

## Bulkley Valley Cross Country Ski Club

### Director Responsibilities and Key Positions

**2018-2019 Season**

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
<b>President:</b> Ben Forsyth <a href="mailto:chair@bvnordic.ca">chair@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Chair of the Board*</li> <li>2. Supervise the other directors in the execution of their duties*</li> <li>3. Primary club contact for CCBC, governments</li> <li>4. Keep confidential records including police record checks</li> </ol>	Dispute Resolution Committee (if/when needed)
<b>Past President:</b> Daryl Wilson <a href="mailto:daryl.wilson@bvnordic.ca">daryl.wilson@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Provide advice to President</li> <li>2. Participate on Board as director</li> <li>3. Fill in for President if needed and when available</li> </ol>	
<b>Secretary:</b> Anne Harfenist <a href="mailto:anne@bvnordic.ca">anne@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Correspondence of the society* <i>including emails arriving in <a href="mailto:feedback@bvnordic.ca">feedback@bvnordic.ca</a></i></li> <li>2. Notices of general meetings and directors' meetings*</li> <li>3. Minutes of general meetings and directors' meetings*</li> <li>4. Records in accordance with the Societies Act*</li> <li>5. Filing of the annual report of the Society and any other filings under the Societies Act*</li> </ol>	<b>Mail pickup</b> and distribution: TBD_____
<b>Treasurer:</b> Barb Guillon <a href="mailto:treasurer@bvnordic.ca">treasurer@bvnordic.ca</a>	Supported by the bookkeeper: <ol style="list-style-type: none"> <li>1. Receive and bank monies collected from the members or other sources*</li> <li>2. Keep accounting records in respect of the Society's financial transactions*</li> <li>3. Prepare the Society's financial statements*</li> <li>4. Make the Society's filings respecting taxes*</li> <li>5. Oversee work of the bookkeeper</li> <li>6. Pay club bills</li> <li>7. Oversee payroll, Worksafe BC premiums, etc. for paid workers</li> </ol>	<b>Bookkeeper:</b> Brenda Zantingh

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<b>Membership:</b> Jill Krause <a href="mailto:membership@bvnordic.ca">membership@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Season passes and membership lists</li> <li>2. Day passes &amp; distribution in retail outlets</li> <li>3. Ticketing and ticket booth</li> </ol>	<b>Club registrar:</b> Liz Osborn <a href="mailto:registrar@bvnordic.ca">registrar@bvnordic.ca</a> [Responsibility for register of members assigned to club registrar who reports to Membership director - Board decision 2017Dec19] <b>Ticket Booth Coordinator:</b> Ski Boosters
<b>Grants &amp; Sponsorship:</b> Kevin Kriese <a href="mailto:grants@bvnordic.ca">grants@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Coordinate, track and report grant applications</li> <li>2. Ensure compliance with grant obligations, and follow-up thanks/recognition.</li> <li>3. Investigate grant opportunities and potential partnerships/sponsorships</li> <li>4. Coordinate solicitation of businesses by club members</li> </ol>	Grant writers _____
<b>Communications:</b> Ben Forsyth <a href="mailto:communications@bvnordic.ca">communications@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Lead/coordinate publicity for the club and club events</li> <li>2. Oversee newsletter committee to ensure production</li> <li>3. Oversee social media and website updates and maintenance</li> <li>4. Manage expenditures within communications budget</li> </ol>	<b>Newsletter Editor:</b> Ben <b>Webmaster:</b> Ben Forsyth <b>G Suite admin:</b> Ben & Steve <b>Social media postings:</b> Ben <b>Club mailouts:</b> Loretta Malkow
<b>Nordic Centre Operations</b> Steve Osborn <a href="mailto:operations@bvnordic.ca">operations@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. RSTBC partnership agreement – communications, reporting</li> <li>2. Caretaker liaison and contract</li> <li>3. Board liaison for tracksetters, buildings manager, and Nordic Centre projects</li> <li>4. Manage expenditures within Nordic Centre budget</li> </ol>	<b>Caretakers:</b> Gen Perkins & Michel Poulin <b>Head Tracksetter:</b> Brank Dahlie <b>Community Forest Liaison:</b> Brant Dahlie <b>Trail Coordinator:</b> Kevin Kriese <b>Buildings Manager:</b> _____ <b>Map project:</b> Tom Christian, Gen Perkins, Jack Howard-Stratton <b>Sign project:</b> Steve Osborn, Gen Perkins

