

## Bulkley Valley Cross Country Ski Club

### Director Responsibilities and Key Positions

2022-2023 Season

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
<p><b>President:</b> Jen Chapman <a href="mailto:chair@bvnordic.ca">chair@bvnordic.ca</a></p>	<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. Primary authorized contact for criminal record checks</li> <li>5. Keep confidential records including police record checks</li> <li>6. Maintain updated job description for president</li> </ol>	<p>Dispute Resolution Committee (if/when needed)</p>
<p><b>Secretary:</b> Anne Harfenist <a href="mailto:anne@bvnordic.ca">anne@bvnordic.ca</a></p>	<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 description for secretary</li> </ol>	

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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> Tisha Lepoidevan
<b>Membership:</b> Susan Kinkela <a href="mailto:membership@bvnordic.ca">membership@bvnordic.ca</a>	1. Season passes and membership lists 2. Day passes & distribution in retail outlets 3. Ticketing and ticket booth 4. Maintain updated job description for membership, club registrar and ticket booth coordinator	<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> Vacant	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. Maintain updated job description for grants and sponsorship	

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<b>Communications:</b> Brandin Lilgert <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. Maintain updated job description for communications</li> </ol>	<b>Newsletter Editor:</b> Brandin Lilgert <b>Webmaster:</b> Brandin Lilgert <b>G Suite admin:</b> Ben F. & Steve O. <b>Social media postings:</b> Brandin Lilgert <b>IT Coordinator:</b> Ben F.
<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. Board liaison with Wetzin'kwa Community Forest and government agencies (including RSTBC &amp; Northern Health)</li> <li>2. Oversee grooming, snow clearing and maintenance of trails, equipment and buildings</li> <li>3. Oversee Nordic Centre projects</li> <li>4. Manage expenditures within Nordic Centre budget</li> <li>5. Maintain updated job description for Nordic Centre operations, general manager, caretakers, head groomer, trail coordinator, buildings manager</li> </ol>	<b>General Manager:</b> Jan Wengelin <b>Caretakers:</b> Gen Perkins & Michel Poulin <b>Trail Coordinator:</b> Kevin Kriese <b>Buildings Manager:</b> Brant Dahlie <b>Map makers:</b> Tom Christian, Gen Perkins <b>Lodge Rentals:</b> Gen Perkins <a href="mailto:lodgerental@bvnordic.ca">lodgerental@bvnordic.ca</a>
<b>Nordic Skills Development Programs</b> Sarah Sacharoff Stephen Wickham <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> Denise Kelly <b>Coach Management Team:</b> Ryan Chapman, Patrick Williston, Sarah Sacharoff <b>Ski Boosters:</b> Tamara Gillis, Paula Bartemucci <b>Head Coach:</b> Andrew Brisbin <b>Rabbits Coordinator:</b> Sue Pearce <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> Denise Kelly <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> <li>3. Maintain updated job description for volunteers</li> </ol>	

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<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, masters drop-in coordinator, women's clinic coordinator, tour de soup, santa's workshop, holiday hustle</li> </ol>	<b>Race Committee:</b> Robbie Dunbar chief of race <b>Masters Drop-in Coord:</b> Cobey Oliemans <b>Women's Clinic Coord:</b> Ally Dick, Julie Sheppard, Kate Wills
<b>Directors at Large</b> Kira Hoffman	<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 <a href="mailto:trails@bvnordic.ca">trails@bvnordic.ca</a>	<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 Steve Osborn
<b>Buildings Manager</b> Brant Dahlie <a href="mailto:buildings@bvnordic.ca">buildings@bvnordic.ca</a>	<ol style="list-style-type: none"> <li>1. Ensure building upkeep and maintenance of lodge, wax hut, machine shed and caretaker's cabin</li> <li>2. Oversee building projects</li> <li>3. Plan and coordinate work bees and volunteer support</li> </ol>	Board contact: Nordic Centre director Steve Osborn
<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 Brandin Lilgert

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<p><b>General Manager</b> Jan Wengelin</p>	<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> <li>● Implement sponsorship strategy and maintain associated records.</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>	<p>Board contact: Nordic Centre director Steve Osborn</p>