

Notice of Annual General Meeting

CBS Skating Club

Tuesday - May 29, 2018 at 7:00pm

To be held in the warm room of the CBS Arena

ELECTION OF OFFICERS TO BE HELD

Nominations are being accepted for the following positions:

- Vice-President (2 year term)
- Secretary (2 year term)
- Events Director (1 year term)
- Synchro Director (1 year term)
- Club Development Director (1 year term)
- Fundraising Coordinator (1 year term)
- Public Relations Coordinator (1 year term)
- CanSkate Parent Representative (1 year term)
- STARSkate Parent Representative (1 year term)
- Test Coordinator (1 year term)
- Competition Coordinator (1 year term)
- Ice Show Coordinator (1 year term)
- Skater Development Coordinator (1 year term)

Also up for renewal, as decided by the club coaches:

- Coaches Representative (1 year term)

Please forward signed nomination forms by Thursday, May 24th to:

cbsskatingclub@hotmail.ca

*Originals **MUST** be brought to the meeting*

Every skater (Pre-CanSkate, CanSkate, Bronze, Silver, and Gold) is a member of the CBS Skating Club. Each Member of the CBS Skating Club is entitled to one vote. Parents cast votes for skaters under 18. Votes are restricted to 1 vote per person over the age of 18, so families with more than one member, must have more than one person over the age of 18 present to cast more than one vote. We look forward to seeing you all at the AGM and look forward to working with you in the 2018-2019 season.

Descriptions of the positions and the nomination form are included below. Please note all nominations must be received by May 26th.

No nominations will be taken from the floor.

The following is a list of the roles and responsibilities that are expected from our board members. If you wish to be a member of our board **you must be able to attend at least 80% of our monthly meetings (generally 10 per year). As well as communicate on the clubs' behalf in a positive and professional manner. You also must commit to performing at least 90% of you job description independently, once you have received proper training.**

Not all meetings require everyone, therefore a meeting may be called for just the Core Executive or it may be called for the Full Board. There will also be meetings throughout the year where coordinators and/or committees will be invited to attend.

Vice-President

It shall be the duty of the Vice-President to assist the President in the discharge of their duties and in the absence of the President, to assume their duties and officiate in their stead. The Vice-President shall become President should that office become vacant for any reason until the next Annual General Meeting.

- a) Shall liaise with and be responsible for all contracts with the Club's professional coaches.
- b) In consultation with the Program Administrators and the Board of Directors shall arrange for suitable professional (Skate Canada) coaches for all club programs.
- c) Shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.
- d) Shall represent the club at the Avalon Region monthly meeting and report to the Board of Directors.
- e) Will ensure that the coaches have proper documentation submitted.
- f) Shall represent the Club at meetings of the Avalon Region or appoint a designee to do so.
- g) Perform any other duties deemed necessary by the Board.

Secretary

The Secretary shall deal with all correspondence subject to the approval of the President or his/her delegate including:

- a) Taking minutes at all meetings, as well as type them and distribute them to the Board via email before the next meeting.
- b) Maintain a file of Board meeting minutes.
- c) Shall oversee all correspondence for the Board or the Club and present the Board with all pertinent information received by the Club.
- d) Pick up mail on a weekly basis and distribute as needed.
- e) Perform any other duties deemed necessary by the Board.

Coaches' Rep: (Voted on by the Coaches)

- a) Shall act as a representative on the Board for all coaches with the Club.
- b) Shall act with the best interest of all coaches in matters pertaining to policies, procedures and individuals.
- c) Shall ensure that the coaches with the Club are at the acceptable qualification level for the task they are performing for the Club.
- d) Responsible for scheduling regular meetings.
- e) Perform any other duties deemed necessary by the Board.

Events Director:

- a) Will oversee the scheduling of Club sanctioned Special Events and assist the organizers of such events, which include (but are not limited to) competitions and ice show.
- b) Will be responsible for working with the Competition Coordinator and the Ice Show Committee.
- c) Will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have to the monthly Board meetings.
- d) Will be expected to check the Skate NL website on a regular basis looking for important information that may need to be passed on to parents.
- e) Will be required to give a report to the board at each monthly meeting.
- f) Perform any other duties deemed necessary by the Board.

