

# Bulkley Valley Cross Country Ski Club

## Director Responsibilities and Key Positions

### 2025-2026 Season

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
<b>President:</b> Tammy Woods <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. Primary club contact for CCBC, governments</li> <li>3. Primary authorized contact for criminal record checks</li> <li>4. Keep confidential records including police record checks</li> <li>5. Maintain updated job description for president</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> <li>6. Filing of annual reports to Recreation Sites and Trails BC</li> <li>7. Maintain Director Responsibilities &amp; Key Positions table</li> <li>8. Maintain updated job descriptions for secretary, club registrar &amp; membership coordinator</li> </ol>	<b>Club registrar:</b> Laura Green <a href="mailto:registrar@bvnordic.ca">registrar@bvnordic.ca</a> [Responsibility for register of members]  <b>Membership Coordinator:</b> Susan Kinkela

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<b>Treasurer:</b> Barb Guillon <a href="mailto:treasurer@bvnordic.ca">treasurer@bvnordic.ca</a>	Supported by the bookkeeper: 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 8. Collect club mail from post box 9. Maintain updated job description for treasurer	<b>Bookkeeper:</b> Sarah Hagen
<b>Grants &amp; Sponsorship:</b> Andra Nadeau <a href="mailto:Andra.nadeau@bvnordic.ca">Andra.nadeau@bvnordic.ca</a>	1. Coordinate, track and report grant applications 2. Ensure compliance with grant obligations, and follow-up thanks/recognition. 3. Investigate grant opportunities and potential partnerships/sponsorships 4. Coordinate solicitation of businesses by club members 5. Implement sponsorship strategy and maintain associated records. 6. Maintain updated job description for grants and sponsorship	

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<b>Communications:</b> Sarah Newton <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> <li>5. Leading conflict resolution when required</li> <li>6. Maintain updated job description for communications</li> </ol>	<b>Compliance Officer for the Whistle Blower Policy as outlined by SafeSport.</b>  <b>Newsletter Editor:</b> Sarah Newton <b>Webmaster:</b> Jack Carrigan <b>G Suite admin:</b> Ben Forsyth & Steve <b>Social media postings:</b> Sarah Newton, Carina Helm <b>IT Coordinator:</b> Ben Forsyth
<b>Nordic Centre Operations</b> Kevin Kriese <a href="mailto:operations@bvnordic.ca">operations@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Board liaison with Wetzin'kwa Community Forest and government agencies (including RSTBC &amp; Northern Health)</li> <li>2. Maintain standards and protocols for grooming, plowing, and maintenance of trails, equipment and buildings. Monitor operational delivery for achievement of standards, and work with the general manager and key positions to ensure effective delivery.</li> <li>3. Oversee the delivery of Nordic Centre projects by key positions.</li> <li>4. Manage expenditures within the Nordic Centre budget</li> <li>5. Maintain updated job descriptions for Nordic Centre operations, general manager, caretakers, head groomer, trail coordinator and signage coordinator.</li> <li>6. Develop and maintain long-term plans for trails and facilities, including a capital replacement plan.</li> </ol>	<b>General Manager:</b> Jan Wengelin <b>Caretakers:</b> Gen Perkins & Michel Poulin <b>Tracksetter Operators:</b> Patrick Dumais, Geoff Recknell, Kelsey Stasiuk, Cam Schley <b>Trail Coordinator:</b> Kevin Kriese <b>Sign Coordinator:</b> Jeremy Peninga

