



FORT SASKATCHEWAN NORDIC SKI CLUBS (FSNSC)

POLICIES AND PROCEDURES

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1.0 INTREPRETATION

1.1 Definitions:

Act means,

The *Societies Act* of the Province of Alberta.

Annual General Meeting means,

The meeting held once a year of the ski club, including the Board of Directors and the Membership.

Annual Return means,

An annual independently audited statement of affairs of the FSNSC

Ski Club means,

The Fort Saskatchewan Nordic Ski Club, herein referred to as the FSNSC, a body duly incorporated under the *Societies Act*.

Board of Directors, herein referred to as the "Board," means,

The governing body of the Fort Saskatchewan Nordic Ski Club are those individuals that are elected for office.

Bylaws means,

Those Bylaws of the FSNSC that may be amended from time to time.

Good Standing means,

A member who has paid the annual Membership Fee. Any member who has been found guilty of violating the Bylaws or Policies and Procedures of the FSNSC shall no longer be considered to be in good standing.

Membership means,

Those members who are in good standing, as described in Article 2.1.

Participant means,

Any athlete who is involved directly in any program under the umbrella of the FSNSC

Quorum means,

A minimum number of voting members needed in attendance for a legal meeting.

Registered Address means,

The address to which service on the FSNSC is effected.

2.0 FRAMEWORK POLICIES OF THE FSNSC

2.1 Mission Statement

The mission of the FSNSC is:

To promote and provide opportunities to participate in Cross Country Skiing for Fort Saskatchewan and area residents and families.

We support life-long development of Cross Country Skiing for children, adults and families as skiers, leaders and coaches.

We will do this in a way that provides a foundation for the development of excellence and enjoyment in the sport for all ages and abilities.

2.2 Vision Statement

Nurturing participation in Cross Country Skiing and the enjoyment of the outdoors.

The Fort Saskatchewan Nordic Ski Club will have:

- Learning opportunities for all ages, abilities and interests
- An active volunteer based membership
- Lasting relationship with sponsors and partners
- An ongoing legacy of facilities and equipment
- A trail system that is – Linked – Accessible – Extensive

2.3 Organizational Values

The Fort Saskatchewan Nordic Ski Club values and believes in:

- Providing outdoor activity that encourages and develops a healthy lifestyle that is inclusive and accessible to the residents of Fort Saskatchewan and surrounding communities
- Providing a variety of programs and activities that are fun and encourage lifelong participation for children, youth, adults, and families
- The value of sports and skier development based on the Canadian sport for Life information / CCC Cross Country Skier Development Guide
- The relationships and skills that are developed through our programs. Skills such as leadership, perseverance, and camaraderie are used in other aspects of life
- The contributions of our club member volunteers
- Excellent and efficient services with cost-effective delivery of services to our membership
- Operating/decision making with integrity, and in a fair and open and transparent manner
- Accountability
- Our membership being treated fairly and with respect
- All members having the right and equal opportunity to participate
- Ensuring safety for our members and athletes
- Excellence is achieved through fair play, ethical and moral behavior
- Our club and members are ambassadors for our community

2.4 Annual Report

The FSNSC shall annually provide its members with a report on the activities

The annual filing with Corporate Registry of Alberta, and will take place in October and include the audited Financial Statements.

2.5 FSNSC Office

The Registered Office of the FSNSC shall be in the City of Fort Saskatchewan at the address

advised to the Corporate Registry of Alberta at the time of filing of the Annual Return of the FSNSC. The registered address will be the address for service of all legal documents and accounting records on the FSNSC, and may be changed from time to time by advising the Corporate Registry of Alberta, CCC, CCA, City of Fort Saskatchewan and other parties in writing. The Registered Office will be confirmed at a general meeting of the membership.

The FSMSA may hire full and/or part-time staff as required to administer the day-to-day affairs of the club. These positions will provide support to the Board and club programs in areas of accounts receivable/payable, registrations, answer membership enquiries, and other business services.

The Board shall collaboratively make all final staffing decisions, including setting the rate of pay of the staff and all benefits. Incumbents will be required to provide a criminal record check before being hired.

3.0 GOVERNANCE/ORGANIZATIONAL STRUCTURE

The FSNSC is governed by a volunteer Board of Directors that is responsible for overseeing the administrative affairs for the Association and maintaining its integrity, as well as protecting the interests of its members. It assumes its role and responsibilities with the goal of open and transparent decision-making and accountability to the members through the Bylaws and Policy and Procedures of the FSNSC, and by adhering to the Bylaws of the ski club.

