



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

Purpose: This position is to shadow the club president to gain familiarity with the club by-laws, programs, events and the business operations of Hiawatha Highlands with the intent of becoming the next president.

Key Responsibilities:

- Attends monthly club meetings and any Executive/Board of Director meetings as scheduled
- An active member of the Board of Directors. Support the current president in the effective action of the board in governing and supporting the organization, and board affairs.
- Attend executive committee and/or Board of Director meetings as convened.
- Learn the governance requirements of SFN for compliance to the established Letters Patent, Constitution and By-Laws.
- Participate in the stewardship of SFN and Hiawatha funds and transparent decision-making.
- Assist the president in the the development of the annual business plan for SFNSC and Hiawatha Highlands.
- Familiarize with insurance compliance with CCO polices and processes, including providing insurance certificates annually to all landowners, program and event partners in the community.
- Familiarity with the provincial, regional and local CCO programs and policies that apply to SFN.

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; and Committee Chairs.

Tasks:

The tasks listed below are the accountability of the President. The president-elect role is to shadow and learn from the current president how to prepare to perform the following 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: Process CCO insurance online. 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). Enter CCO events into 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.