



The Sioux Lookout Skating Club

Board of Directors Roles and Responsibilities

(June 2025)

All Elected Directors and Volunteer Members Shall:

- Check and respond regularly to designated emails (Individual club email information to be provided to members)

All members will work collaboratively as a team towards upholding the mission and vision of the SLSC

All Elected Directors Shall:

- Be responsible to implement and enforce all bylaws, constitutions and policies of the SLSC, Skate Ontario and Skate Canada
- Carry out duties as delegated in a responsible and timely manner.
- Know the roles and responsibilities of all stakeholders within the club (e.g. coaching staff, executive members, trustees, parents) in order to assist with the running of the club.
- Attend the SLSC Board meetings - advise the President or Secretary when you must be absent.
- Prepare a written update for board meetings. (This is to be emailed to Secretary in advance)
- Support a positive, financially responsible culture within the Executive and the club membership.
- Provide a criminal reference check to the Board Secretary.
- Successfully complete Respect in Sport for Activity Leaders.
- Check Club email daily and respond to correspondence in a timely manner.
- **Be a voting member.**

President

Leadership & Governance:

- Serve as Chairperson for all monthly and special Executive meetings, including the Annual General Meeting (AGM).

Vice President

Coaching Contracts: Coordinate and manage annual coaching contracts in collaboration with the Executive, ensuring timely preparation, review, and completion.

<ul style="list-style-type: none"> • Ensure each Executive member understands and fulfills their respective responsibilities. • Provide a comprehensive yearly report at the Club AGM. <p>Communication & Representation:</p> <ul style="list-style-type: none"> • Respond to communications as needed, in partnership with the Secretary. • Liaise with Skate Canada and Skate Ontario on behalf of the Club. • Attend and participate in monthly President Meetings and other teleconferences or video conferences as required. • Represent the Club at the annual Section AGM and, when appropriate and agreed upon by the Executive, at the National AGM. <p>Club Operations & Oversight:</p> <ul style="list-style-type: none"> • Actively participate in the Conflict Resolution Committee. • Oversee the Skate Bank and Sharpening, including all related lease agreements and inventory management. 	<p>Executive Support: Work alongside the President to ensure all Executive members clearly understand and effectively carry out their responsibilities.</p> <p>Leadership Support: Assume the roles and responsibilities of the President in their absence, ensuring continuity of leadership and decision-making.</p> <p>Coach Credentials: Check monthly the status of coaches' credentials.</p>
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<p>Treasurer (VACANT) The Vice President will work with a volunteer bookkeeper until this position is filled.</p>	<p>Secretary</p>
<p>Budget & Fee Management: Coordinate and manage the club's annual budget with support from the Executive. Work with a committee to calculate registration fees based on budget requirements and program needs.</p> <p>Financial Transactions: Responsible for the deposit and disbursement of all club funds. Maintain accurate and up-to-date financial statements. Share expectations for deposits and tracking of transactions with Board members.</p>	<p>Meeting Agendas: Develop the agenda for each Executive meeting in consultation with the President and other Executive members. Distribute the agenda at least 48 hours in advance of the meeting.</p> <p>Meeting Notices: Email notice of all Executive meetings to Board of Directors a minimum of 7 days prior to the meeting date. If the meeting is open to general members, the secretary will post notice on Social Media and provide an email for</p>

