

1 ORGANIZATION AND STRUCTURE

The VSC is managed by annually-elected club members. These members are elected at the Annual General Meeting (normally held in the spring of each year):

Executive Board and Directors

1. President (2 year office)
2. Vice President (2 year office)
3. Treasurer (2 year office - to assist with succession it is an objective to have a 1st year treasurer introduced to the club when a 2nd year secretary is in place)
4. Alpine Director (2 year office – as above, starting years should alternate with president where ever possible)
5. Secretary (2 year office)
6. Registrar (2 year office)
7. Fundraiser (2 year office)
8. Past President (1 year office)
9. Entry Level Coordinator

The VSC also has a number of hired staff and parent representatives to further support the program:

Managers, Coordinators and Reps

1. Program Director
2. Entry Level Parent Rep
3. K/J Parent Rep
4. FIS Parent Rep
5. Sponsorship Coordinator
6. Awards/Media Coordinator
7. Volunteer Coordinator

1.1 Roles and Responsibilities of the Executive

1.1.1 Past President

- Supports the president and executive for 1 term to complete succession
- Helps ensure a smooth transition from old to new executive
- Focuses on succession planning
- Non-voting position

1.1.2 President

- Prepares Executive meeting agendas and locations; chairs (or designates chair) meetings (calls to order, adjourns, etc.)
- Acts as the Chief Executive of the club and supervises other Executive members in implementing their duties.
- Acts in a leading role for policy and development

1.1.3 Vice President

- Carries out duties of the President during the President's absence.
- Learns the role of President for possible future succession planning.
- Plays leadership role in managing coaches contracts
- Assists president with policy making

President and Vice President Joint Duties

- Lead the direction in all areas of policy making.
- Delegate and enforce roles and responsibilities of executive and managers
- Receive and act on info from all club committees.
- Maintain interface between the club and Silver Star Mountain, BC Alpine, and ACA management.
- Produce contracts for the Program Director.
- Conduct performance evaluations for Program Director and provide support to the Program Director for evaluations on all full-time coaches.
- Ensure the club has representation at all Okanagan Zone and BC Alpine meetings.
- Call a minimum of 6 (six) general meetings of the executive as required.
- Develop financial policies and budgets to ensure fiscal responsibility.

1.1.4 Treasurer

- Keeps the financial records, including accounting books necessary to comply with the Society Act (this means a proper set of books as for non-profit organisation in good standing).
- Renders financial statements to the Directors at scheduled Executive meetings or as requested by the president.
- Works with the Program Director in keeping racer accounts updated.
- Works with the Program Director in keeping all coaches updated and/or reimbursed.

- Collects all invoices and bills and the proper approval pays them in good time to keep the club's credit record in good standing.
- Manages accounts receivable, request executive approval for extraordinary items and issues payment in a timely fashion
- Manages Ski Swap cash flow, deposits and reconciliation
- Manages WCB reporting for coaching staff
- Manages credit card applications and transactions
- Works with registrar to keep budgets and forecasts up to date
- Work with Vice President and Registrar in preparation of budgets

1.1.5 Alpine Director

- Acts as primary liaison between the executive and Program Director
- Provides support to Program director for equipment acquisition and other required resources
- Manages performance review of program director with the support of an executive sub-committee
- Coordinate race committees and support training for ROC members
- Work with Entry Level group for succession planning
- Coordinate officials program
- Coordinate insurance requirements through BC Alpine in the fall for Silver Star Mountain (must be ready for on the snow training)
- Coordinate insurance requirements for dry land training facilities as required (BC Alpine)

1.1.6 Secretary

- Submits annual government license renewals including CRTS Radio Licence, BC Gaming and Lottery, Directors Insurance, club event insurance as soon as a PSO calendar is set at the fall meeting, (etc)
- Conducts the correspondence of the club.
- Issues club meeting notices to executive and members.
- Records minutes of all meetings of the club and Executive and makes these minutes available to members.
- Has custody of all records and documents of the club except those required to be kept by the Treasurer.
- Distributes messages to the Executive members as required.
- Responsible for receiving club mail and distributing to executive