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<b>Nordic Skills Development Programs</b> Irene Ronalds <a href="mailto:nsdp@bvnordic.ca">nsdp@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Communicate plans, results and issues between NSDP &amp; board related to the delivery of the Nordic Skills Development Programs.</li> <li>2. Oversee the delivery of a Nordic Skills Development Program</li> <li>3. Ensure program organizers provide volunteers with guidance on club policies including safety &amp; sanitation plans, financial procedures, etc.</li> <li>4. Monitor income and expenditures of NSDP programs and provide updates to BVCCSC board.</li> </ol>	<b>NSDP Coordinator:</b> Irene Ronalds <b>Coach Management Team:</b> James Cuell, Irene Ronalds, Patrick Williston <b>Training Coordinator:</b> Sandra Nash <b>Wellness Program Coord:</b> _____ <b>Ski Boosters:</b> Tamara Gillis, Paula Bartemucci <b>Head Coach:</b> Lisa Perry <a href="mailto:bvcoach@bvnordic.ca">bvcoach@bvnordic.ca</a> <b>Rabbits Coordinator:</b> Helene Fleury; Dawn Hanson <a href="mailto:bvrabbits@bvnordic.ca">bvrabbits@bvnordic.ca</a> <b>Biathlon Coordinator:</b> Peter Tweedie <b>Ski S'Kool Coordinator:</b> Jane Vetsch <a href="mailto:schools@bvnordic.ca">schools@bvnordic.ca</a>
<b>Volunteers</b> Anne Harfenist <a href="mailto:anne@bvnordic.ca">anne@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Work with programs to ensure club volunteers are valued, supported and recognized.</li> <li>2. Coordinate tracking or estimating of volunteer time</li> </ol>	
<b>Events:</b> James Cuell <a href="mailto:events@bvnordic.ca">events@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Coordinate with race committee and other event organizers to ensure quality, safe and fun events.</li> <li>2. Maintain a schedule of events</li> <li>3. Ensure event organizers provide volunteers with guidance on club policies including safety &amp; sanitation plans, financial procedures, etc.</li> <li>4. Coordinate with tracksetters &amp; other programs prior to events</li> <li>5. Oversee income &amp; expenditures within events budget</li> </ol>	<b>Race Committee Leader:</b> Jennifer Plummer <b>Masters Drop-in Coord:</b> Cobey Oliemans <b>Community Events Coord:</b> Leslie-Jean MacMillan

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<b>Directors at Large</b> Kevin Kriese <a href="mailto:kevin.kriese@bvnordic.ca">kevin.kriese@bvnordic.ca</a> Eamon Mauer <a href="mailto:eamon.mauer@bvnordic.ca">eamon.mauer@bvnordic.ca</a> Eerik Lilles <a href="mailto:eerik.lilles@bvnordic.ca">eerik.lilles@bvnordic.ca</a>	<ol style="list-style-type: none"><li>1. Seek feedback from members, provide input and make decisions in the interest of all club members.</li><li>2. Other tasks or roles from time to time.</li></ol>	

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DRAFT responsibilities of some of key volunteer positions

Key Positions	Responsibilities	Board contact and related positions
<b>Trails Coordinator</b> Kevin Kriese <a href="mailto:trails@bvnordic.ca">trails@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Trail related plans and authorizations?</li> <li>2. Coordinate summer brushing and maintenance</li> <li>3. Coordinate trail improvement projects</li> </ol>	Board contact: Nordic Centre director Steve Osborn
<b>Buildings Manager</b> vacant (Steve Osborn) <a href="mailto:buildings@bvnordic.ca">buildings@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Coordinate club use and rentals of lodge</li> <li>2. Ensure building upkeep and maintenance of lodge, wax hut, machine shed and caretaker's cabin</li> <li>3. Oversee building projects</li> <li>4. Plan and coordinate work bees and volunteer support</li> </ol>	Board contact: Nordic Centre director Steve Osborn  Lodge Rentals: Gen Perkins <a href="mailto:lodgerental@bvnordic.ca">lodgerental@bvnordic.ca</a>  Support for construction projects: Wally Lesawich, Brant Dahlie
<b>Head Tracksetter</b> Brant Dahlie	<ol style="list-style-type: none"> <li>1. Lead the team of PistenBully tracksetters</li> <li>2. Provide guidance to tracksetter coordinator/scheduler</li> <li>3. Coordinate maintenance and repair of the PistenBully and other trail equipment</li> </ol>	Board contact: <a href="#">Nordic Centre director</a> Steve Osborn  Tracksetters coordinator/scheduler: Patrick Dumais  Tracksetter operators