<p>NSF Follow-Up: Follow up on any non-sufficient funds (NSF) cheques. A \$25 administration fee applies to all NSF transactions.</p> <p>Bill Payments: Ensure all club bills and financial obligations are paid in a timely manner.</p> <p>Mail Handling: Check the club's mail weekly and take appropriate action on all correspondence.</p>	<p>the Club Liaison to send out to members.</p> <p>Minutes Management: Record, finalize, and share the minutes of each meeting with the Executive and all relevant stakeholders within 7 days of the meeting.</p> <p>Club Correspondence: Respond to incoming communications in collaboration with the President and other Directors as it pertains to portfolios and maintain an organized record of all correspondence.</p> <p>Documentation: Collect and securely file all criminal reference checks submitted by board members as required.</p> <p>Social Media: Create all social media documents and share them out on all social media platforms.</p>
Registrar	Club Liaison
<p>Member Status Tracking: Track and report the current status of all members to the Executive, in coordination with the Treasurer.</p> <p>Registration Management: Coordinate and lead seasonal registration activities as approved by the Executive.</p> <p>Fee Collection: Organize the collection of club fees, program registration fees, and Skate Canada fees. Forward all funds to the Treasurer along with access to the corresponding registration documentation.</p> <p>Skate Canada Registration: Register all club skaters, officials, and authorized Executive members with Skate Canada.</p> <p>Inter-Club Transfers: Liaise with Registrars from other clubs to facilitate the transfer of skaters between clubs, as needed.</p>	<p>Conflict Resolution: Lead and actively participate in the Conflict Resolution Committee, following the procedures outlined in the Club's Conflict Resolution Policy.</p> <p>Communication Bridge: Serve as a liaison between Coaches, Instructors, Skaters, Parents, and Board Members to ensure open and respectful communication.</p> <p>Issue Intake: Receive and document all questions, concerns, or information related to Coaches or Instructors.</p> <p>Timely Response: Address concerns directly or seek appropriate answers from the relevant individuals or committees in a timely and professional manner.</p> <p>Policy Adherence: Ensure that all concerns or conflicts are addressed in accordance with the Club's established Conflict Resolution Policy.</p> <p>-</p>

<p>Program Updates: Provide the Director of Skating Programs and CanSkate Coach with regular updates on new registrants.</p> <p>Registration Package Maintenance: Ensure the annual registration package includes all required components, such as: photo release, Rowan's Law, various policies, Respect in Sport Parent Program, Calendar...)</p>	
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Skate Session Coordinator	Fundraising Chair
<p>Healthy Snack Program: Plan, organize, and ensure a healthy snack is provided at all after-school sessions.</p> <p>Budget Reporting: Present a monthly report outlining the operational costs of the healthy snack program.</p> <p>Locker Room Supervision: Coordinate with coaches to arrange appropriate locker room supervision as needed.</p>	<p>Plan and Execute Fundraising Events: Directly manage and coordinate all fundraising events approved by the Executive (e.g., Blueberry Market, Rubber Ducky, etc.).</p> <p>Lottery Compliance: Work closely with the Treasurer to obtain necessary lottery licences, complete all required reports, and ensure timely distribution of prize money.</p> <p>Marketing and Promotion: Collaborate with the Public Relations Committee to ensure appropriate marketing and advertising for all fundraising initiatives.</p> <p>Parent Communication: Provide timely updates and information to the Club Liaison for distribution to parents and guardians.</p> <p>Committee Leadership: Lead the Fundraising Committee by providing direction, support, and organization throughout all fundraising efforts.</p> <p>Program Review and Development: Guide the Executive and Fundraising Committee through the evaluation of current fundraising initiatives—identifying strengths, challenges, and exploring new ideas and next steps.</p> <p>Sales Tracking and Financial Procedures:</p>