3.1 Policies and Procedures

The FSNSC's Framework and Governance policy and procedures is developed with membership consultation and input for approval at a General Meeting of the membership.

The FSNSC Board shall have the authority to draft Operational policies, procedures and rules for management of the operation of the club and may approve such policies and procedures.

Operational Policies and Procedures provide information on how the club will operate. An examination of the organization and its policies will enable the Board and its members and participants to function more productively in helping the FSNSC to achieve its mission, vision and values.

The Board of Directors shall ensure these Policies and Procedures are followed to the best of their ability and reviewed and updated on an annual basis. The Board also recognizes that the club needs to function under the umbrella of Cross Country Canada and Cross Country Alberta and is bound by rules and regulations of these sport governing bodies. The FSNSC's Policies and Procedures provide the framework to operate and make decisions in cooperation internally and externally with these provincial sport governing bodies and other partners including the City of Fort Saskatchewan.

Changes to the Operational Policies and Procedures shall be introduced at regular general meetings of the Board. They generally will require 2-3 readings to allow for adequate review, consultation and consideration before final approval. Policies or Procedures that are approved by a resolution/motion of the Board come into effect 14 days after approval. This to allow time to implement the change. Members will be informed of new Policies and Procedures through membership communication and at the Annual General meeting.

The decisions of the Board are made collaboratively.

3.2 Governance

The Board shall work together cooperatively to handle all business and affairs of the FSNSC. Any Board member may bring forward business, recommendations or proposed Policies and Procedures for discussion.

All changes to Policies or Procedures, and any matter pertaining to the administration and operation of the affairs of the FSNSC, will be made before the Board by a motion, with a secondary of the motion required, and followed by discussion before a final vote is taken. and duly noted in minutes of the meeting. A majority of the voting Board is required for a motion to be approved.

The Board of Directors will:

- administer the affairs of the Club subject to: the By-laws or directions given by the majority vote at any general or special meeting properly called and constituted;
- establish and approve the Operational Policies and Procedures of the FSNSC;
- follow and adhere to the policies and procedures;
- act in accordance with approved Bylaws with respect to matters such as attendance, conduct, policy-making principles, and act in the best interests of the FSNSC;
- focus on the administration and operation of the FSNSC to ensure the ski clubs work functions take place;
- make decisions by identifying the item/issue, gathering the background information, identify any current "rules" and taking into consideration the best interest of the ski club & having considered the interests and fairness to all parties;
- oversee the development and approval of longer term organizational plan or strategic priorities;
- develop and approve at the for each ski season a written annual operational plan and budget to align with the annual plan;
- seek or secure sufficient resources for the ski club to adequately finance its operational and capital requirements;
- account to members, and other key stakeholders/public for the services of the club and the expenditure of funds;
- ensure prudent and proper management of the ski club resource;
- anticipate, mitigate and manage risks to the ski club, staff, board, owners, members, and other key stakeholders;
- measure the performance of the operations, programs and other functions through organizational objectives and performance measures;
- maintain a clear distinction between the governance role of the Board of Directors and the management of the operational areas;
- encourage and respect individual diversity and expertise of each member of the Board;
- maintain an ongoing board development program through continuing education and development;
- may appoint or employ such persons as it deems necessary to carry out the work of the Club to achieve the Vision, Mission and Goals of the Club;
- resolve differences with a member when called upon;

- ensure newly appoint Board members receive orientation into the governance role of the FSNSC and their responsibilities, and that they commit to fulfilling their individual obligations in the best interests of the FSNSC; and
- provide liaison with City of Fort Saskatchewan officials for the betterment of the Club in the City of Fort Saskatchewan;
- Provide continuity/stability for the club

3.3 Board of Directors

3.3.1 Board Membership Qualifications

Membership on the Board is restricted to those members who have been elected to the position as a member of the Board at an Annual General Meeting.

Members are eligible to be nominated for any position on the Board of Directors. To be nominated for any position on the Board, the member must be in good standing with the FSNSC, and the age of 16 years.

3.3.2 Election of Board Members

Candidates for the Board may be nominated by a Nominating Committee of three (3) members in good standing appointed by the membership at the Fall Annual Meeting, or by a nomination in writing by any two (2) members in good standing of any member in good standing to any Board position and presented to the Nomination Committee.

