



The Maple Ridge Skating Club is a non-profit organization committed to offering the highest quality skating instruction possible while adhering to the guidelines of our governing body, Skate Canada. Our coaches are professional Skate Canada coaches, and while they are the face of the Club and involved in the planning and execution of many Club activities, the day-to-day operation of the Club is carried out by a group of volunteer parents who make up the MRSC Board of Directors. These volunteers make it possible for your child to have a club to skate with. This May 2023, all our Board positions will be vacant and we will need to fill them in order to keep the Club moving forward.

Available positions as of May 2023 include:

- President
- Vice President
- Registrar
- Ice Coordinator
- Star 1-5 Assessment Coordinator
- Star 6-Gold Assessment Coordinator
- Secretary
- Coaches Liaison
- Website Manager

What follows is a description of all Board positions, including their duties, suitable skills, and time commitment.

The MRSC Board of Directors would like to thank you for considering a position on the Board. If you have any questions, please feel free to contact any Board member.

Kind regards,

The MRSC Board of Directors



MRSC Summary of Board of Directors Positions

President & Treasurer

Supervises the duties of the other officers in the execution of their duties as well as oversees the day-to-day business of the Club. The President will preside at all meetings of the Club and the Board. The President's job is multi-faceted. Tasks include:

- Chairing all Board meetings and the AGM.
- Filing the Annual End of Year Report with BC Society online.
- Acting as a signing authority on the bank accounts, signing cheques, managing bank deposits, and overseeing Bambora.
- Reporting all financial activity to the Bookkeeper.
- Attending and/or finding a delegate to attend: Skate Canada AGM, BC/YT Section AGM, BC Coast Region AGM.
- Attending and/or finding a delegate to attend meetings with City of Maple Ridge and Sport Network amongst others.
- Preparing, distributing, and collecting timesheets from coaches.
- Calculating coaching hours monthly and reporting that information to the Bookkeeper.
- Issuing pay cheques and carrying out Payroll protocol monthly.
- Distributing coaching contracts yearly.
- Working closely with the Ice Contract Coordinator to secure adequate amounts of ice for each skating season.
- Working closely with coaches to determine each season's skating schedule.
- Pricing each session and communicating that information directly to the Registrar and to the Website Manager.
- Handling complaints from skaters/parents.
- Following up on unpaid or late payment accounts.
- Working closely with the bookkeeper, keeping records of day-to-day transactions to submit to the bookkeeper.
- Providing the bookkeeper with a breakdown of ice allocation for Canskate, Starskate, Junior Academy, and Synchro (if applicable).
- Preparing a President's Report for the annual AGM.
- Keeping of financial records, reports and returns, including books of account, as necessary to comply with the Society Act and the Income Tax Act.
- Retrieving all Club mail from the post box.
- Overseeing all Club activities.
- Delegating tasks to other Board members as necessary.

Skills: This position is best suited to someone who is detail oriented, good with numbers, organized, a strong communicator, good with people, computer literate, and has an understanding of the needs of a figure skating club. Guidance, when possible, will be provided by the Past President.



Vice President

Assists the President in the performance of his or her duties and will, in the absence or inability of the President, carry out those duties. The President may ask the Vice President to take on tasks at any time.

Skills: This position is best suited to someone who is detail oriented, an effective communicator, organized, and eager to take on tasks whenever necessary.

Past President

Assists the President in the performance of his or her duties and will, in the absence of the President and Vice-President, perform those duties. The Past President will also perform additional duties as assigned by the President or as determined by Board Resolution. The Past President will stay on the Board if all Board members are agreeable to it, remaining a Board Member and attending Board meetings whenever possible.

Skills: must be the immediate Past President.

Secretary

The Secretary is a Board member who is responsible for documenting all Board meetings and Annual General Meetings. Tasks include:

- Issuing the notice of the annual AGM.
- Preparing the agenda for all Board meetings and circulating them, along with the minutes from the last meeting, to all Board members and coaches prior to the meeting.
- Keeping the minutes of all meetings of the Club and the Board.
- Keeping in their care and custody all records and documents of the Club, except those required to be kept by the President or Bookkeeper.
- The conduct of the correspondence of the Club.

Skills: The Secretary position is best suited to someone who is organized and detail oriented, familiar with computers, and can keyboard competently.



Registrar

The Registrar is responsible for building, maintaining, and overseeing each skating season in our software registration program and for keeping Club records accurate with Skate Canada. Tasks include:

- Creating each season for registration.
- Processing refunds, ice credits, problem solving, managing wait lists, cancellations, registration errors, and following up on payment plans.
- Communicating unpaid accounts to the President.
- Keeping our Club records and the Register of Members up to date with Skate Canada throughout the year.
- Ensuring all Skate Canada fees are collected at the time of registration, and that all new and existing skaters are properly entered into the Skate Canada data-base.
- Ensuring all Board members and volunteers are entered into the Skate Canada data- base yearly. Updating records when necessary.
- Updating administrative access to the Skate Canada data-base as necessary.
- Ensuring all coaches are up to date with their Skate Canada coaching credentials and are in good standing.
- Compiling a Director's Report for the AGM to summarize the Club's membership over the fiscal year.
- Reporting our membership numbers accurately to the City of Maple Ridge for ice allocation upon request.

