

President

Job Description:

The President shall act as Chairman of all Executive General and AGM Meetings. In his/her absence, a meeting will be chaired by the Vice President or designated member of the Board as appointed by the President.

Duties include:

- ~ Chair all monthly board meetings and the AGM (Annual General Meeting)
- ~ Review minutes prior to circulation
- ~ Compile the agenda for meeting; forward to the 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
- ~ Responsible for management and operations of the club
- ~ Monitor and provide constitution updates to the board
- ~ Acts as Co-Administrator of website with Registrar/Administrator ; proof all final preparations before opening to the public
- ~ Responsible for and authorized contact person for Uplifter user system
- ~ Responsible for and authorized contact person for Beanstream (now known as Bambora) credit card payment system
- ~ Works with treasurer to maintain stability and growth & development opportunities as it pertains to finances
- ~ Reviews Financials with treasurer on a regular basis or as required
- ~ Signing authority for club finances
- ~ In coordination with the Board of Directors, initiates, organizes and prepares policies for the club
- ~ Creates other committees as necessary for the club operations
- ~ Negotiates contracts with Club Coaches in conjunction with Contract/Hiring Committee (must include one coach representative, President, and two other volunteer positions as invited by the President) Note: these are closed proceedings and only conflicts not agreed upon will go back to a general meeting
- ~ Responsible for acquiring signed contracts from the Club Coaches

- ~ Ensures all coaching staff have the required certifications and training as specified by Skate Canada for their position and are in Good Standing with Skate Canada
- ~ Registers the club, officials, and volunteers at the beginning of each season and as required
- ~ Conflict resolution
- ~ Negotiates ice times; liaison with the City of Charlottetown and other facilities
- ~ Books and cancels ice times as needed with consideration of cancelation policies
- ~ Oversees all chairs and ensures the operations are running smoothly
- ~ Sits on and assists where necessary with committee meetings
- ~ Update Home Page for public viewing as required
- ~ Responsible for overseeing all legal matters; insurance claims and/or authorizations required as Club President
- ~ Update Job Descriptions as required; keep available to the membership
- ~ Hold Parent Meetings twice during winter season (October & January)
- ~ Promote "This is Your Club" moto 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 set schedule for next season and determine programming to offer
- ~ Bring scheduling for next season planning to Board before season end
- ~ Meet with Registrar/Co-Administrator to set up programming at season end (or by first meeting of upcoming season)
- ~ Promote continuing membership & involvement with Skate Canada for senior skaters 16 and over (ie judging, coaching, data specialists)