



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

**Purpose:** The position has oversight of and is responsible for all programs run by Soo Finnish Nordic Ski Club (SFNSC).

### **Key Responsibilities:**

- Attends monthly club meetings and any Executive/Board of Director meetings as scheduled
- An active member of the executive. Participates in and supports the organization.
- Supports VP Operations with attending Hiawatha Highlands Operations meetings including landowner agreement negotiations.
- Recruits and supports program coordinators and race team coaches/waxers/managers to plan and implement programs.
- Determines whether program coordinators meetings are necessary and organizes/convenes accordingly.
- Accountable, for SFNSC funds and transparent decision-making.
- Ensures insurance compliance with CCO policies and processes, including membership fees.
- Ensures insurance compliance with additional partners for policies and processes, such as the Algoma District School Board, Biathlon Ontario etc.
- Ensures program calendar aligns with race calendar of events and other program events
- Assist in coordinating any grant applications (as required).

### **Length of Appointment:**

- One year term. In accordance to the club by-laws board members, including active Executive, must step down annually and submit 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.
- Preferable to have some insight into most programs run by the SFNSC or a keen willingness to learn about each program.
- 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 Operations, Committee Secretary; Treasurer and Committee Chairs.

### **Tasks:**

- Monthly: Attend monthly club meetings and report any program/team related updates/news.
- June: Support club registrar in setting up Zone 4 registration for next season. Begin to determine need for coaching courses.
- September: Assist program coordinators to recruit sufficient volunteers to implement programs. Request and support (as necessary) program coordinators/race team managers to set budgets. Set dates of any coaching courses and recruit facilitator (through CCO). Work with coach coordinator to recruit participants. Register and pay additional partners, as required, such as the Algoma District School Board (indoor biathlon practice in schools gym) and Biathlon Ontario for Biathlon Bears.
- October: Ask program coordinators to submit program budgets to VP Programs for review – must be complete and submitted by VP-Programs for November club meeting.
- November: Ensure club calendar of events is aligned with relevant program and race events.
- December: Support program coordinators to start up on-snow programs. Ensure coaches meeting is booked, and programs are ready to start as scheduled.
- January-March: Support programs and special events as required



- March: In collaboration with Program Chairs, prepare draft of proposed program and club fees for next season, and ensure proposed fees are tabled for April club meeting
- April: Consult with executive (as required) for further discussion regarding fees to be voted on in May meeting. Ensure proposed fees are tabled for May AGM for approval. Work with executive to select winners of three individual awards presented at the banquet.
- May: May: Submit proposed fees (for next season) for approval at May AGM. Meet with program coordinators to begin program planning for next season, including race team coaches for summer dry land program(s).