



APPOINTMENT OF KEY POSITIONS Policy

PREAMBLE

The Bulkley Valley Cross Country Ski Club (Club) has programs and areas of responsibility which are run by positions with significant autonomy. The Club's board of directors (Board) recognizes the importance of these key positions and the value of having experienced, skillful persons with a strong alignment to club ideals. Recruitment of candidates for key positions is usually done by a program committee or the responsible director. Ideally, there is an obvious successor who has accumulated the necessary experience and qualifications. But there can also be challenging circumstances where there is no obvious successor. This policy establishes the Board's role in the appointment of key positions.

OBJECTIVE

The objective of the policy is to have well-managed club programs by ensuring that key positions are filled by persons with appropriate qualifications and have the support of the club.

POLICY

A person may stay in a key position from year to year without need for re-appointment unless the Board has decided to review that position.

The Board will appoint persons to vacant key positions in accordance with this policy. If a program committee recommends a person to a key position, the Board will adopt that recommendation unless the Board identifies to the committee compelling reasons why they want to consider other options.

Candidates for key positions will be expected to follow Club policies and to maintain Board (and volunteer) support for their actions during the operation of the program.

Candidates for key positions who lack necessary qualifications can be considered for appointment if there is a feasible plan to gain essential qualifications.

If there are no candidates or if the Board does not appoint any candidate, it will be the Board's responsibility to determine how to cope with the vacancy.



APPLICATION

The policy applies to the following key positions:

- Coaching Coordinator
- Head Coach – Racing
- Head Coach – Biathlon
- Rabbit Program Coordinator
- School Program Coordinator
- Masters Program Coordinator
- Chief of Race
- General Manager
- Tracksetter Operator
- Membership Registrar
- Ski Boosters Coordinator

This policy does not apply to director positions.

This policy does not apply to committees and positions which are governed by separate Club policies.

Approved December 8, 2011

Revised March 2021

Revised October 2024



2021 Revisions:

- Removed references to backcountry involvement
- Removed coach management committee from Applications
- Removed list of obsolete positions that policy does not apply to

2024 Revision:

- Revised the list of key positions to remove Lodge Manager and add General Manager and Tracksetter Operator.
- Revised the Background and Objective to avoid referring to the key positions as “coordinators”.