1.1.7 Registrar

- Is in charge of the club registration, Alpine Canada Alpin, and BC Alpine registration for all club racers (J, K, and Entry Level program).
- Provides updated lists of racers with address/phone numbers, etc. for the Secretary and club members with the assistance of the Program Director.
- Issues receipts to club members for tax purposes
- Works with Treasurer to produce budget and forecasts
- Works with Entry Level Coordinator and Program Director to facilitate annual registration.
- Must have current knowledge of BC Alpine registration process
- Act as primary contact for program director for racer information
- Control and account for all club registrations

1.1.8 Entry Level Chair

- Coordinates and promotes the Clubs Entry Level Programs to the targeted regions with strategies developed jointly by the club executive and the clubs program director
- Promotes and delivers the clubs image and vision to the entry program parents through scheduled activities
- Attends Spring and fall PSO meetings and all Okanagan Zone meetings to provide a voice for current and future entry level program development
- Assist the Program Director in implementing the Entry Level program.
- Organizes Entry Level parent meetings as required
- Act in a leading role for the organisation of Entry Level races and events.

1.1.9 Fundraising Coordinator

- Coordinates fundraising projects for the club.
- Liaises with Executive to determine budget requirements and set realistic goals and to meet these requirements.
- Responsible for managing bingo and casino qualifying criteria in conjunction with Secretary and Treasurer.
- Represents club and initiates contact with targeted regional businesses for financial and in-kind support of the club's operational activities
- Introduces fundraising ideas for discussion.

- Arranges for recognition of sponsors during events and at year end.
Manages Bingo Reporting

1.2 Roles and Responsibilities of Coordinators, Managers, and Reps.

Holders of these positions only need to attend Executive meetings occasionally as required to meet the needs of the program.

1.2.1 Program Director

- Provides strategic direction to the Executive regarding program objectives, planning and implementation.
- Develops and supports the implementation of ski programs at all levels (J, K and Entry).
- Manages coaching staff and the implementation of coaches contracts. Facilitates communication between coaching staff, executive and other club members.
- Represents the club at all Zone and Division meetings.
- First contact for any personal issues involving coaches.
- With the President and Vice President, works to facilitate relations with Silver Star Mountain.
- Reviews and provides feedback as required for all club coaches' contracts produced by the President and Vice-President.

1.2.2 Parent Representatives (E1, E2, K/J, FIS)

- Provide input/feedback to Executive as required to meet the needs of all programs.
- Act as liaison between the Executive and parents in the E/K/J programs.
- Play a leadership role in implementing club initiatives.

1.2.3 Awards/Media Coordinator

- Works with the Program Director to provide results of our racers to the local media for publication.

1.2.4 Volunteer Coordinator

- Recruits and coordinates volunteers for events held by the club.
- Ensures that participating volunteers are entered into the BC Alpine officials database as required

- Tracks and reconciles individual volunteer commitment to ensure compliance with VSC volunteer policy

1.2.5 Webmaster

- Maintains VSC web site:
 - Posts or assists in posting club news.
 - Posts events in the events calendar.
 - Posts or remove items for the list of equipment for buy or sale on behalf of the club members and friends.
 - Keeps the information on the VSC web site up-to-date.
- Keeps the VSC handbooks up to date.

1.2.6 Uniform Coordinator

- Coordinate uniform order, payment and distribution with athletes
- Complete annual uniform order with supplier, including embroidery
- Handle uniform warranty returns
- Liaison with Sponsorship coordinator to ensure appropriate sponsor recognition on uniforms
- Coordinate unused uniform sales
- Liaison with executive on updating styles as appropriate and agreed upon

1.2.7 Ski Swap Chair

- Manages all aspects of running the annual ski swap.
- Recruits and supervises section 'leaders' and ensures that recruitment of volunteers is occurring
- Ensure the facilities and required equipment are booked/ rented as required.

