



Volunteer Position: Board of Directors - President, Soo Finnish Ski Club

Purpose: The position of President has oversight of all programs and events of Soo Finnish Ski Club and the business operations of Hiawatha Highlands.

Key Responsibilities:

- Attends monthly club meetings and any Executive/Board of Director meetings as scheduled
- Ensures the effective action of the board in governing and supporting the organization, and oversees board affairs.
- Determines whether executive committee and/or Board of Director meetings are necessary and convenes the committee accordingly.
- Accountable, along with the executive, for stewardship of SFSC and Hiawatha funds and transparent decision-making.
- Conducts fiduciary responsibilities for all financial aspects of the club.
- Accountable for the development of the annual business plan for SFSC and Hiawatha Highlands
- Ensures governance of SFSC for compliance to the established Letters Patent, Constitution and By-Laws.
- Ensures insurance compliance with CCO policies and processes, including providing insurance certificates annually to all landowners, program and event partners in the community
- Ensure alignment to CCO programs.
- Ensures club representation at NOD and CCO AGM
- Chairs monthly club meetings. Develops meeting agenda in collaboration with the Secretary

Length of Appointment:

- One year term. In accordance to the club by-laws board members, including active Executive, must step down annually and resubmit their name for election for the upcoming term.

Time Commitment:

- 7-9 p.m. on the first Wednesday of the month - Sept - May plus prep time for each monthly meeting.
- Attendance and participation at Club Committee and Ad Hoc Committees is variable, depending on the activity of the committee.
- Attendance of BOD meetings as required, during the year.



Qualifications:

- Basic organizational skills.
- Ability to focus on long term strategy while problem solving for immediate situations.
- Should be knowledgeable of, or willing to acquire the knowledge of, basic not-for-profit board governance and administration.
- The incumbent must be a Nordic skier and trail user.

Support: Receives Support from the Executive Committee - VP of Programs, V.P. Operations, Committee Secretary; Board of Directors; Treasurer and Committee Chairs. Provides support and mentoring to incoming President.

Tasks:

Monthly: Book club general meeting for the first of each month; provide notification monthly to club membership (email, posters, website); chair monthly meeting (or delegate).

June: Ensures club and program registration includes CCO registration (currently through zone4). Verify current land use partners and their addresses, contact information and mail insurance certificates.

September: Develop the business plan for HH and SFN with Coordinators and HH manager to update new objectives, data, previous year statistics and complete after budgets are approved.

November: Ensure club calendar of events is completed and publicized to coordinators and the club (Special Events coordinator is the lead on developing the calendar). Ensure club events are on Zone4 for insurance purposes - all activities must be entered into Zone4 for insurance coverage.

April: Verify with Board of Directors if they intend to remain in their positions for the next year; items intended for the AGM (in May) must be presented to the full club in April to allow for members to be aware of the topics - target club fees for AGM; work with executive to select winners of three individual awards presented at the banquet.

May: Chair the AGM (or delegate); ensure land-use agreements are in place for the next season, when required.