



President/Vice Presidents

(split up responsibilities)

- Lead Board Meetings
- Booking club ice & putting together ice schedule
- Find, organize, & instruct volunteers for club freestyle check-in desk
- Keeping ice etiquette/rules updated
- *Run awards dinner
- *Order/put together & distribute club awards : *Graduating Senior, Axel Award, Gold Level Skater, First Test Skater, & Volunteer Certificates.*
- *Ordering congrats/condolence flowers
- Club jackets orders
- Club merchandise orders
- Putting together grievance committee
- Keep club calendar updated
- Create & distribute club newsletter
- *Sponsors- *Keep a running list of sponsors, Get sponsor logo/info for programs, website, ect, Make sure sponsor info is posted in appropriate spots according to sponsorship level, Get logo to website manager, printer, rink, ect.*
- Booking & running STARS
- Work with rink to set up club participation & advertising in the 4th of July parade & other rink events
- Keep binder of club documents; signed agreements, signed freestyle etiquette forms, ect

*These are done by the president if there is no Hospitality &/or Sponsorship Chair



Treasurer

- Paying the rink for ice time & locker room/backroom space
- Billing/Receiving freestyle ice payments & making freestyle check-in sheets
- Keeping Quickbooks updated
- Keeping track of our club's Pay pal
- Responsible for bank statements, deposits, checkbooks, ect
- Preparing monthly/quarterly treasurer reports for the board meetings
- Dealing with all outstanding bills, reimbursements, payments, ect.
- Organizing receipts
- Helping set a budget for all classes & club events
- Facilitates yearly tax return with the accountant and completes all tax related tasks including sending 1099s to Academy coaches
- Sending/receiving all emails pertaining to bills/payments



Secretary

- Help schedule board meetings & booking the meeting room/space
- Record Board Meeting Minutes & email them out to the board before the next meeting
- Creating board meeting agenda
- Updating the club info on USFSA
- Responsible for keeping the Club handbook, Bylaws & club records updated
- Supervise/advise club correspondence
- Ensures the club board members comply with the bylaws & USFSA rules