Skills: This position is best suited to someone who is detail oriented, computer literate, an effective communicator, and has the time to dedicate to this position. No prior experience with the software program is necessary. Training will be provided.



Ice Coordinator

The Ice Coordinator is responsible for securing all Club ice and dryland rentals and handling all contracts. Duties include:

- Receiving ice offerings from the City of Maple Ridge and the Pitt Meadows Arena seasonally, and communicating this information to the Board or the President to determine what ice can and cannot be used.
- Securing all ice contracts to meet the needs of the Club.
- Securing facilities for dryland training and negotiating those contracts.
- Checking all contracts for accuracy before signing.
- Ensuring contracts are paid as agreed and all cheques are delivered to the appropriate place. Forwarding all receipts of payment and contracts to the President for bookkeeping and recording purposes.
- Contacting our Insurance provider annually for an updated copy of our policy, which lists all facilities the Club will use that year.
- Working closely with the President to share details of ice and dryland costs so that the seasons may be priced in a timely manner.
- Submit a Director's Report for the AGM summarizing our ice and dryland facility rental for the fiscal year.

Skills: *This position is best suited to someone who is detail oriented, good with numbers, familiar with spreadsheets, and a good communicator. Training will be provided.*



Star 6 to Gold Assessment Coordinator

The Star 6 to Gold Assessment Coordinator is responsible for overseeing the organization of testing for skaters at this level. Tasks include:

- Identifying potential dates to hold an assessment day, or to have our skaters attend an assessment day.
- Working closely with coaches to ensure test days are set up at mutually agreeable times.
- If the test is held at our Club, the Assessment Coordinator will follow the BC/YK Section's protocol for securing an evaluator and carry out all administrative tasks associated with the test day:
 - Managing the list of assessments to be completed.
 - Carrying out administrative tasks associated with completing, collecting, and submitting all assessment sheets.
 - Collecting and recording all fees prior to the assessment day, and giving them to the President for deposit.
- Ensuring results are submitted to Skate Canada within 30 days of the test. *Most tests at the Star 6 to Gold level are now Centralized, which means they will be held at a host club and skaters wishing to test will simply attend and be assessed there. In these cases, the host club will take care of most of the details and will also send the paperwork to Skate Canada.
- Submitting a Director's Report for the AGM summarizing the Star 6 to Gold Assessments for the fiscal year.

Skills: The Star 6 to Gold Assessment Coordinator should be a detail oriented, organized person who possesses good communication skills and is able to work in a team environment. You will be required to perform your duties in a timely way to ensure no test is refused at the Skate Canada level. Training for this position will be provided.



Star 1-5 Assessment Coordinator

The Star 1 to 5 Assessment Coordinator is responsible for all administrative aspects of testing skaters at this level. Duties include:

- Working directly with coaches, parents, and Skate Canada.
- Receiving assessment fees confirmations from coaches. Reconciling test assessment fees to fees paid and contacting parents if additional fees are required.
- Keeping records of fees collected and communicating with the President so funds can be reconciled with Skate Canada invoices and paid.
- Logging all skater assessments on a master log for the coaches.
- Submitting online registration of assessments to Skate Canada within the allotted time frame and ensuring no test is rejected due to late submission.
- Submitting a Director's Report for the AGM to report how many skaters have completed testing within the past fiscal year.

Skills: The Star 1 to 5 Assessment Coordinator should be a detail oriented, organized person. You will be required to perform your duties in a timely way to ensure no test is refused at the Skate Canada level. Training for this position will be provided.



Coach Liaison

The Coach Liaison is a Board Member who carries out the additional role of representing the coaches when necessary. The Coach Liaison interacts directly with the appointed Coaches Representative, if one has been appointed. The role of the Coach Liaison is to represent any coaching concerns to the Board on behalf of the coaches.

Skills: The Coach Liaison should be reasonable, fair, and understanding in all their interactions with the coaches. They should be approachable and someone whom the coaches feel they can speak to freely about any concerns they may have regarding any aspect of coaching at the Club. The Coach Liaison should also be someone who can communicate effectively with the Board on the coaches behalf.

Website Manager

The Website Manager is a Board Member, if possible, who carries out the additional role of managing the Club website. The website manager is responsible for keeping the website up to date to be able to effectively communicate with our members. They are not responsible for design or coding. Duties include:

- Updating the website as needed.
- Uploading the seasonal skating schedule and current pricing.
- Sourcing and uploading photos from events and competitions for the website gallery.
- Posting notices, calendar updates and resources as directed.
- Working with the Board to make sure all information, pricing and details are correct prior to uploading/updating.
- Working closely with our Website Developer.
- Managing renewal dates and submitting website, domain and other website related payments as needed. Submitting receipts to the President for reimbursement.

Skills: The Website Manager should be highly computer literate and be comfortable working with websites. Knowledge of the Wordpress platform is an asset.