

## **Omineca Ski Club (OSC) - Executive of Directors Responsibilities 2014**

### **Overall Executive Responsibilities** – (as outlined in OSC Constitution)

The Executive shall consist of a President, Treasurer, Membership Director, Trails & Equipment Director and at least three (3) other directors (Total 7).

1. The directors shall be elected by vote at the Annual General Meeting of the Club and must be in good standing through their term of election. All voting members shall be eligible for election. All directors shall serve for one (1) year. Directors may be removed for misconduct or absence from three (3) meetings of the Executive without good cause, by a majority vote at a general meeting. Any vacancy in the Executive caused by death, illness, misconduct, absence, or resignation shall be filled by election at a general meeting.
2. The Executive may delegate such authority as is not delegated by the Club at any general meeting to any special committee, and shall appoint such committees as it may find necessary for efficient operation of the Club. These persons shall be responsible to the Executive. The Executive shall have power to invite any person to serve in an advisory capacity on the Executive, but without power to vote.
3. The general powers of the Executive shall be:
  - a. To call meetings of the Club (Omineca Ski Club)
  - b. To make contracts in the name of the Club.
  - c. To report to the general meetings, the financial condition, resources and obligations of the Club, and to make recommendations for the welfare of the Club.
  - d. To make such rules and regulations as it shall deem fit for the proper operation of the Club.
  - e. To manage the construction and maintenance of all land, buildings and machinery necessary for attaining the aims of the Club.

## Overall Positions and Main Responsibilities

### The current OSC Executive positions are:

- President
  - Woodlot coordinator
- Vice-president
- Treasurer
- Membership Director
- Trails & Equipment Director
  - Lodge coordinator
  - Trails & Maintenance Committee
- Secretary
- Publicity & Marketing Director
- Athlete & Skills Development Program Director
  - Coaching coordinator
  - Biathlon coordinator
- Club Events Director
  - Race Coordinator
- Director at Large

# Omineca Ski Club Directors

---

The Omineca Ski Club Executive is a 'working' Executive of directors. Its directors are all volunteers who have responsible for both the day-to-day operation of the club in addition to strategic matters. On average there are 9 meetings a year – once a month in the winter months (Sept –May) with additional meetings as needed.

**Purpose:** To advise, implement, govern, oversee policy and direction, and assist with the leadership and general promotion of the Omineca Ski Club so as to support the organization's mission and needs.

## **Expectations of Executive members:**

- Attend and participate in meetings on a regular basis, and special events as able.
- Serve as directors for the club and chair/participate on committees as necessary.
- Help communicate and promote OSC mission and programs to its members and the community.
- Become familiar with OSC finances, budget, and financial/resource needs.
- Understand the policies and procedures of OSC.
- Uphold and promote the Club's vision and mission

## **DIRECTOR ROLES AND RESPONSIBILITIES**

### **President**

- Is a member of the Executive
- Serves as the official Chairperson and Spokesperson for Omineca Ski Club
- Provides leadership to the Executive in setting Club policy
- Chairs regular meetings of the Club– sets meeting agendas
- Chairs Annual General Meeting
- Ensures all contracts and agreements undertaken by the Club are noted (on an annual basis) and meet the established requirements (e.g. grants, CCBC, recreation area, woodlot, 2 land lease agreements, etc.)
- Facilitates and encourages robust Executive membership
- Ensures that Executive members have the information needed to do their jobs
- Facilitates and encourages the Executive's role of development and maintenance of ongoing Strategic Planning and Policy in accordance with the Club's vision, mission and goals
- Appoints the chairpersons of committees, in consultation with other Executive members
- Discusses issues confronting the organization with the Executive
- Ensures volunteers working with children and vulnerable adults have appropriate criminal record checks in place
- Helps guide and mediate Executive actions with respect to organizational priorities and governance concerns
- Monitors financial planning and financial reports & ensures Club financial viability through a variety of measures including grants & fundraising
- Ensures proper reporting requirements are met to maintain the Club in good standing as per the Society Act

- Liaises with other ski organizations and government, as needed
- Evaluates annually the performance of the organization in achieving its mission and makes recommendations
- Trains a successor

### Woodlot Coordinator

- Works with President
- Is responsible for:
  - o overseeing the OSC Woodlot, reports to the Executive as required
  - o all planning, permitting, harvesting, silviculture activities, and records as per Ministry of Forests, Lands and Natural Resource Operations standards
  - o ensuring that Woodlot has met all statutory requirements and that required plans are current
  - o reporting annual activity to AGM
  - o ensuring a continuous flow of revenue from woodlot on a sustained yield basis
- Trains and finds a successor (note: position requires individual with appropriate background to fulfill above responsibilities)