Synchro Director:

- a) To communicate any issues, concerns and updates to the board and will bring the information to the Board at the monthly meeting.
- b) Shall oversee the organization and operation of the program for all Synchro teams.
- c) Will meet on a monthly basis with all team managers to see that all deadlines and arrangements have been made.
- d) Ensure that proper arrangements have been made for any travel for competitions.
- e) Attend Board meetings when requested by the Board.
- f) Perform any other duties deemed necessary by the Board.

Club Development Director

Will oversee all programs that relate to the development of our club and will ensure parents have been informed of all opportunities for their skaters. This includes, but is not limited to Skater Development, Fundraising, and Public Relations. The Director will be responsible for working with the Skater Development Coordinator, Fundraising Chair, and the Public Relations Chair. Must attend monthly board meetings and provide report to the board.

Each of the following are 1-year positions that will be voted on yearly and are therefore up for nomination:

Committees are a vital part of our organization and are needed for brainstorming and generating ideas. All ideas generated must be presented to the Board for approval. Upon approval, the committee will help implement the program(s) decided on.

The following is a list of committees and/or Coordinators that will report to the board or their designated Director. These positions are for a one-year term and are all up for nomination this year. These Coordinators will lead a committee (where appropriate) and the Coordinator will be invited to Board meetings on an as-needed basis.

Fundraising Coordinator:

- a) Will bring fundraising ideas to the board.
- b) To lead and organize a fundraising committee.
- c) To plan and organize any board approved fundraising events.
- d) To attend monthly Board meetings when deemed necessary by the Board.
- e) Perform any other duties deemed necessary by the Board.

Public Relations Coordinator:

- a) Will bring ideas and concerns to the board.
- b) Will assist with updating the clubs social media and the Club Website.
- c) Will attend Board meetings when deemed necessary by the Board.
- d) Perform any other duties deemed necessary by the Board.

CanSkate Parent Representative:

- a) Communicate any concerns from parents regarding CanSkate to the Board.
- b) Shall assist the coaches and Board with the running of the CanSkate sessions.
Duties include recruiting volunteers to help with set up, gate supervision as well as passing out and collecting pinnies on all CanSkate sessions.
- c) Will attend Board meetings when deemed necessary by the Board.
- d) Assist with the coordination of CanSkate related events and bring ideas to the board.
- e) Perform any other duties deemed necessary by the Board.

STARSkate/Competitive Parent Representative:

- a) Communicate any concerns from parents regarding the STARSkate program to the board.
- b) Will attend Board meetings when deemed necessary by the Board.
- c) Assist with the coordination of STARSkate related events and bring ideas to the board.
- d) Perform any other duties deemed necessary by the Board.

Test Coordinator:

- a) Ensure that high level testing required for skaters is scheduled and carried out. This includes arranging judging and volunteers, scheduling tests, collecting money, and submitting test documents to Skate Canada.
- b) Maintain Club records of tests.
- c) Will track and submit all test records on a monthly basis
- d) Ensure that all monies are received prior to submitting records.
- e) Attend Board meetings when requested by the Board.
- f) Perform any other duties deemed necessary by the Board.

Competition Coordinator:

- a) Will be required to provide updates to the ***Events Director*** on a regular basis who will bring the information to the Board at monthly meetings.
- b) To coordinate any competitions that may be held at our skating club.
- c) To organize a committee when hosting a competition.
- d) To submit competition applications from the club when necessary.
- e) Attend Board meetings when requested by the Board.
- f) Perform any other duties deemed necessary by the Board

Ice Show Coordinator:

- a) Provide updates to the ***Events Director*** on a regular basis who will bring the information to the Board at the monthly meetings.
- b) Shall oversee all aspects of planning and organization for the Annual Ice Show.
- c) To lead and organize a committee for ice show planning.
- d) Attend monthly Board meeting when requested by the Board.
- f) Perform any other duties deemed necessary by the Board.

Skater Development Coordinator:

- a) Will discuss skater development ideas with the ***Club Development Director***, who will relay all information to the Board at monthly meetings.
- b) Will work with the Club Development Director to help plan activities/events for our skaters to benefit their skill development.
- c) To help implement off-ice sessions for our skaters.
- d) To attend monthly Board meetings when deemed necessary by the Board.
- e) Perform any other duties deemed necessary by the Board.

CBS Skating Club
Nomination Form

I hereby nominate:

For the position of:

Nominated by:

I, _____ accept the nomination.

Date _____

Background Information:
