheet and expense claim
10. Obtaining judges for Skate Canada tests
11. Keep club records of tests.
12. Preparing test records for forwarding to Skate Canada.
13. Be responsible for all trophies and awards presented by the Club.
14. Provide written consent to skaters wishing to try a test outside of the home organization.

Role of the Coaches' Liaison:

The Coaches' Liaison 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. Participate in the Hiring process
4. Ensure all coaches are appropriately certified as per Skate Canada Rules and Regulations.
5. Ensure that the Board of Directors is aware of any concerns or problems coaches are incurring with the Club's policies.
6. Facilitate meetings for support and feedback in an advisory capacity for all coaches.
7. Be an objective and neutral participant in any escalating issues arising between skaters/parents and Coaches
8. Act as an intermediary person if conflicts arise between Coaches



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Coaches' Representative role:

The Coaches' Representative shall:

1. Be the individual representative of the coaches (as a group) to the Board of Directors; the coaches' representative shall notify the Board of Directors of any general issues and concerns of the coaching staff and shall notify the coaching staff of any relevant information discussed during the Board of Directors' meetings.
2. Solicit opinions from the coaching staff when requested by the Board of Directors regarding programs, policies, etc. and report the results back to the Board of Directors.
3. Liaise immediately before and after Board meetings with the Club coaches in an honest and consistent manner
4. Monitor and assist with the handling of coaching-related complaints by ensuring that each matter is properly dealt with in accordance to Skate Canada rules
5. Communicate with all coaches in the Club (in writing) to ensure an effective communication network
6. Not be held responsible by the coaches for any Board decisions. If issues are arising regarding board decisions the Coaches' Rep must direct coach(es) to the Coaches' Liaison for further information/questions.
7. Perform any other duties deemed necessary by the Board.

IT Director:

1. Follow the guidelines listed for all Board of Directors members.
2. Georgetown Skating Club website management –closely works with all other positions to ensure information is relayed in a timely and easily accessed manner
3. Update website, post information, work with administrator to ensure information and messaging is consistent
4. Be first point of contact for website issues and contact with Netflash
5. Investigate and resolve any computer/software related issues

Club Competition Chair:

1. Organizing and overseeing the Club Competition and Team Building Event
2. Consulting with the StarSkate Coordinator regarding skating events and requirements.
3. Collecting entry forms and confirm payment of fees,
4. Obtaining judges for competition
5. Working together with Volunteer Chair to ensure that volunteer positions are posted and filled
6. Prepare schedule based on entry forms; confirming ice time requirements
7. Prepare judging sheets
8. Prepare certificates during event
9. Prepare a planned and final budget plan, oversees expenses