Nominations close at midnight 10 days prior to the date of the Annual General Meeting. The Nominating committee will prepare and present a slate of the candidates for election to be presented at the Annual General Meeting. The names of nominees will be forwarded to the Voting Members within seven (7) days of the close of nominations.

The Nominating committee will prepare and present the slate of the candidates for election at the Annual General Meeting. Nominations of candidates from two members from the floor shall be accepted at the time of the election of the Board at the Annual General Meeting.

The President, 1st Vice President, 2nd Vice President, Secretary, Treasurer/Membership, Trails Director, Jackrabbit Director, Ski for Life Director, Marketing/Promotion/Public Relations Director, Coaching and Athlete Development Director and four (4) directors at large shall be elected by the Voting Members at the Annual General Meeting. Candidates need not be present to be nominated, but must present written confirmation of their acceptance to stand for the position, and elected.

Candidates whose nomination is unopposed shall be declared elected by acclamation. Where more than one nomination for a position is received, election shall be conducted by means of ballot and the successful candidate will be determined by a simple majority. If there are more than two candidates for the position of President the candidate with the lowest number of votes will be eliminated from the ballot for that position and another vote will be held with the remaining candidates, until a candidate is elected. In voting for all other Directors, the names of all candidates will be placed on the first ballot. Voters will mark the number of candidates to be elected. In the event of a tie for a Director position, those with a clear majority will be declared elected and their names removed from the ballot. Successive ballots will be used until all positions have been filled.

3.3.3 Board Meetings

Regular meetings shall be held a minimum of once per month from September to June at a time and place determined by the President or his/her designate after consultation with the Board members. Regular meetings of the Board are open to all

members of the FSNSC with any items of business to be provided by the member to be added to the agenda by prior request.

Special Meetings of the Board shall be called at the request of the President or by a simple majority of 50%, plus one, of the members of the Board.

Special Meetings are called to deal with a particular item that needs the attention of the Board. Special Meetings must comply with the quorum requirements of a regular meeting of the Board and are chaired by the highest ranking officer eligible to chair the meeting.

3.3.4 Agendas

The President and Secretary must be advised of all items to be included on the agenda of any meeting of the FSNSC Board a minimum of one week prior to the meeting. The agenda for the Board meeting will be drafted by the President and Secretary after consultation with the Board members and must be made available to the Board members at least 5 days prior to the meeting. The agenda must include any support documentation for the meeting.

3.3.5 Quorum

A quorum of the Board shall consist of a simple majority of 50%, plus one, of the number of Board members.

3.3.6 Voting

A resolution/motion approved by the Board shall be valid and in effect as if it has been passed at a meeting of the Board duly called and constituted. Resolutions can only be approved by the Board when there is a quorum.

All members of the Board are eligible to vote at any meeting of the Board. The general membership of the FSNSC is encouraged to attend the meetings of the Board but is not eligible to vote on any motion before the Board.

Voting on the approval of all matters before the Board shall be by a show of hands, or by verbal recognition in the case of a conference call meeting and shall require a simple majority vote of 50%, plus one, of the total number of Board members to pass any motion set before the Board.

Recognizing that the Board consists of volunteers, an e-mail vote may be undertaken to handle business that requires urgent attention and when a Board meeting cannot be conducted in a timely manner. (motion presented by President, 2nd Board member, vote within minimum of 72 hours) The Secretary will maintain the e-mail votes until the next regular meeting of the Board, at which time the motion and vote is recorded in the minutes of the meeting and the voting information destroyed by a separate motion.

The Past President is a voting member of the Board and is included in quorum requirements.

A member of the Board who is unable to attend a meeting of the Board may express in writing their thoughts on any motion or subject to be brought to the meeting.

3.3.7 Roles and Responsibilities of the Board

The Board of Directors is responsible for overseeing the administrative affairs for the Association and maintaining its integrity, as well as protecting the interests of its members. **(see policy 3.2)**

All decisions of the Board are made collaboratively, including all final staffing decisions.

The **Past President** shall serve as a voting member of the Board and act as an advisor to the Board.

