

Bulkley Valley Cross Country Ski Club
Director Responsibilities and Key Positions
2017-2018 Season

Directors provide monthly updates at board meetings and written reports for the annual general meeting.

Directors	Responsibilities	Committees & Key Positions
President: Daryl Wilson chair@bvnordic.ca	<ol style="list-style-type: none"> 1. Chair of the Board* 2. Supervise the other directors in the execution of their duties.* 3. Primary club contact for CCBC, gov'ts, area licence, insurance 4. Keep confidential records including police record checks 5. Oversee strategic planning and policy development <p>*from club bylaws</p>	Dispute Resolution Committee Directors' Nominating Committee
Secretary: Steve Osborn secretary@bvnordic.ca	<ol style="list-style-type: none"> 1. Correspondence of the society* 2. Notices of general meetings and directors' meetings* 3. Minutes of general meetings and directors' meetings¹ * 4. Records in accordance with the Societies Act* 5. Filing of the annual report of the Society and any other filings under the Societies Act* <p>[The Board has assigned responsibility to club registrar for maintaining the register of members. The club registrar reports to Membership director]</p> <p>*from club bylaws</p>	
Membership: Jill Krause info at mcbike.ca	<ol style="list-style-type: none"> 1. Season passes and membership lists 2. Day passes & distribution in retail outlets 3. Ticketing and ticket booth 	Club registrar: Liz Osborn Ticket Booth Coordinator: Ski Boosters

¹ Minute taking will rotate among the Directors

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Treasurer: Kara Przeczek treasurer@bvnordic.ca	<ol style="list-style-type: none"> 1. Receive and bank monies collected from the members or other sources.* 2. Keep accounting records in respect of the Society's financial transactions.* 3. Prepare the Society's financial statements.* 4. Make the Society's filings respecting taxes.* 5. Oversee work of the bookkeeper 6. Pay club bills 7. Oversee payroll, Worksafe BC premiums, etc. for paid workers <p>*from club bylaws: "The treasurer is responsible for doing, or making the necessary arrangements for, ..."</p>	Bookkeeper: Brenda Zantingh Mail pickup and distribution: Kara Przeczek
Grants & Sponsorship Oversight: Kara Przeczek	<ol style="list-style-type: none"> 1. Coordinate, track and report grant applications 2. Ensuring grant compliance 3. Investigate grant opportunities and potential partnerships/sponsorships 4. Coordinate solicitation of businesses by club members 	Grant writers
Nordic Centre: Shared by: Daryl Wilson Steve Osborn	<ol style="list-style-type: none"> 1. Lodge Maintenance & coordinating use of lodge (DW) 2. Caretaker contract (DW) 3. Trail works (SO) 4. Tracksetting, snow clearing and equipment maintenance (SO) 5. Manage expenditures within Nordic Centre budget (SO & DW) 	Building Maintenance: Wally Lesawich Caretakers: Robbie and Andrea Dunbar Tracksetting Manager: Brant Dahlie Community Forest Liaison: Brant Dahlie
Communications: Ben Forsyth webmaster@bvnordic.ca	<ol style="list-style-type: none"> 1. Lead/coordinate publicity for the club and club events 2. Oversee newsletter committee to ensure production 3. Oversee Facebook and website updates and maintenance 4. Manage expenditures within communications budget 	Newsletter Editor: ____ Webmaster: Ben Forsyth Facebook postings: Sara Belanger Club mailouts: Loretta Malkow

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<p>Nordic Skills Development Program Rep: James Cuell nsdp@bvnordic.ca</p>	<ol style="list-style-type: none"> 1. Communicate plans, results and issues between NSDP & board related to the delivery of the Nordic Skills Development Program. 2. Oversee the delivery of a Nordic Skills Development Program 3. Monitor income and expenditures of NSDP programs and provide updates to BVCCSC board. 	<p>NSDP Coordinator: James Cuell Coach Management Team: James Cuell, Irene Ronalds, Vacant Training Coordinator: Sandra Nash Wellness Program Coord: Anne-Marie Findlay Ski Boosters: Jen Plummer; Shannon Pearce Head Coach: Lisa Perry Rabbits Coordinator: Jocelyn Campbell Biathlon Coordinator: Peter Tweedie Ski S’Kool Coordinator: Kathy Fraser</p>
<p>Volunteers Anne Harfenist anne5jharf at gmail.com</p>	<ol style="list-style-type: none"> 1. Work with programs to ensure club volunteers are valued and supported. 2. Ensure program and event organizers provide volunteers with guidance on club policies including safety & sanitation plans, financial procedures, etc. 3. Coordinate tracking or estimating of volunteer time 4. Ensure volunteers are recognized. 	
<p>Events: James Cuell</p>	<ol style="list-style-type: none"> 1. Coordinate with race committee and other event organizers to ensure quality, safe and fun events. 2. Maintain a schedule of events 3. Coordinate with tracksetters & other programs prior to events 4. Oversee income & expenditures within events budget 	<p>Race Committee Lead and Chief of Competition: Jennifer Plummer Masters Drop-in Coord: Cobey Oliemans Community Events Coord: Leslie-Jean MacMillan</p>