



## **ROLES AND RESPONSIBILITIES OF BOARD OF DIRECTORS**

### **PRESIDENT:**

- The president shall preside at all meetings of the society and of the directors.
- The president is the chief executive officer of the society and shall supervise the other officers in the execution of their duties and shall be responsible for the calling of meetings of the Board of Directors.
- The president oversees all committees and is an ex-officio member of all committees.
- If there are concerns with coaching, staff, athlete behavior on or off the hill, travel, safety, equipment, etc. the president should be involved.

### **VICE PRESIDENT:**

The vice president shall carry out the duties of the president during the president's absence. The individual holding this position is usually mentoring the President and being prepared for the position themselves.

### **JOINT DUTIES:**

- Lead the directors in all areas of policy making.
- Receive and act with the directors on information from all club committees.
- Act along with the Alpine Chair, as the main interface between Mount Washington Resort and the club.
- Work with the head coach on daily operations.
- Develop contracts for employees and submit to club lawyer prior to signing.
- Conduct performance evaluations for all MWSC employees on a regular basis.
- Provide all parents and racers with a written evaluation form to be completed at the conclusion of the season.
- Ensure the club has a representative at all Zone and BC Alpine meetings.
- Call general meetings of the membership as required.
- Organize workshops for parents and racers.
- Develop financial policies to ensure fiscal responsibility.

### **SECRETARY:**

- Conducts the correspondence of the society.
- Issues notice of meetings of the Society and directors.
- Keeps minutes of all meetings of the Society and directors and distributes those minutes to the members by mail or by posting at the clubhouse.
- Has custody of all records and documents of the society except those required to be kept by the treasurer.
- Distributes messages to the directors via telephone.
- Maintains the register of members with the help of the membership coordinator.
- Ensures all members receive any mail-outs as directed by the directors.

**TREASURER:**

- Keeps the financial records, including books of account, necessary to comply with the society Act.
- Renders financial statements to the directors, monthly at the directors' meeting, and to members and others when required.
- Handles the payroll for all junior program coaches.
- Maintains the junior racer accounts and reports the status of such account to the parents on a monthly basis commencing in December.
- Works with the bingo coordinator to maintain that the club is in good standing at all times with the Bingo Licensing Boards.
- Checks mailbox regularly and distributes mail to appropriate club directors and members.

**ALPINE CHAIR:**

- Acts as the liaison between the club and Mount Washington Resort.
- Attends Coast Zone meetings and BC Alpine meetings as required.
- Acts as liaison between the club and Alpine Canada, BC Alpine and the Coast Zone.
- Works with hiring committee to ensure that coaches are organized well in advance of season and contracts are duly signed.

**ASSISTANT ALPINE CHAIR:**

Carries out the duties of the Alpine chair in his or her absence. The Assistant Alpine Chair will work closely with the Alpine chair to ensure that all duties are duly covered. The individual holding this position is usually mentoring the Alpine Chair or being groomed for the position him or herself.

**CLUBHOUSE DIRECTOR:**

- Ensures clubhouse is well maintained so as to provide members with safe, well organized cabin that is easily maintained.
- Inspect cabin in spring and fall making note of items for repair.
- Give report, written or verbal at club AGM clearly outlining items in need of repair and approx. cost of repairs.

**FUNDRAISING CHAIR:**

- Organizes fundraising projects for the club.
- Works with the treasurer or budget committee to ensure that adequate fundraising activities are planned.

**PROGRAM COORDINATORS (NG, K1, K2, FIS, AMS) :**

- Inform parents via telephone and or email of important messages and ensure that good communication exists between parents and the directors.



- Are the first contacts for parents or coaches to discuss any problems within the group. Assist in mediating any disputes within the group. Refer unsolved problems to Advisory Committee.
- Coordinate regular parent meetings for their respective groups (J1,K2,K1,KStar) both with and without coaches present.
- Serve as chairs for various club events or activities as requested by president or vice president.

**REGISTRAR:**

- Is in charge of club registration and Canada and BC Alpine registration for all racers in the club (J program and Nancy Greene program).
- Provides updated lists of racers with phone numbers etc. for the secretary and the membership.

**BINGO COORDINATOR:**

- Works with the treasurer to maintain the club in good standing with the Bingo licensing boards.
- Attends all bingo meetings as required by the Gaming commission.
- Coordinates volunteers for the monthly bingos.

**Coaching Staff:** A Head Coach/Program Director heads our coaching staff, this individual presents his/her ideas for program design to the executive for their approval and also takes an active role in the hiring of all other coaches, presenting his/her proposal to the hiring committee. The Head Coach/Program Director is directly responsible to the Alpine Committee and is evaluated and hired on a yearly basis by said committee. All programs from Alcan Nancy Greene through F.I.S. will have an age group Head Coach who works closely with the Head Coach/Program Director to design and run programs that best suit the needs of the athletes involved. Assistant coaches will be hired as needed for all programs so as not to exceed a Coach/Athlete ratio of 8 to 1. See Coaches Area on the MWSC Website for contact information on the Mount Washington Ski Club Coaching Staff.