The **President** shall:

- serve as Chair of the Board of Directors and act as Ex-officio chair of all committees;
- provide leadership and accept the responsibility for the smooth operation of the club
- preside at meetings of members and Board.
- manage and supervise the affairs of the club.
- co-ordinate activities of the various Directors.
- report to the members on the activities of his/her Board.
- be aware of/liaison where needed with Cross Country Canada
- To be aware of/liaison with Cross Country Alberta (CCA) programs have them instituted in the club and represent the club and its views to CCA. Attend CCA meetings.
- liaise with appropriate Division personal and ensure that the views of the club are communicated.
- liaise with other skiing organizations and with government(s) (includes City of Fort Sask.
- Co-lead and facilitate the annual operation plan and ensure a detailed budget is developed for each season
- ensure club policies and procedures are developed and followed by the Board and Committees
- presides as the 'manager' of the Board's activities, ensuring that Board members follow the bylaws, policies and procedures of the FSNSC, and those obligations legitimately imposed by statute or regulation, but has no authority to make decisions outside the bylaws or the parameters of policies created by resolution of the Board;
- call at least one Annual General Meeting of the Membership, and chair the meeting or appoint a replacement who will chair the meeting;
- will set the agenda for Board meeting with the input from its members and ensure that these meetings are focused on matters of Board responsibility, and with the assistance of the Secretary, plan the conduct and timing of Board meetings in conjunction with the Board and chair regular meetings of the Board of Directors, and chair the meetings or appoint a replacement who will chair the meeting(s);
- present matters of new business to the Board to be dealt with by the Board, and take instructions from the Board on how to deal with those items of new business;
- bring to the attention those items of old business that have not been dealt with and secure from the Board's instructions on how to deal with those items;
- ensure that the Board is properly informed about the operations of the FSNSC, has the information and opportunity necessary to come to decisions on matters within its purview, and that decision-making is transparent;
- ensure that the Board works effectively as a team and that areas of overlap responsibilities are managed constructively;

- ensure that conflict of interest issues and other conflicts or disputes are addressed sensitively and resolved constructively;
- with the support and cooperation of the Board, is responsible for ensuring adequate communications and accountability to key stakeholders and the public;
- act as public and media spokesperson for the Board and FSNSC;
- cause to be prepared and/or secure any information requested by the Board;
- sign all documents as the official representative of the ski club authorized to sign on behalf of the Board;
- attend, where possible, meetings, events, games and special functions scheduled by the ski club;
- work in close harmony with the Treasurer in the administration of the ski club's Financial Policy and with the Board development budgets;
- act as a signing authority on all cheques and purchase orders issued by the Board and requiring his signatures;
- cause to be presented the Annual Financial Statement to be presented to the Membership at the Annual General Meeting; and
- attend all FSNSC Board meetings
- recruit and train a successor

The **1ST Vice President** shall:

- act as the second alternate to replace the President in the event the President is unable to fulfill his/her duties to the Board;
- carry out the duties of the President in the event of the absence of the President while in the position of President;
- shall perform/ lead the fundraising needs/fundraising committee(s) of the club
- be responsible for assisting the Treasurer in the administration of the FSNSC Financial Policy;
- act as a signing authority, if appropriate, on all cheques and purchase orders issued by the FSMSA and requiring his/her signature; and
- attend all FSNSC Board meetings.
- recruit and train a successor

The **2nd Vice President** shall:

- act as the first alternate to replace the President and 1st Vice President in the event they are unable to fulfill their duties to the Board;
- carry out the duties of the President and in the event of the absence of the President while in the position;
- co- lead/facilitate the annual club operational planning, with the President
- shall be the Board representative on the bylaws, policy and procedures review committee (BPP committee);
- lead the development and review of operational policies, procedures and rules of the Board, with the President
- act as a signing authority, if appropriate, on all cheques a issued by the FSNSC and requiring his/her signature; and
- attend all FSNSC Board meetings.
- other duties as the Board may delegate.
- recruit and train a successor

The **Secretary** shall:

