



OAK BAY FIGURE SKATING CLUB – BOARD OF DIRECTORS

All Board Members, including Members at Large, shall:

- Act as liaison between membership and the Executive Board;
- Attend monthly Board meetings and AGM as a voting member;
- Understand and demonstrate a commitment to the Club's mission and programs;
- Maintain confidentiality and avoid any potential conflicts of interest;
- Act honestly and in good faith with a view to the best interests of the Club.

Overview of Executive Positions

President

- Calls and presides over Club meetings, including the AGM.
- Works with Secretary to prepare agenda for meetings. Prepares a written report summarizing the Club's overall organizational performance and program results for the AGM.
- Liaises with the Director of Skating.
- Attends the tri-annual Vancouver Island Region meetings; keeps Board members current on National, Sectional, and Regional skating matters.
- Sees that the Club is run according to the rules of Skate Canada, the Societies Act, B.C. Gaming Commission, and Labour Standards.
- Performs various annual compliance and administrative tasks.

Past President

- Assists the Board in maintaining continuity in Club operations.
- Acts as an advisor.

Vice President

- Responsible for personnel, standards and procedures, including contracts.
- Oversees coach/staff recognition and related events.
- Assists the President in the performance of their duties and acts as President in the event of their absence.

Secretary

- Issues notices of Board, Club, and Annual General meetings.
- Works with President to prepare and distribute agenda for meetings.
- Keeps accurate record of minutes of meetings of the Club and the Board, and maintains an electronic file of minutes and other Board documents.
- Ensures that Board members have been provided with relevant documentation including Skate Canada and similar policies.

Treasurer

- Oversees a bookkeeper and is ultimately responsible for the keeping of the Club's financial records, and payment of expenses and payroll.
- Reports to the Board on the financial position of the Club.
- Prepares annual budget and year-end financial statements for the AGM.
- Oversees annual application process for BC Gaming Grant.

Fundraising Chair

- Develops an annual fundraising plan at the beginning of the year.
- Provides leadership and direction on fundraising activities.
- Files reports for fundraising projects and submits financial information to Treasurer.

Test Chair

- Stays current with Skate Canada test policies and performs the activities necessary for the smooth functioning of test days, in compliance with Skate Canada requirements.
- Works with Director of Skating and judge(s) to set test day dates for each upcoming year.