

Bulkley Valley Cross Country Ski Club

Director Responsibilities and Key Positions

2020-2021 Season

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
<p>President: Ben Forsyth chair@bvnordic.ca</p>	<ol style="list-style-type: none"> 1. Chair of the Board* 2. Supervise the other directors in the execution of their duties* 3. Primary club contact for CCBC, governments 4. Primary authorized contact for criminal record checks 5. Keep confidential records including police record checks 6. Privacy Officer 	<p>Dispute Resolution Committee (if/when needed)</p>
<p>Secretary: Anne Harfenist anne@bvnordic.ca</p>	<ol style="list-style-type: none"> 1. Correspondence of the society* <i>including emails arriving in feedback@bvnordic.ca</i> 2. Notices of general meetings and directors' meetings* 3. Minutes of general meetings and directors' meetings* 4. Records in accordance with the Societies Act* 5. Filing of the annual report of the Society and any other filings under the Societies Act* 6. Filing of annual reports to Recreation Sites and Trails BC 7. Maintain Director Responsibilities & Key Positions table 	

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Treasurer: Barb Guillon treasurer@bvnordic.ca	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	Bookkeeper: Tisha Lepoidevan
Membership: Jill Krause membership@bvnordic.ca	1. Season passes and membership lists 2. Day passes & distribution in retail outlets 3. Ticketing and ticket booth	Club registrar: Liz Osborn registrar@bvnordic.ca [Responsibility for register of members assigned to club registrar who reports to Membership director - Board decision 2017Dec19] Ticket Booth Coordinator: Ski Boosters
Grants & Sponsorship: Kevin Kriese grants@bvnordic.ca	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	
Communications: Ben Forsyth communications@bvnordic.ca	1. Lead/coordinate publicity for the club and club events 2. Oversee newsletter committee to ensure production 3. Oversee social media and website updates and maintenance 4. Manage expenditures within communications budget	Newsletter Editor: Ben Webmaster: Ben Forsyth G Suite admin: Ben & Steve Social media postings: Ben Club mailouts: Loretta Malkow

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Nordic Centre Operations Steve Osborn operations@bvnordic.ca	<ol style="list-style-type: none"> 1. Board liaison with Wetzin'kwa Community Forest and government agencies (including RSTBC & Northern Health) 2. Oversee grooming, snow clearing and maintenance of trails, equipment and buildings 3. Oversee Nordic Centre projects 4. Manage expenditures within Nordic Centre budget 	Caretakers: Gen Perkins & Michel Poulin Head Groomer: Patrick Dumais Trail Coordinator: Kevin Kriese Buildings Manager: Brant Dahlie Map makers: Tom Christian, Gen Perkins Lodge Rentals: Gen Perkins lodgerental@bvnordic.ca
Nordic Skills Development Programs Jen Chapman Sarah Sacharoff Stephen Wickham nsdp@bvnordic.ca	<ol style="list-style-type: none"> 1. Communicate plans, results and issues between NSDP & board related to the delivery of the Nordic Skills Development Programs. 2. Oversee the delivery of a Nordic Skills Development Program 3. Ensure program organizers provide volunteers with guidance on club policies including safety & sanitation plans, financial procedures, etc. 4. Monitor income and expenditures of NSDP programs and provide updates to BVCCSC board. 	NSDP Coordinator: Denise Kelly Coach Management Team: Alan Baxter, Ryan Chapman, Patrick Williston Ski Boosters: Tamara Gillis, Paula Bartemucci Head Coach: vacant Rabbits Coordinator: Dawn Hanson rabbits@bvnordic.ca Biathlon Coordinator: Peter Tweedie Ski S'Kool Coordinator: Denise Kelly schools@bvnordic.ca
Volunteers Anne Harfenist anne@bvnordic.ca	<ol style="list-style-type: none"> 1. Work with programs to ensure club volunteers are valued, supported and recognized. 2. Coordinate tracking or estimating of volunteer time 	
Events: Ali Howard events@bvnordic.ca	<ol style="list-style-type: none"> 1. Coordinate with race committee and other event organizers to ensure quality, safe and fun events. 2. Maintain a schedule of events 3. Ensure event organizers provide volunteers with guidance on club policies including safety & sanitation plans, financial procedures, etc. 4. Coordinate with tracksetters & other programs prior to events 5. Oversee income & expenditures within events budget 	Race Committee Leader: Jennifer Plummer Masters Drop-in Coord: Cobey Oliemans Women's Clinic Coord: Tour de Soup: Santa's Workshop:

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Directors at Large Stephen Wickham Stephen.wickham@bvnordic.ca Jen Chapman Jen.chapman@bvnordic.ca Sarah Sacharoff Sarah.sacharoff@bvnordic.ca	<ol style="list-style-type: none">1. Seek feedback from members, provide input and make decisions in the interest of all club members.2. Other tasks or roles from time to time.	

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DRAFT responsibilities of some of key volunteer positions

Key Positions	Responsibilities	Board contact and related positions
Trails Coordinator Kevin Kriese trails@bvnordic.ca	<ol style="list-style-type: none">1. Prepare and update a trail plan2. Coordinate summer brushing and maintenance3. Coordinate trail improvement projects	Board contact: Nordic Centre director Steve Osborn
Buildings Manager Brant Dahlie buildings@bvnordic.ca	<ol style="list-style-type: none">1. Ensure building upkeep and maintenance of lodge, wax hut, machine shed and caretaker's cabin2. Oversee building projects3. Plan and coordinate work bees and volunteer support	Board contact: Nordic Centre director Steve Osborn
Head Groomer Patrick Dumais	<ol style="list-style-type: none">1. Lead the team of PistenBully tracksetters2. Provide guidance to tracksetter coordinator/scheduler3. Coordinate maintenance and repair of the PistenBully and other trail equipment	Board contact: Nordic Centre director Steve Osborn