	Follow procedures set by the Treasurer for tracking sales and ensuring the proper deposit of all funds.
Director of Skating (Appointed Position)	
<p>Assessment Day Coordination:</p> <ul style="list-style-type: none"> - Liaise with Skate Ontario to stay up to date on the latest procedures and expectations for Assessment Days. - Collaborate with the Coaching Staff to establish assessment procedures and determine the frequency of Assessment Days. - For each Assessment Day: <ul style="list-style-type: none"> o Communicate the assessment process and expectations to parents and skaters. o Confirm skater eligibility in advance. o Prepare assessment sheets prior to the event and ensure they are properly completed and submitted post-assessment. o Coordinate with Coach Assessor(s) to establish the schedule for the day. <p>Program Oversight & Representation:</p> <ul style="list-style-type: none"> - Represent all coaches at Board meetings, serving as the primary voice for the coaching team. - Report regularly to the Board on current strengths, challenges, and needs within the club's skating programs. <p>Equipment Management:</p> <ul style="list-style-type: none"> - Monitor and maintain the club's skating equipment. - Keep the Executive informed of all maintenance requirements and equipment-related needs. 	
<p>Board of Director (General Position):</p> <ul style="list-style-type: none"> - General position. - Duties and responsibilities to be determined as required. 	
<p>Note: (2025) Ice Chair (moved to Coach responsibility)</p> <ul style="list-style-type: none"> - Be aware of policies and procedures, deadlines for application of ice use and cancellation. - Review "Ice Season Planning Guide" as sent out by the Municipality of Sioux Lookout Recreation & Culture Department. 	

- In collaboration with the board review, plan and submit forms upon appropriate timelines.
- Complete and submit “Seasonal Ice Request Form”, “Special Events/ Tournament Ice Request Form” and “Ice Request Acknowledgement Form” as required.
- Act as a Liaison between arenas and SLSC.
- Book / Cancel ice times as requested by the Executive throughout the skating season.
- Attend annual ice allocation meetings and maintain open communication with other major ice users.
- Responsible for booking any off ice locations upon request by the executive (e.g. Recreation centre gym)

Volunteer Members

All Volunteer Members Shall:

- Be encouraged to attend SLSC Board Meetings
- Encouraged to know the roles and responsibilities of all stakeholders within the club (e.g. coaching staff, executive members, trustees, parents in order to assist with the running of the club.
- **Be a non-voting member.**

Event Coordinators (Ice Shows / Publicity/ Celebrations/ Other Events)

Ice Show Coordination:

- Collaborate with coaches and team members to ensure all skaters have the necessary costumes.
- Order flowers and coordinate their presentation to coaches.
- Manage decorations and props for the event, including planning, purchasing, setup, and takedown.
- Provide timely event information (e.g., extra practice times, event schedule, livestream details, costumes) to the Club Liaison for parent distribution and to Public Relations for media outreach.
- Organize and manage volunteer sign-ups for event roles such as spotlight operators, setup, takedown, and costume assistance.

Team Building Events:

- Plan and organize team-building activities throughout the season, which may include sledding parties, bowling nights, potlucks, and other social gatherings.

Other Special Events:

- Support the organization of additional events as determined by the Executive, such as skating competitions or club skating events, tailoring support based on event needs.

Year-End Celebration:

- Coordinate year-end gifts for coaches and others, including purchasing and presentation arrangements.

- Collaborate with the Executive to determine awards to be presented.
- Arrange venue booking and decoration.
- Organize food and necessary supplies (e.g., paper plates) for the event.

Publicity:

- Create/maintain the club website and support secretary on publicity through newsletters, social media, and other communications.
- Provide newsletters and updates to the Club Liaison for distribution to skaters and parents.
- Act as the liaison with publicity agencies such as *The Sioux Lookout Bulletin*.

CanSkate Coordinator/ Liaison

Communication: Serve as the primary contact between parents/guardians, the Executive, and coaching staff.

Inquiry Response: Address questions and concerns from parents/guardians promptly or find the appropriate information to provide timely answers.

Issue Escalation: Bring all questions, concerns, or issues to the relevant individual(s) or committee for resolution.

Collaboration: Work closely with the Club Liaison to escalate any necessary concerns affecting the wider club community.

Information Distribution: Forward relevant communications from the Executive or volunteers (e.g., newsletters, ice show details) directly to CanSkate families.

Session Support: Assist the CanSkate Coach with preparation, setup, and cleanup of equipment needed for on-ice sessions, such as props, name tags, and supplies.

Past President (1 year term following change in President)

- Mentor, assist, and provide guidance to the current President.
- Support and advise the Executive committee in effective decision-making processes.