### Vice President

(Note: This position is typically successor to the President's position)

- Is a member of the Executive
- Fills in for the President when the President is not available
- Works closely with the President and other directors
- Looks for grant opportunities and writes grant applications
- Works with the President to develop and implement transition & succession plans
- Facilitates annual update of goals and Director positions to be reviewed by the Executive
- Trains a successor

### Secretary

- Is a member of the Executive
- Maintains records (including financial back-ups) of the Club and ensures effective management of organization's records
- Manages minutes of AGM and Executive meetings by taking notes and recording all decisions, motions, resolutions and votes
- Provides notification of all Executive meetings
- Distributes agenda and required supporting documentation
- Coordinates and sends out Executive newsletter
- Sends out emails as requested by Executive members
- Ensures minutes are distributed to members shortly after each meeting
- Develops Club correspondence as per Executive requests
- Is sufficiently familiar with legal documents (articles, by-laws, insurance, Society Act, etc.) to note applicability during meeting
- Trains a successor

## Treasurer

- Is a member of the Executive
- Manages finances of the Club
- Keeps Executive informed as to current financial status
- Administrates fiscal matters of the Club including providing long term financial outlook for Executive
- Provides financial information as required
- Provides annual budgets and financial reports to the Executive for approval as required
- Ensures development and Executive review of financial policies, priorities and procedures
- Collects the mail about twice per week and distribute as needed
- Pays bills as they come in, check with others on anything questionable
- Files report for the Society Act every year following AGM
- Issues pay cheque to any employee(s) and complete associated paperwork for CRA and WCB
- Coordinates with accountant to file OSC income tax forms
- Files all receipts and records in a reasonably organized manner and send to Secretary for back-ups
- Collects day fee box every few weeks during the ski season
- Renews investments as they mature bring recommendations to the Executive as needed – look for investment strategies that could benefit the Club
- Arranges insurance for equipment, buildings, and liability as needed
- Arranges with the bank as per Club signing authorities
- Deals with the bank when necessary
- Trains successor

## Membership Director

- Is a member of the Executive and is considered the Registrar as per CCBC regulations
- Coordinates memberships, including:
  - o Annually update and distribute appropriate membership forms
  - o Collect and record fee and appropriate membership forms – including processing deposits
  - o Establishes and maintains a club registry (including email) of both the Executive and Club members
  - o Provides regular updates as to the status of club membership
    - Answering inquiries regarding membership
    - Maintains records of day passes
  - o Complete and distribute season's passes
- Chair of recruitment and membership committee
- Recommends membership fee structure and options to the Executive
- Submits appropriate CCBC reports and information as required
  - o Mandatory Oct 15 registration
  - o Yearend report
- Completes Zone 4 registrations for CCBC
- Coordinates annual membership sign-up drives
- Trains successor

## Trails and Equipment Director

- Is a member of the Executive and is responsible for the construction and maintenance of the OSC trail system
- Purchases and maintains all club trail equipment
- Ensures legal requirement and conditions meet Recreation Sites and Trails Agreement standards
- Coordinates Club work bee(s)
- Ensures safety system(s) in place for trail usage and proper trail signage and maps
- Chairs the Trails and Equipment Committee, and as such provides regular updates to the Executive
- Liaises with Chief of Course for all race activities
- Responsible to select, monitor and evaluate the club trails and equipment contract(s), as per Club's guidelines
- Recommends policies and protocols for maintenance and development of trails and equipment to the Executive for adoption
- Establishes an annual budget for trails and equipment
- Trains a successor

### Trails and Equipment Committee, is responsible for:

- Ski trail construction, widening and maintenance, including:
  - Establishing and maintaining race trails and recreational trails
  - Establish and maintain lit track
  - Ensure summer/fall trail maintenance is completed including trail clearing and brushing
  - Hire and supervise trail groomer/track setter
    - Trail grooming is a paid staff position
    - Groomer performs regular grooming of trails as per established grooming protocols
    - Maintains grooming equipment and arrange for assistance with equipment maintenance as required
  - Establish and maintain signage and trail maps
  - Establish and maintain culverts and bridges
- Trail renovation and brushing equipment purchase, operation and maintenance (includes log books for all trail machinery owned by OSC)
- Maintenance of access road and parking lot (grading, gravelling, snowplowing, widening, etc.)
- Rental skis and storage (maintain and rent)
- Maintain buildings

