

President

Job Description:

The President shall act as Chairman of all Executive General and AGM Meetings. In their absence the Directors shall appoint a chair for a meeting from among those Directors present.

Duties include:

- ~ Chair all monthly board meetings and the AGM (Annual General Meeting)
- ~ Review minutes prior to circulation
- ~ Compile the agenda for meetings, forward to the club administrator or secretary for distribution
- ~ Attend monthly PEI Skate Canada Section meetings or assign a Club Representative
- ~ Report back to the club correspondence and notifications from Skate Canada and/or Skate Canada PEI
- ~ Represent Sherwood Parkdale Skating Club at all functions outside of the club and address any risk that would harm the existence of the club
- ~ Act as community contact (except for club e-mail contact)
- ~ Responsible for overseeing management and operations of the club including overseeing all committees.
- ~ Creates other committees as necessary for the club operations.
- ~ Sits on and assists where necessary with committee meetings.
- ~ Monitor and provide constitution updates to the board.
- ~ In coordination with the Board of Directors, initiates, organizes and prepares policies for the club.
- ~ Oversees and stays informed on Uplifter operating system changes.
- ~ Oversees and access to credit card provider.
- ~ Works with treasurer to maintain stability and growth & development opportunities as it pertains to finances.
- ~ Reviews Financials with treasurer and/or bookkeeper monthly or as required.
- ~ Signing authority for club finances
- ~ Negotiates new contracts / interviews with Club Coaches in conjunction with Contract/Hiring Committee
- ~ Provide list of employees and necessary information to administrator to prepare coach contracts for signing.
- ~ Responsible for acquiring signed contracts from the Club Coaches.

- ~ Responsible to ensure all coaching staff credentials have been verified as specified by Skate Canada for their position and are in Good Standing with Skate Canada .
- ~ Conflict resolution
- ~ Negotiates ice times, liaison with the City of Charlottetown and other facilities
- ~ Oversees all ice bookings and cancellations as needed with consideration of cancellation policies
- ~ Inform Administrator of updates for Home Page for public viewing as needed.
- ~ Responsible for overseeing all legal matters; insurance claims and/or authorizations required as Club President.
- ~ Oversees updates to Job Descriptions as required; keep available to the membership
- ~ Hold Parent Meetings twice during winter season (October & January)
- ~ Promote “This is Your Club” motto for members to get involved in volunteer capacity
- ~ Promote and liaise with coaches to build and grow the club for all participants, disciplines, and to align with clubs across the country
- ~ Meet with Coaching Director prior to season end to draft schedule for next season and determine suggested programming to bring to the board for approval at first meeting of new season.
- ~ Meet with Budget Committee to review proposed budget, confirm aligns with proposed schedule and programming. Bring to the board for approval at first meeting of new season.
- ~ Promote continuing membership & involvement with Skate Canada for senior skaters 16 and over (ie judging, coaching, data specialists)
- ~ Promote expanding volunteer activity with our members to be involved at Section level.