

## **PNSC Board KEY RESPONSIBILITIES: 2014-2015** *nov.19.2014*

1. The President is responsible for calling meetings as needed; for chairing meetings; and for ensuring that other officers and directors have the support and direction needed to complete their responsibilities. The President will also ensure that the Society's obligations under its leases with Alberta Parks are being met, including filing the Annual Operating Plan and any capital works plans with Alberta Parks.
2. The Vice President will assist the President with various unassigned tasks as determined from time to time, and will undertake the President's duties during any absence of the President. The Vice President will automatically take on the role of Acting President in the event of resignation or membership termination of the President until such time as the Board or the General Membership appoints a new president.
3. The President and Secretary will draft agendas in preparation for meetings.
4. The Secretary will circulate notice of meetings or call those without email, and circulate agendas and meeting materials before meetings and minutes after meetings. All minutes, meeting agendas & notices will be circulated by email unless email is not available for a director.
5. The Secretary will manage cabin rentals. All requests should be referred to and bookings made with the Secretary. The Secretary will also coordinate insurance policy review and renewal and securing special insurance needed for events, as well as securing any event permits needed for special events from EPBR Parks Council or Alberta Parks.
6. To the greatest extent possible membership application or renewal and program registration will be done through the Cross Country Alberta (CAA) "Zone 4" online service. Anyone receiving hard copy membership forms directly from a member should ensure they have cash or cheque in the appropriate amount for fees and donations, then pass on everything to the Treasurer ... who will pull and deposit funds, and then pass on hard copy forms to the Membership Director who will update the CAA Zone 4 database and provide the gate combination.
7. One of the Secretary or the Membership Director will coordinate to clear the postal mail box twice a week in winter months and weekly if possible in the off season, and forward non membership related correspondence to the appropriate Director.
8. The Treasurer will file the annual corporate filings including updated list of directors, audited financial statement and change notices required with Alberta Corporate Registries.
9. The Treasurer will look after deposit of incoming membership fees and donations, review fee payment summaries from the CAA Zone 4 system; and will pay bills that have been approved by the responsible director and are within the approved budget. Other correspondence will be directed to the President or Secretary depending on its nature. Non-budgeted bills or significant over-budget amounts should be directed to the President, and then if necessary to a Board meeting for discussion and decision.
10. The Treasurer will keep the books and will monitor the bank balance and alert the President to any concerns about cash flow management; and will prepare a basic financial report for each meeting.
11. The Treasurer will work with the President to prepare an annual budget for approval by the Board, and will prepare the year-end financial statements for review by two member auditors and then for review and approval by the membership at a properly called general meeting. **They will also ensure that the annual Societies report is filed with Registries.**
12. The Trail Directors will ensure that the trail grooming policies and procedures are followed; will coordinate training and grooming work by volunteers on the Trails Committee; will coordinate or book trail grass-brush mowing as necessary; and will be responsible for maintenance and care of the snow machine and grooming equipment and trail maintenance equipment. Trail Directors will also coordinate with the President on communication and liaison with Brazeau County Public Works for snow plowing and road/parking area graveling, as well as for any in-kind trail construction and maintenance work.

13. The Program Directors will coordinate and guide the overall ski activities and program for the Club (Youth Jack Rabbits, Youth Racing / Track Attack, Adult lessons etc.) and will establish and work with a Program Committee and train and work with volunteer coaches and instructors and helpers. One Program Director will serve as:

**PROGRAM COORDINATOR** responsible for

- registration of participants
- liaise with the club head coach
- oversees the ordering and distribution of materials and supplies
- program information distribution: email networks, phone chains, bulletin board, etc.

The other will serve as **HEAD COACH** and will:

- oversee the development of all the club coaches
- oversee and coordinate all the club athlete development programs from Active Start through to the Training to Compete stages of athlete development
- coach Track Attack

14. The Communications Director will look after placement of ads in the Western Review; coordinate preparing and distributing email notices or newsletters to members and preparing posters; and oversee updating of the Club's WEB site and Facebook Page. The Communications Director will also be the primary liaison with CAA and will coordinate use of the CAA "Zone 4" on-line membership database forms and registration process.

15. The Membership Director and Secretary will be coordinate phone-outs, with assistance from other Directors or volunteers as needed.

16. The Membership Director will coordinate membership recruitment and promotion activities including community sign-up; monitor information in the CAA "Zone 4" membership database; add data for members not able to use the online entry form (still providing hard-copy forms); extract data from the membership database to provide lists needed for work bees, mail-outs or email / phone outs as needed by other directors; and will keep membership forms available at various locations.

17. The Facilities Director will keep the chalet stocked with basic supplies [tp and garbage bags]; coordinate firewood preparation and storage; **generator maintenance**; monitor condition of the chalet, biffy and yard area and coordinate volunteers needed for cleaning, and minor repairs or maintenance; and advise the Board regarding major repairs or improvements that may be needed. **Please see Facility Inspection List for more details.** The Facilities Director will also work with the Membership Director to schedule and coordinate volunteer Member "Cabin Hosts" for ski season Saturdays and Sundays.

18. The Events Director, working with one or more Events Committees, will coordinate planning and operation of the main PNSC special annual events (the Eagle Point Loppet, and Bear's Run) and will establish other Event Committees as needed for any additional events that may require it.

19. The Events Director and the Communications Director will coordinate with staff of the Eagle Point Blue Rapids Parks Council regarding ongoing and special promotion or marketing of the Club's programs and events and regarding WEB site links and cross promotion.

## 20. Contacts and Addresses

Regular Mail:

**P.O. Box 6873 Drayton Valley, Alberta T7A 1S7**

WEB site:

[www.pembinanordic.org](http://www.pembinanordic.org)

Facebook Group Page: **Pembina Nordic Ski Club**

Cabin emergency phone:

**780-542-7542**