## A close-up of a logo Description automatically generated

## Director at Large (5) (Director, elected)

**Job Description**

The directors at large are elected directors of the club board. They do not hold any regularly assigned tasks. They are assigned by the president, as required, to assist other board members or committee chairs with projects. Positions noted below may be filled by the Director at Large pool.

**Length of Term**: 2 years (3 elected in even, 2 elected in odd) **Vote:** yes

### CanSkate Chair (Director, elected)

**Job Description**

This job is responsible for Pre-CanSkate, CanSkate, Junior Academy and Star Prep registration and the day- to-day operation of the Club recreational skating programs. Some of the duties include:

* **Communication:** Posting notices for special events and other important information for the parents. Contribute to the monthly newsletter.
* Working with the Board and Coach Rep, assisting to prepare the CanSkate registration packages
* Being present at registrations and available to answer questions.
* Receiving recreational program registrations and assisting to maintain club registration records
* Working with the Vice President to ensure all CanSkaters are registered with Skate Canada.
* Assisting preparing the skater name tags.
* Work with Coaches to ensuring there are sufficient badges, completion of report cards and
* Plan, Purchase and organize Incentives and program supplies for all CanSkate, Junior Academy, and Star Prep programs,
* Attend Board and other planning meetings throughout the year.
* Assisting with other Club tasks / events as needed.

## STARSkate Chair (Director, elected)

**Job Description**

This job is responsible for the day to day running of the STARSkate programs. Some of the duties include:

* **Communication:** Posting notices for special events and other important information for the parents. Contribute to the monthly newsletter.
* Preparing and mailing the registration packages and being available to answer questions
* Keeping the executive aware of changes to the membership list (e.g. withdrawals or new skaters).
* Being the contact for any requests throughout the year.
* Organizing Maximum skaters per session and letting coaches know which sessions are closed.
* Working with the Vice President to ensure all Test Stream Skaters are registered with Skate Canada.
* Attend Board and other planning meetings throughout the year.
* Assisting with other Club tasks / events as requested.

### Fundraising Chair (Director, elected)

**Job Description**

The Fundraising Chair organizes the Club’s fundraising events and activities. Fundraising keeps registration fees lower. Lower fees enable more people to participate in skating.

Duties of this position may include:

* Determine fund raising activities and dates with the Board Club, Skater Development Fund and Program Assistant Fund events / activities.
* Organize fundraising activities including applying for any required licenses, booking facilities, organizing volunteers, ordering supplies, and working with the treasurer and the SDF chair to complete full accounting after each event.
* Place advertising as necessary for each event.
* Keep records of volunteer participation at each fundraising event.
* Provide regular reports to the Board.
* Ensure appropriate thank you notes are sent after each event.
* Assist with other Club activities as requested.
* Work with any the Board Members chairing special events / fund raising events to ensure the event is licensed, advertised etc.
* Assisting with other Club tasks / events as requested.

### Publicity Chair (Director, elected)

**Job Description**

This position is responsible for promoting the club through various communications throughout the year. The tasks may include:

* Preparing and submitting news articles to be placed in local newspapers and social media.
* Prepare and submit all advertisements for the club related to programs, registrations and special events (competitions, fundraising, sponsor recognition, etc.).
* Completing interviews with media.
* Preparing monthly Club newsletters to be distributed to the membership.
* Maintaining the information that is displayed in the YKSC display cases (ex. Photos and articles), club bulletin board, and website.
* Coordinate photos of club programs in action occasionally throughout the year and post photos on the club website, in the club display cases, and on the club’s social media.
* Coordinate photos of each coach at the start of each year and have photos updated on the club’s website for the coach profile.
* Coordinate photos of club skaters at competitions and other events and update photos to the club website, in the club display cases, and on the club’s facebook page. Ensure that all subjects have photo releases in Uplifter.
* Assisting with other Club tasks / events as requested.