2 COMMUNICATIONS PROTOCOL

To facilitate effective communications, reduce duplication as well as ensure that the club is functioning efficiently, the following communications protocol should be followed.

- All executive, managers, coordinators and parent reps must have regular access to email. Key information will be regularly distributed in this manner.
- Agendas, meeting requests and schedules will be distributed via email.
- Executive Meeting minutes will be distributed to all executive members, managers, coordinators and parent reps via email within 1 week of a scheduled meeting. Minutes will also be posted on a shared-access website. The secretary will be notified of any required corrections. Updated minutes will be redistributed when changes are made.

- Individuals attending zone or district meetings are asked to distribute and post minutes of the meetings they attend.
- Recommended changes to policy or other club protocols should be submitted to the President and Vice-President for consideration and inclusion into the next executive meeting agenda.
- Issues requiring immediate action *must* be directed to the appropriate individual as per the job descriptions, above. Minimise your distribution list to only those who must be included in the discussion. If you are unsure of who to direct your question to, first contact should be directed to the President and Vice president.
- Issues of a financial nature (ie: budgets, club expenses, etc) should be considered 'confidential' until approved for distribution by the executive.
- Issues of a personal nature are best resolved in person.
- Do not broadly distribute 'draft' information until approved by the president or vice president.
- Information will not be released to the media without prior consent from the executive.

3 MEETINGS

Meetings for all executive members will be regularly scheduled throughout the year to meet the needs of the club. The president will be responsible for calling regular executive meetings and approving the agenda.

An Annual General Meeting, open to all club members, will be scheduled in the spring of each year to elect a new executive and distribute important information to club members.

The general protocol for meetings will be as follows:

1. The business of every Regular Meeting shall follow an agenda prepared in the sample form outlined below.
2. The Club Secretary will request agenda items and supporting reports from directors one week before the meeting.
3. Following approval of the president, the Secretary will circulate the meeting agenda and supporting information. Executive members are responsible for reviewing the agenda items and supporting reports prior to attending the meeting. Directors and chairs will not make verbal reports at each meeting.
4. The minutes of Regular Meetings shall be circulated to the Directors within one week following each Regular Meeting, and shall be presented for approval at the next Regular Meeting.
5. Annual election of Executive Board members (Directors) will occur during the Annual General Meeting held in the spring of each year.

3.1 Financial Statements

(quoting: section 64 (1) of the Societies Act)

(1)The directors of a society that is not a reporting society must place the following before each annual general meeting of the society:

- a) The financial statement as required by this section
 - b) The report of an auditor (if any)
 - c) The report of the Directors to its members
 - d) Any further information respecting the society required by laws or regulations
- (2) The financial statement must be for the period
- a) Beginning on the date of incorporation or if the society has completed a fiscal year, at the end of the last completed financial year and
 - b) Ending not more than 6 months before the annual general meeting
- (3) The financial statement must consist of
- a) A statement of receipts and disbursements for the period or
 - b) A statement of income and expenditures and a statement of surplus for the period and a balance sheet as of the end of the period, but the statement need not be identified by those names.

3.2 SAMPLE AGENDA

1. Call to Order
2. Adoption of Agenda
3. Approval of Previous Minutes
4. Delegations (*Presentations by outside groups*)
5. Reports
 - 5.1. Financial Report
 - 5.2. Committee Reports (*any questions on written reports and any critical additions*)
 - 5.3. Officer's Reports (*any questions on written reports and any critical additions*)
 - 5.4. Director's Reports (*any questions on written reports and any critical additions*)
6. Old Business (*Decisions on unfinished agenda items from past AG meetings*)
7. New Business (*Decisions or committee referrals on new agenda items*)
8. Elections of new directors
9. Adjournment

AGENDA MATERIALS

Documentation required to provide Directors information on which to base decisions and numbered to correspond with agenda item.