## Lodge Coordinator

- Works with Trails & Equipment Director
- Is responsible for scheduling and establishing regular maintenance of the Lodge, this includes:
  - Organizing regular and annual cleaning and maintenance
  - Liaise with workbee coordinator for special projects
  - Regular lodge supply purchases
  - Collection of rental fees
  - Maintain inventory of lodge equipment including kitchen, cleaning equipment, AV equipment, and all furniture
  - Establish AV equipment usage manual
  - Maintains First Aid room

- Oversees ongoing promotion and organization of lodge rentals
- Monitor and ensure completion of building grant requirements
- Chair of the Building Committee, and as such, provide regular updates to the Executive
- Makes recommendations for lodge usage and rental policy to the Executive

## Publicity & Marketing Director

- Is a member of the Executive, and is responsible for public relations and Club promotions
- Ensures regular maintenance and updates to club website
- Attends community meeting for publicity as required (e.g. Rec Connect meetings)
- Liaises with newspaper and Chamber of Commerce/Tourism Links
- Links with Membership Committee to support recruitment efforts
- Produces regular marketing publications, newsletter and brochures for the public
- Utilizes and coordinates social media
- Coordinates club announcements & regular grooming reports
- Seeks feedback for Club
- Links with other ski clubs and other recreation groups for marketing and publicity opportunities
- Trains a successor

## Athlete & Skills Development Director

- Is a member of the Executive
- Liaises with Club coaches and program coordinators, including:
  - Adult Lessons
  - Biathlon
  - Skill Development Program (SDP)
    - i. Track Attack & High Performance Training
  - Skill development camps
- Liaises with outreach programs with community groups and schools and maintains schedule
- Liaises with Trails and Equipment Director regarding trail usage as required
- Coordinates Coach Development Committee, report back to Executive
- Keeps current records of who has achieved specific coaching levels
- Coordinates and promotes skill development, including local clinics
- Is responsible for the developing and supporting the Club's coaches
- Coordinates required coaching training and clinics
- Trains a successor

## Coaching Coordinator

- Works with Athlete & Skill Development Director
- Works with and provides support for Head Coach
- Acts as a connection between OSC and the various coaches
  - Ensures Coaches have appropriate training opportunities and ensures Director has information on coaching levels within the club

- Assists with the recruitment and training of coaches for various club ski development activities

### Biathlon Coordinator

- Works with Athlete & Skill Development Director
- Acts as the connection between OSC and the Owls Biathlon Club
- Coordinates schedules and ensures legal requirements are complete
  - Range inspection with RCMP (every five years – next due Feb 2016)
  - Mandatory Biathlon Canada Club membership is paid by April each year
  - All shooting participants are insured via Biathlon BC and Biathlon Canada
- Submits Biathlon BC membership and ensures the club remains in good standing with Biathlon BC (i.e. attends AGM)
- Ensures firearms standards are in place for usage, rental and storage (i.e. PAL requirements)
- Investigates and coordinates ongoing grant opportunities and submits final reports
- Maintains and coordinates biathlon facilities, equipment and activities
- Maintains inventory of biathlon equipment owned by OSC
- Provides regular updates to the Executive and annual report to AGM

### Club Events Director

- Is a member of the Executive
- Facilitates, organizes and coordinates regular club social & fun activities, including annual events such as the Valentine Ski, Annual St. Patrick's Day Poker Ski, etc.
- Works closely with Public Relations to assist with promotion of ski club and events
- Communicates regular upcoming events
- Coordinates regular feedback on club's activities and makes recommendations to the Executive
- Recommends policy and practices as needed
- Determines annual schedule of activities and prepares budget summaries as needed
- Provides regular schedule of events that promotes camaraderie of club members and entices new members
- Chairs Social Committee
- Trains a successor

### Race Coordinator

- Works with Club Events Director
- Coordinates and chairs the Race Committee which:
  - Determines race schedule for Club (i.e. which events and which dates)
  - Coordinates race events as per Biathlon BC, Biathlon Canada, CCBC and CCC
  - Establishes individual race event committee with appropriate Chair, Chiefs and support systems
- Is the main contact with CCBC and communicates with CCBC as per club race schedules
- Coordinates Officials training courses as required, including keeping of Club record
- Is responsible for the race results, OSC Zone 4 online race software and Summit timing system
- Provides regular updates to the Executive
- Trains a successor (note: Coordinator must have CCBC Level One Official (ICC))

## Director at Large

- Is a member of the Executive
- Assists other members with specific duties and projects
- Participates at Executive meetings
- Undertakes duties as assigned by the Executive
- Acts on OSC committees as required
- Acts as a OSC representative to the general public

