

Bulkley Valley Cross Country Ski Club

Director Responsibilities and Key Positions

2019-2020 Season

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
President: Ben Forsyth chair@bvnordic.ca	<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 	Dispute Resolution Committee (if/when needed)
Secretary: Anne Harfenist anne@bvnordic.ca	<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 	
Treasurer: Barb Guillon treasurer@bvnordic.ca	Supported by the bookkeeper: <ol style="list-style-type: none"> 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: Brenda Zantingh

Bulkley Valley Cross Country Ski Club

Director Responsibilities and Key Positions

2019-2020 Season

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
Membership: Jill Krause membership@bvnordic.ca	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 	Grant writers _____
Communications: Ben Forsyth communications@bvnordic.ca	<ol style="list-style-type: none"> 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
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: Patrick Dumais Map makers: Tom Christian, Gen Perkins Lodge Rentals: Gen Perkins lodgerental@bvnordic.ca

Bulkley Valley Cross Country Ski Club

Director Responsibilities and Key Positions

2019-2020 Season

Directors	Responsibilities (marked * if from club bylaws)	Committees & Key Positions
Nordic Skills Development Programs Irene Ronalds 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: Michelle Dougan-Smith Coach Management Team: James Cuell, Irene Ronalds, Patrick Williston Training Coordinator: Sandra Nash Ski Boosters: Tamara Gillis, Paula Bartemucci Head Coach: vacant Rabbits Coordinator: Dawn Hanson rabbits@bvnordic.ca Biathlon Coordinator: Peter Tweedie Ski S’Kool Coordinator: Kate Kantakis 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:
Directors at Large Stephen Wickham Stephen.wickham@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. 	

Bulkley Valley Cross Country Ski Club

Director Responsibilities and Key Positions

2019-2020 Season

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 plan 2. Coordinate summer brushing and maintenance 3. Coordinate trail improvement projects 	Board contact: Nordic Centre director Steve Osborn
Buildings Manager Patrick Dumais buildings@bvnordic.ca	<ol style="list-style-type: none"> 1. Ensure building upkeep and maintenance of lodge, wax hut, machine shed and caretaker's cabin 2. Oversee building projects 3. Plan and coordinate work bees and volunteer support 	Board contact: Nordic Centre director Steve Osborn Support for construction projects: Wally Lesawich, Brant Dahlie
Head Groomer Patrick Dumais	<ol style="list-style-type: none"> 1. Lead the team of PistenBully tracksetters 2. Provide guidance to tracksetter coordinator/scheduler 3. Coordinate maintenance and repair of the PistenBully and other trail equipment 	Board contact: Nordic Centre director Steve Osborn