



## **Volunteer Position: Board of Directors - VP Operations, Soo Finnish Ski Club**

**Purpose:** The position has oversight and is responsible for the operations of Hiawatha Highlands.

### **Key Responsibilities:**

- Attends monthly club meetings and any Executive/Board of Director meetings as scheduled as well as monthly Hiawatha Highlands Operations meetings
- Develop and maintain land use agreements with landowners
- Liaison with landowners to obtain their input on Hiawatha Highlands and SFNSC operations, events and practices, where required
- Develop and authorize contracts for employees
- Establish job specification/criteria for hiring Hiawatha Highlands staff
- Oversight and participation in hiring and termination of staff as required
- Direct the establishment of Hiawatha Highlands operating policies
- Establish practices to minimize risk to Hiawatha Highlands e.g. renew/revise insurance policies; establish mandatory training requirements for staff
- Liaison with trails coordinator to address grooming issues or trail maintenance needs
- Liaison with VP Programs and trails coordinator to facilitate the hosting of races
- In relation to human resource management, board members should be knowledgeable about:  
Employment insurance and income tax laws and payroll related standards and regulations
  - Workplace safety and liability
  - Workplace hazardous waste and material handling (if applicable)
  - Consultant and non-employee regulations
  - Employment legislation and standards

### **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 at monthly Hiawatha Highlands Operations Committee meeting September – May.
- 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
- 7-9 p.m. once per month during the last week of the October – April for each monthly Operations meeting, plus preparation time. Attendance at this meeting is mandatory for this position. Position chairs the meeting.

**Qualifications:**

- Familiarity with running outdoor operations, dealing with the public and trail users, and business acumen are assets.
- 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:** Support from the Executive Committee – President, VP of Programs, Committee Secretary; Treasurer and Committee Chairs.

**Tasks:**

- Direct the establishment and maintenance of operating policies including, grooming, health and safety, procurement.
- Support staff by responding to queries from the public or issues, where required