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<b>Nordic Skills Development Programs</b> Sarah Sacharoff and Adrienne Rosenberger <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> <li>5. Maintain updated job description for NSDP, head coach, rabbits coordinator, biathlon coordinator, ski s'kool coordinator</li> </ol>	<b>NSDP Coordinator:</b> Melissa Zarecki <b>Coach Management Team:</b> Ryan Chapman, Adrienne Rosenberger, Sarah Sacharoff <b>Ski Boosters:</b> Yeva Glover <b>Head Coach:</b> Andrea Stapff <b>Rabbits Coordinator:</b> Michelle Doogan-Smith and team <a href="mailto:rabbits@bvnordic.ca">rabbits@bvnordic.ca</a> <b>Biathlon Coordinator:</b> Léa-Marie Bowes-Lyon <a href="mailto:leamarie.boweslyon@bvnordic.ca">leamarie.boweslyon@bvnordic.ca</a> <b>Ski S'Kool Coordinator:</b> Melissa Zarecki <a href="mailto:schools@bvnordic.ca">schools@bvnordic.ca</a> <b>Masters Drop-in Coord:</b> Cobey Oliemans and team <b>Masters Performance Program:</b> Andrea Stapff
<b>Events:</b> Ali Howard <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. Ensure event organizers provide volunteers with guidance on club policies including safety &amp; sanitation plans, financial procedures, etc.</li> <li>3. Coordinate with tracksetters &amp; other programs prior to events</li> <li>4. Oversee income &amp; expenditures within events budget</li> <li>5. Maintain updated job description for events: Womxn's Clinic coordinator; Tour de Treat (Soup); holiday events such as the StoryWalk &amp; Holiday Hustle; McBike Family Day; Chief of Competition</li> </ol>	<b>Chief of Race:</b> Robbie Dunbar

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<b>Directors at Large</b> Rob Dowling <a href="mailto:Rob.dowling@bvnordic.ca">Rob.dowling@bvnordic.ca</a> Malcolm Johnson <a href="mailto:Malcolm.johnson@bvnordic.ca">Malcolm.johnson@bvnordic.ca</a> Torbjorn Rive <a href="mailto:Torbjorn.rive@bvnordic.ca">Torbjorn.rive@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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Responsibilities of some of key positions

Key Positions	Responsibilities	Board contact and related positions
<b>Trails Coordinator</b> Kevin Kriese	<ol style="list-style-type: none"> <li>1. Prepare and update a trail plan</li> <li>2. Coordinate summer brushing and maintenance</li> <li>3. Coordinate trail improvement projects</li> </ol>	Board contact: Nordic Centre director
<b>IT Coordinator:</b> Ben Forsyth	<ol style="list-style-type: none"> <li>1. Maintain list of usernames and passwords for all online services and software the club uses</li> <li>2. Administer the club's Google Workspace installation</li> <li>3. Administer the club's website content management system and train new users on how to use it</li> <li>4. Support weather station reporting</li> <li>5. Administer club web cameras</li> <li>6. Support networking infrastructure at the Nordic Centre</li> </ol>	Board contact: Communications director Sarah Newton

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<b>General Manager</b> Jan Wengelin	<p>Nordic Centre Operations</p> <ul style="list-style-type: none"> <li>● Implement assigned operations and projects.</li> <li>● Review monthly financial reports to ensure expenditures are within budget.</li> <li>● Assist with mid-season financial projections.</li> <li>● Supervise Head Groomer and provide support to paid and volunteer groomers.</li> <li>● Support Caretaker(s), Building Manager and Dog Trail Coordinator.</li> </ul> <p>Membership</p> <ul style="list-style-type: none"> <li>● Receive and solicit feedback from members.</li> <li>● Work with the Board of Directors to develop and implement membership retention and recruitment strategies.</li> </ul> <p>Grants and Sponsorships</p> <ul style="list-style-type: none"> <li>● Prepare assigned grant applications and manage required reporting.</li> </ul> <p>Volunteers</p> <ul style="list-style-type: none"> <li>● Support Club volunteerism through communications, recruitment and assisting development of job descriptions for key volunteers.</li> </ul>	Board contact: Nordic Centre director Kevin Kriese
<b>Membership Coordinator</b> Susan Kinkela	<ul style="list-style-type: none"> <li>● season's passes &amp; membership lists</li> <li>● day passes &amp; distribution in retail outlets</li> <li>● ticketing and ticket booth</li> </ul>	Board contact: Secretary Anne Harfenist

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