# Appendix 1: Province of British Columbia “Societies Act”

---

I HEREBY CERTIFY that the Omineca Ski Club, incorporated on the sixteenth day of December, one thousand nine hundred and sixty-eight under Certificate No. 8207 Soc., has pursuant to the “Societies Act” altered its objects and by-laws. They shall now read as follows:

## CONSTITUTION

1. The name of the Club is the Omineca Ski Club.
2. The objects of the Club are:
  - (a) To promote skiing in the Burns Lake area. The Omineca Ski Club guarantees that the trails will be available to any person or persons who wish to use it in accordance with the purpose of the facility. A membership or day fee may be required. This provision with reference to access is unalterable.
  - (b) To develop and improve land, provide facilities and equipment necessary for carrying out of the said objects. In the event of the dissolution of the Omineca Ski Club, any assets remaining after payment of all debts and obligations shall be distributed to another non-profit, conservation-recreation oriented Club in British Columbia. This provision with reference to dissolution is unalterable.
  - (c) The purposes of the Club shall be carried out without gain or profit to its members and any profits or other accretions to the Club shall be used in promoting its purposes. This provision shall be unalterable.
3. The operations of the Club are to be chiefly carried on in the Burns Lake area in the Regional District of Bulkley Nechako.

## BY-LAWS OF THE OMINECA SKI CLUB

1. (a) The membership shall include anyone interested in the aims and objectives of the Club who has paid their fees.
  - (b) Membership fees are payable once yearly. Fee structure to be set by vote at the annual general meeting.
    - a. Every member sixteen years or over shall have one vote.

2. Membership shall be from September 1 to August 1 of the following year.
3. The Annual General Meeting of the Club shall be held during April each and every year. Notice for the Annual Meeting shall be displayed in the local newspaper at least one week prior to the Annual General Meeting. A quorum for the Annual General Meeting shall consist of fifteen (15) paid up members including members of the Executive of Directors.
4. A General Meeting may be called at any time by:
  - (a) Three (3) or more directors of the Executive itself.
  - (b) Ten (10) or more paid up members.

Notice of a General Meeting shall be given to the membership at least five days previous to the meeting by notice in the local newspaper or announcement over the local radio station. A quorum shall consist of ten (10) paid up members including members of the Executive of Directors.

4. The Executive shall consist of a President, Treasurer, Membership Director, Trails & Equipment Director and at least three (3) other directors.
  - a) The directors shall be elected by vote at the Annual General Meeting of the Club and must be in good standing through their term of election. All voting members shall be eligible for election. All directors shall serve for one (1) year. Directors may be removed for misconduct or absence from three (3) meetings of the Executive without good cause, by a majority vote at a general meeting. Any vacancy in the Executive caused by death, illness, misconduct, absence, or resignation shall be filled by election at a general meeting.
  - b) The Executive may delegate such authority as is not delegated by the Club at any general meeting to any special committee, and shall appoint such committees as it may find necessary for efficient operation of the Club. These persons shall be responsible to the Executive. The Executive shall have power to invite any person to serve in an advisory capacity on the Executive, but without power to vote.
  - c) The general powers of the Executive shall be:
    - i) To call meetings of the Club.
    - ii) To make contracts in the name of the Club.
    - iii) To report to the general meetings, the financial condition, resources and obligations of the Club, and to make recommendations for the welfare of the Club.
    - iv) To make such rules and regulations as it shall deem fit for the proper operation of the Club.
    - v) To manage the construction and maintenance of all land, buildings and machinery necessary for attaining the aims of the Club.

5. The Executive shall have the power to borrow funds necessary to the achievement of the aims of the Club and such borrowing shall be authorized by a resolution of the Executive of Directors.

6. Any previously budgeted and approved expenses, or expenses under five hundred dollars (\$500), may be approved by the treasurer. Expenses over five hundred dollars (\$500) that have not been previously approved, must go before the Executive of directors for approval.

7. The Executive shall appoint two (2) directors to review the accounts of the Club. Should those two (2) directors wish, they may request an audit.

8. The Secretary shall keep the minutes of the Club and shall open them for inspection by any member in good standing of the Club at any reasonable time. The seal shall be kept in his/her possession and may only be affixed to a document in the presence of two (2) members of the Executive and by resolution of the Executive.

9. These By-Laws may be amended only by extraordinary resolution passed by seventy-five percent (75%) of the voting members in good standing, present at a general meeting.

Dated at Burns Lake, B.C.  
This 14th day of April, 2014.

# Appendix 2: Sample Club Structure

Cross Country Canada Outline (Note: for a large club)

