

Information on Executive Roles & Responsibilities

Skate Lacombe Executive

- **President**
 - Act as Chair of all executive and general meetings
 - Make sure the Annual Audit is completed for year-end for submission along with other Society Papers to the Societies Act.
 - Ex-officio member of all committees
 - Appoint standing committee Chairs whom shall look after duties assigned to them.
 - Approve the names of committee members submitted by the Committee Chairs
 - **Vice President**
 - Act as Chair of executive or general meetings in absence of the President
 - Publicity and marketing
 - Assist with carnival
 - **Secretary**
 - Issue all notices for executive and general meetings
 - Take minutes at all meetings
 - Arrange meeting location if required
 - **Treasurer**
 - Responsible for the safe control of all Club funds including paying of bills and depositing of monies
 - Preparing and submitting to the Executive an annual budget
 - Keeping records as are required for audit
 - Sign all cheques and legal documents (along with any two Directors as appointed at AGM)
 - **Coaching Representative**
 - Represent the coaching team at Executive meetings
 - Promoting club programs within the community and in the neighbouring communities
 - Assisting the executive when required
 - **Carnival Director**
 - Responsible for the planning and production of the carnival
 - **Test Director – 2 positions**
 - Arranging and supervising all tests (in consultation with the appointed referees)
 - Obtaining judges for Skate Canada tests and competitions
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- Keeping Club records of Tests
 - Preparing Test records for forwarding to Skate Canada
 - Encouragement of potential Skate Canada judges
 - Verify and sign all competition forms
 - Inform Skaters/Coaches/Parents of competition dates and times
 - Arrange Partnering
 - **Registrar**
 - Deal with all correspondence subject to the approval of the President
 - Responsible for registration of all skaters with the club
 - Register all skaters and directors with Skate Canada prior to skaters taking to the ice
 - Responsibilities for Carnival
 - Provide a list of all skaters names
 - **Ice and Music**
 - Represent the club at to the Town for ice times
 - Responsible for managing ice times as need by the club including regular ice times, extra ice for test and carnival and canceling of ice if not needed.
 - Create music calendar for the season and calculate # of hours required for parent music playing
 - Teach new parents how to work music equipment
 - Follow-up to make sure all parents fulfill require music playing time.
 - Ensure music equipment is functioning and repairs are addressed as needed.
 - **Casino Chair**
 - Look after organizing volunteers for casino
 - Responsible for all club paper work for the event
 - **Program Assistant Liaison**
 - Responsible for ensuring there are enough program assistants to run recreational programs
 - Organize and administer rewards and incentives for program assistants
 - Take attendance at sessions for program assistants
 - **Preschool Canskate Director**
 - Liaison between Preschool Canskate parents and coaching staff
 - Organize fun events and them days in conjunction with the coaching team
 - Inform parents of ice changes, cancellations, etc.
 - Report to executive on how program is running and issues as they arise.
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Information on Executive Roles & Responsibilities

- **Canskate Director**
 - Liaison between Canskate parents and coaching staff
 - Organize fun events and theme days in conjunction with the coaching team
 - Inform parents of ice changes, cancellations, etc.
 - Report to executive on how program is running and issues as they arise
 - **Primary Test Director**
 - Liaison between Primary test parents and coaching staff
 - Organize fun events in conjunction with other coaching theme days
 - Inform parents of ice changes, cancellations, etc.
 - Report to executive on how program is running and issues as they arise
 - **Starskate and Competition Director**
 - Liaison between Starskate parents and coaching staff
 - Organize fun events in conjunction with other coaching theme days
 - Inform parents of ice changes, cancellations, etc.
 - Review skaters « code of conduct » periodically throughout the year to ensure that skaters act appropriately on and off the ice
 - Report to executive on how program is running and issues as they arise
 - Liaison between the competition organizers and competing skaters.
 - Manage the competition registrations and inform skaters of competition schedule.
 - **Pro-Liaison**
 - Liaison between executive and coaching staff
 - **Ways and Means**
 - Be in constant contact with fundraising organization
 - Have fundraising forms available for pick-up at registration night
 - Choose cut-off day and collect all moneys and forms
 - Order product
 - Hand in money to treasurer
 - Receive and handout product in a timely and organized manner
 - Hand out all fundraising cheques and prepare next years fundraising event
 - Assist executive with all other duties as needed
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