

Directors	Responsibilities	Committees, Delegates, Coordinators
<p>Chair: Jill O’Niell 847-5781</p>	<ol style="list-style-type: none"> 1. Primary club contact for CCBC, Town and any general enquires 2. Represents clubs and makes presentations at various meetings (eg tourism advisory committee) 3. Fulfills information requests about the club (share with Special Events/Promotions) 4. Prepares agendas, calls and chairs monthly meetings 5. Help prepare budget 6. Prepares club calendar, club registration information, insurance and other reporting requirements for CCBC (Transfer some or all to Registrar) 7. Manages correspondence with Executive Coordinator 8. Makes presentations at club functions (Chris Dahlie Award, Marathon Banquet) 9. Addresses personnel issues 10. Writes articles from chair for news letter 11. Sits on various executive sub-committees on special projects/issues 12. Keep policy handbook updated 13. Oversees strategic planning 14. Oversees policy development 15. Appoint 5-person dispute resolution committee 	<p>Nominations committee: ad hoc</p>
<p>Vice Chair: Steve Osborn 847-9366</p>	<ol style="list-style-type: none"> 1. Assists and supports chair with general duties 2. Prepares agendas and chairs monthly meetings in chairs absence 3. Sits on various executive sub-committees on special projects/issues 	

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<p>Membership Services: Jill Krause 847-9780</p>	<ol style="list-style-type: none"> 1. Season passes and membership lists 2. Day passes & distribution in retail outlets (McBike & Winterland) 3. Ticketing and ticket booth 4. Membership/registration form 	<p>Ticket Boot Coordinator: Leslie-Jean MacMillan Ticket Checking Coordinator: Jan Pinkerton Membership Registrar: Kirsteen Laing & Liz Osborn</p>
<p>Treasurer/Secretary: Laura Bakermans 847-5537</p>	<ol style="list-style-type: none"> 1. Keep books / manage accounts and grant money 2. Prepare budget 3. Financial reporting – Haywood and Gaming Grants 4. Paper work (area licence, insurance, grant applications, society registration) 5. Report financial statements 6. Pick up and distribute mail 7. Pay bills 8. WCB 9. Payroll 10. GST 11. Societies Act Annual Report 	
<p>Rabbit Liaison: LJ MacMillan 847-8858</p>	<p>Ensure that someone does the following and report to board:</p> <ol style="list-style-type: none"> 1. Coordinate Rabbits program (1 Hop and 2 Hop) 2. Organize fun day 3. Coordinate training for Rabbits leaders 4. Coordinate with Coach/Racing on athlete development and leader development 5. Club representative for CCBC on Ski League 6. Provides input/articles to newsletter 	<p>Rabbit Program Coordinator:</p>

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<p>Athlete Development: Liz Holdyk 847-4076</p>	<ol style="list-style-type: none"> 1. Coordinate racing program for mini midget, midgets, juveniles and juniors 2. Coordinate training for coaches 3. Coordinate with Rabbits on athlete development and leader development 4. Coaches contracts 5. Performance reporting as required for Haywood grant, CCBC, Sport BC 6. Organize volunteers for ticket booth duty (fund raising) 7. Oversight for school program 8. Club representative for CCBC on racing program for mini midget, midgets, juveniles and juniors 9. Ensure track setting needs are coordinated with Area Manager 10. Provide input/articles to newsletter 	<p>Coaching Coordinator: Larry McCulloch Coach Training Coordinator: Team Manager: Jackie Wilson Coach Management Team: Jill O’Neil, Alex Woods, Liz Holdyk Head Coach: Chris Werrell Waxing techs: Bill Price, Brian Fuhr Coaches Committee: all race/biathlon coaches and managers</p> <p>School Program: Karen Mitchell Ski Boosters: Kathy Wilford & LJ MacMillan</p>
<p>Biathlon: Peter Tweedie 847-0038</p>	<ol style="list-style-type: none"> 1. Communication to executive on biathlon program and issues 2. Club representative at Biathlon BC 3. Coordinate with Coaching/Racing on athlete development and leader development 4. Assist Coaching/Racing with organization of ticket booth duty (fund raising) 5. Ensure track setting needs are coordinated with Area Manager 6. Provide input/articles to newsletter 	<p>Head Coach: Jill O’Neill</p>
<p>Backcountry: Dave Pellow 847-4676</p>	<ol style="list-style-type: none"> 1. Bookings for Starr Creek and Harold Price Cabins 2. Backcountry course scheduling 3. Communication to executive on back country issues 4. Club represent on backcountry issues 5. Provide input/articles to newsletter 	<p><u>Cabin caretakers</u> Harold Price – Pat Becker Starr Creek- Dave Pellow Bookings: Valhalla and McBike</p>

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<p>Grants & Sponsorship Oversight: vacant -</p>	<ol style="list-style-type: none"> 1. Managing, tracking and reporting grant applications 2. Ensuring grant compliance 3. Investigating grant opportunities and potential partnerships/sponsorships 4. Coordinate merchant solicitation by club members 5. Participate in Tracksetting Committee 	<p>Wetzin'kwa Grant Liaison: Geoff Recknell Gaming Grant: Larry McCulloch</p>
<p>Area, Lodge and Community Forest: Brant Dahlie 847-5046</p>	<ol style="list-style-type: none"> 1. Executive liaison 2. Tracksetting committee and scheduling 3. Pisten Bully maintenance 4. Area planning group 5. Capital Project Group 6. Parking lot and road snow clearing 7. Community Forest Liaison 	<p><u>LODGE:</u> Kevin Kriese 847-1994</p> <ul style="list-style-type: none"> • Lodge maintenance • Lodge bookings • Caretaker contract • Lodge safety • Capital project group member <p><u>AREA:</u> Brian Fuhr 847-2508</p> <ul style="list-style-type: none"> • Summer trail mowing & brushing • Firewood • Tractor maintenance • Tracksetting Committee member • Area Planning Group member
<p>Promotions /Member Services: Leanne Helkenberg 847-1422</p>	<ol style="list-style-type: none"> 1. Arrange and publicize Ski Swap, AGM, Fall Social, Buchfink Day, Women's Ski Clinic 2. Oversee newsletter committee to ensure production 3. Provides input/articles to newsletter 4. Contact for Interior News for club events 5. Production / distribution of brochures (local stores, other clubs) 6. Web site updates and maintenance 7. Communication to executive on upcoming events 8. Liaison between club executive and event organizers 9. Promote club to community 	<p>Masters: Tlell Glover</p> <p>Web master: Tenley Dahlie</p> <p>Newsletter: Tlell Glover/Katie von Gaza News Reporter: Steve Howard</p> <p>Newsletter distribution: Loretta Malkow</p>

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Race Events: Steve Osborn 847-9366	<ol style="list-style-type: none">1. Organize club race events (Chris Dahlie Open, BV Open, marathon)2. Race event equipment replacement and maintenance3. Coordinate / communicate training opportunities for officials4. Coordinate with other programs on race events5. Club representative for CCBC on race events6. Ensure track setting needs are coordinated with Area Manager7. Provide input/articles to newsletter	<u>Race Committee</u> Race Secretary: Terri Weme & Sarah Belanger Chief of Course: Chief of Timing: Sylvia Pawluk Chief of Stadium: Dave Pellows