

CLUB VOLUNTEER POSITIONS

The White Rock South Surrey Skating Club is almost completely run by volunteers. It is up to club parents to perform most of the tasks required to keep the club running, and to ensure our skaters have a productive and enjoyable skating and learning experience.

YOUR CHILD NEEDS YOU TO PARTICIPATE!

Most volunteer positions can be done either by board members or by non-board members. While you are welcome to join the board of directors, you certainly do not need to be a member of the board to volunteer with the club. The key difference is that board members attend monthly meetings and vote on club policy and decisions, thereby playing a larger role in the club's decision-making process. Many of the club volunteer jobs can be shared among several people – we encourage a “buddy system” among our volunteers. Not only does this reduce the workload on each person, it makes the volunteering experience much more enjoyable.

For the upcoming year, we have ten open positions on the board of directors. The following table gives you an idea of what roles are needed, and what is involved in those positions.

Position	Brief 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 email and voice mail in administrator's absence.
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 & Tots, CanPowerSkate, Accelerated STARSkate and STARSkate.
Competition Chair	Prints and posts competition announcements, sets deadlines and collects entry forms, coordinates with Test chair, submits forms and payment. Posts competitors' schedules & results, maintains competition records.
Music Coordinator	Recruits and schedules music players, coordinates with STARSkate registrar, prepares session lists with skater's names for the appropriate day of week. Keeps track of 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.