- Volunteer for additional duties as needed to support the club's operations and success.

Test Day Coordinator

- Ensure payment of Evaluators' expenses, including travel and accommodation.
- Coordinate with the Ice Chair to book the appropriate amount of ice time for Assessment Days.
- Arrange food and beverages for Evaluators and participants during the assessment.
- Liaise with the club, school, coaches, and Executive to ensure smooth assessment operations.
- Maintain an accurate and up-to-date record-keeping system for all skaters involved in assessments.
- Work with the Treasurer to ensure all assessment results and payments are submitted to Skate Canada within 30 days of the event.

Committees

Fundraising Committee	Policy Committee
<p>When necessary, a Fundraising Committee will be established at the start of each skating season.</p> <p>The Fundraising Committee, led by the Fundraising Chair, will coordinate all fundraising activities for the club throughout the skating year.</p>	<p>The Policy Review Committee will consist of board members selected throughout the skating year to review existing policies, propose edits, and develop new policies for presentation to the Board.</p> <p>An Executive member will chair the committee to provide leadership and ensure alignment with the club's goals.</p>
Competitive Program Committee	Conflict Resolution Committee
<p>Skaters in Star 4 and higher are eligible to qualify for the Provincial Championships.</p> <p>Skaters are responsible for additional costs related to travel and participation in these competitions.</p> <p>A committee will be formed consisting of parents</p>	<p>The committee will address issues as they are reported, following the club's Conflict Resolution Policy and procedures.</p> <p>The committee will be composed of four board members, including the Club Liaison and the Club President.</p>

<p>and/or guardians of competing skaters, along with an Executive Board member who will serve as the Chair.</p> <p>The Chair will provide monthly reports to the Board regarding committee activities and decisions.</p>	<p>The Club Liaison will serve as the Chair of the committee.</p> <p>Committee member names will be made available at the start of each skating season.</p> <p>All issues brought forward must adhere to the proper protocol as outlined in the club's Conflict Resolution Policy.</p>
Competition Committee	Committees as Needed
<p>If the club decides to bid on hosting a competition, a volunteer interested in taking on this role will be selected.</p> <p>The volunteer will be responsible for following the established protocol for applying and hosting the event.</p> <p>[Insert link here] provides the detailed protocol to be followed.</p> <p>https://skateontario.org/2020-2021-bid-applications/</p>	<p>The Board reserves the discretion to establish committees as needed to address new activities or emerging needs.</p>

Public Relations Committee (NEW 2025)

Purpose:

To promote the club's image, activities, and events to the community and stakeholders through effective communication and marketing strategies.

Key Responsibilities:

1. Develop and Implement PR Strategies

- Create and execute public relations plans to raise the club's profile.
- Identify opportunities to promote club events, achievements, and programs.

2. Manage Media Relations

- Serve as the primary contact for media inquiries.
- Prepare and distribute press releases, media kits, and newsletters.
- Build and maintain relationships with local media outlets (newspapers, radio, TV, online).

3. Oversee Social Media Presence

- Maintain and regularly update the club's social media channels (Facebook, Instagram, Twitter, etc.).
- Create engaging content that highlights club activities, skater achievements, and upcoming events.
- Monitor social media engagement and respond appropriately.

4. Coordinate Marketing Materials

- Design and distribute flyers, posters, banners, and other promotional materials.
- Ensure consistent branding across all materials and communications.

5. Collaborate with Other Committees

- Work closely with the Fundraising Committee to promote fundraising events.
- Coordinate with the Club Liaison to distribute information to members and parents.
- Support the Ice Show and other events by managing publicity and media coverage.

6. Community Engagement

- Identify and foster partnerships with local businesses, schools, and community organizations.

- Organize or participate in community events to increase club visibility.

7. Monitor and Report

- Track the effectiveness of public relations campaigns and initiatives.
- Provide regular updates and reports to the Board or Executive Committee.