

WRSSSC VOLUNTEER POSITIONS

At the 2010-2011 AGM, there are 14 open positions on the club board of directors. The following table provides details about several of the open positions:

POSITION	DESCRIPTION
President	Overall responsibility for club operation including fiscal, personnel management, problem solving, scheduling, organization and delegation. Prepares agenda and chairs monthly meetings.
Vice President	Assists president and fills in other positions as needed.
Secretary	Records board meeting minutes and distributes agenda and minutes. Checks club mail, email and voice mail in administrator's absence.
Treasurer	Processes all financial transactions of club. Maintains and reconciles bank accounts and investments, budget preparation, financial statement preparation. Prepares grant applications and reports.
Program Registrars	Receives and processes registration forms/payment, compiles lists of skaters on each session. Responds to program inquires. Acts as liaison between skaters and program coach. One registrar required for each of four programs: CanSkate, CanPowerSkate, Accelerated STARSSkate and STARSSkate.
Test Chair	Processes test applications, maintains test records, submits results to Skate Canada. Organizes & runs test days. Sets application deadlines, arranges judges & prepares schedule.
Competition Chair	Distributes competition announcements, sets deadlines and coordinates submission of entry forms and payment, coordinates with Test chair. Posts competitors' schedules & results, maintains competition records.
Music Coordinator	Recruits and schedules music players, coordinates with STARSSkate registrar, prepares session lists for music rotation. Records music players' hours worked. Monitors performance of music equipment and arranges for equipment repair/upgrade.
Special Events Coordinator	Plans & coordinates event, recruits & schedules volunteers. Attends event, supervises set-up and clean-up. Special events typically include Registration & Open House in September, Sugar Plum Skate in December, CanSkate Skills Competition in March, and Year End Awards Night in May/June. Position can be easily be divided among volunteers on a per event basis.
Hospitality Coordinator	Coordinates meal service for test days and special events as needed.
Publicity	Coordinates publicity and advertising for club events, including notifying local papers of club skaters' competition results.
Skater Development Coordinator	Assists coaches in organizing and operating skater development seminars, simulations and activities.
Sunshine Coordinator	Delivers cards, flowers &/or gifts when called upon, for club events, milestones, injuries and illnesses.