

Alpine Saskatchewan Board and Directors Positions

President

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan for the following activities:

- Representing Alpine Saskatchewan in an official capacity with Sask Ski and Sask Sport.
- Representing Alpine Saskatchewan in an official capacity to the public.
- Representing Alpine Saskatchewan with Alpine Canada.
- Representing Alpine Saskatchewan in an official capacity in the Saskatchewan and Canada West Ski Area Operators Associations.
- Ensuring the financial statements of Alpine Saskatchewan are audited annually.
- Assisting with funding and grant applications.
- Working with the office administrator in regards to:
- Preparation of the Sport Profile and Follow-up reports.
- Defining his/her duties.
- Shall prepare agendas and act as chairperson for all Membership meetings and Board of Directors meetings.
- Shall give a written report to the members at the annual general meeting of the Members.

Treasurer

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- Supervising the Office Administrator in maintaining proper, complete, up to date, accurate financial records.
- Ensuring that an adequate system of internal control exists and operates effectively.
- Ensuring that all accounts receivable are collected.
- Rendering to the Board of Directors of Alpine Saskatchewan at their meetings an account of all financial transactions relating to Alpine Saskatchewan.
- Acting as a Chairperson for all budget meetings for the purpose of compiling and monitoring the annual budget.
- Preparing annual financial statements with the assistance of the Office Administrator to be presented at the Annual and Fall General Membership Meetings.
- Developing financial policies and procedures for approval by the Board of Directors.
- Coordinating the annual audit of the financial statements
- Assisting with funding and grant applications
- Assisting the Equipment director in insuring equipment, vehicles and other assets.

Competition Coordinator

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the operation of the Sask. Cup Race Series including:

Position Descriptions

- Scheduling of races.
- At the fall meeting the Competition Coordinator and the Official Chairperson shall review the Sask Cup race series rules and regulations with the clubs and ensuring they have the resources available to host a sanctioned race.
- Ordering and conveying to host clubs medals and ribbons for each race.
- Inventory, maintenance, and circulation of all equipment used for the Sask. Cup Race Series.
- Maintaining and up to date summary of the Sask Cup points for posting on the web site and for the determination of the year end awards.
- Overseeing the integrity of the recorded results and their reporting and distribution to Alpine Canada, Club coaches and Alpine Saskatchewan coaches.

Communications Coordinator

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- Preparing and circulating minutes of Membership meetings and Board of Directors meetings.
- Facilitating communication between the board and member clubs.
- Coordination and facilitation of provincial communication projects of Alpine Saskatchewan such as website updates, provincial newsletters, posters and information brochures.
- Preparing and distributing media releases including race results.

Program Coordinator

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- The organization of all Alpine Saskatchewan team and development programs
- Recruitment and development of coaches for the Alpine Saskatchewan team and development programs.
- Acting as a liaison between provincial coaches and the Board of Directors.
- Completing annual performance reviews for all coaches under contract with Alpine Saskatchewan.
- Serving as a liaison between provincial coaches and provincial Sports Science/Medicine resources.
- Chairing the High Performance Committee (Canada Winter Games).

Snow Stars Coordinator

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- The organization and delivery of the Snow Stars program provincially.
- Coach development for the Snow Stars program.
- Assisting the treasurer in formulating the annual budget for the Snow Stars program.
- Ensuring that the Office Administrator orders and maintains all required supplies – i.e. pins, etc. and that these are distributed to the clubs.
- Establishment of the Snow Stars festival/race schedule, communicating the procedures and rules to host clubs, and the acquisition of awards.

Position Descriptions

- Serving as a liaison between the Board of Directors and the representatives of the Snow Stars clubs.
- Inventory, maintenance and circulation of all equipment used for the Snow Stars race series.

Officials Chairperson

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- Representing Alpine Saskatchewan in all officiating matters with Alpine Canada.
- Ensuring that adequate records are maintained for all officials.
- Scheduling, advertising and delivery of officials training courses.
- Working with the Competition Coordinator to ensure that all clubs hosting races are familiar with the applicable rules and regulations.
- Assignment of technical delegates to all Sask. Cup races and Snow Stars festivals/races. Ensuring that all relevant reports are completed and filed for each sanctioned race.

Director at Large – Equipment

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- Inventory and maintenance of all equipment of the Alpine Saskatchewan other than that used for the Sask. Cup and Snow Stars race series.
- Acquisition of equipment including team vehicles.
- The ordering of uniforms for all provincial team athletes.
- Ensuring that all assets owned or leased by Alpine Saskatchewan are adequately insured.

Director at Large – Fundraising/Sponsorship

Shall be responsible for and shall report to the Board of Directors of Alpine Saskatchewan on the following activities:

- Coordination of fundraising and sponsorship activities.
- Ensuring appropriate donor/sponsor recognition at Alpine Saskatchewan events
- Maintaining compliance with all fundraising and sponsorship agreements