- take minutes at all Board meetings and maintain a copy of the minutes on file for reference/historical purposes;
- ensure that copies of the minutes are distributed to all Board members for review within one week of the Board meeting, and again ensure minutes are distributed prior to the next meeting;
- provide copies of the minutes of the Board meeting upon updating and approval following within 7 days of the meeting.
- bring to the attention of the President any matters of correspondence to be dealt with by the Board, and cause to be distributed to the members of the Board any matters requiring their attention;
- maintain the records of meetings, Bylaws, Policies and Procedures, membership and any other records required by law;
- maintain, or cause to be maintained, the files and records of the FSNSC to be passed on to future officers, and ensure the security and confidentiality of all such files and records;
- maintain and distribute an up-to-date Board of Director contact list;
- act as a signing authority, if appropriate, on all cheques and purchase orders issued by the FSNSC and requiring his/her signature;
- provide secretarial services to the Board as requested;
- other duties as the Board may delegate.
- attend all FSNSC Board meetings.
- recruit and train a successor
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The **Treasurer/Membership Director** shall:

- be responsible for the maintenance of the Financial Policy of the FSNSC and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy;
- maintain all records and books of the FSNSC
- receive monies and deposit in club bank account
- To arrange collections of all money due to the club.
- cause to be prepared all cheques of the FSNSC;
- prepare or cause to prepare budgets for the FSNSC;
- cause to maintain budgets of the FSNSC, and work with the Directors of the programs to ensure that they stay within their budgets, and assist any Directors having budget or financial problems;
- cause to be prepared and presented monthly statements of revenues and expenses of each the FSNSC
- cause an audit of the books and records of the FSNSC to be prepared and filed annually as per the requirement of FSNSC Bylaws and the Society Act;
- present an Annual Audited Financial Statement of the affairs of the FSNSC at the Fall General Meeting;
- file and maintain all grant applications of the FSNSC
- to develop and maintain Financial Policies and Procedures
- act as a signing authority, on all cheques and purchase orders issued by the FSNSC and requiring his/her signature;
- to collect membership, create a club membership list and register the club and club members with Cross Country Alberta (CCA) (see strategic and annual planning document)
- other duties as the Board may delegate.
- attend all FSNSC Board meetings.
- recruit and train a successor

The **Ski for Life Director** shall:

- administer the Policies of the FSNSC with specific focus on the ski for life skiing policies and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy.
- develop, plan(see strategic and annual planning document), budget , evaluate and coordinate the ski for life skiing programs and ski touring program of the ski club;
- establish the program calendar in consultation with the Board and membership including dates and activities.
- recruit, hire, coordinate training and oversee (supervise) ski instructors
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor
-

The **Marketing/Promotion/Public Relations Director** shall:

- administer the Policies of the FSNSC with specific focus on the marketing/promotion/public relations policies and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy.
- develop, plan(see strategic and annual planning document), budget, evaluate and coordinate the marketing, promotion and public relations of the Club.
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor

The **Trails Director** shall:

- administer the Policies of the FSNSC with specific focus on the grooming and track setting policies and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy;
- develop, plan(see strategic and annual planning document), budget, evaluate and coordinate the grooming and tracksetting of ski trails of the Club.
- plan, maintain or cause to be maintained equipment and staffing of grooming and staffing of ski trails and equipment that the club may purchase, rent, borrow.
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor

The **Jackrabbit Director** shall:

- administer the Policies of the FSNSC with specific focus on the bunny rabbit jackrabbit and youth on skis programs policies and procedures and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy;
- develop, plan (see strategic and annual planning document), budget, evaluate and coordinate the bunny rabbit jackrabbit and youth on skis programs
- coordinate ensuring coaches receive Introduction to Community Coaching and Community Coaches level training and certification (as a minimum). Consider including youth assistants as well. (to meet CCC/CCA requirements)
- prepare Jackrabbit program , budget submission and oversight to the board.
- establish the program calendar including dates and activities.
- work with Marketing/Promotion/Public Relations director to advertise program in the fall and organize 1-3 registration open houses with other members of the Board.
- organize coaches planning session in the late fall for establishing initial class lists based on early registrations and probable returnees.
- Order bunny rabbit, jackrabbit and youth on skis course materials from CCA based on estimates of registration.
- organize parent volunteer roster sign-up for Food, Kitchen Coordinating, and Chalet Clean-up for each week of the program.
- Handout, collect and analyze program evaluation forms at the end of the program.
- Mentor and monitor coaches in the program along with the Coach and Athlete Development Director
- Develop and distribute a weekly parent communication note distributed by e-mail advising of the program information, upcoming events, etc for each week of program
- attend all FSNSC Board meetings
- recruit and train a successor

The **Coach and Athlete Development Director** shall:

- administer the Policies of the FSNSC with specific focus on the coach and athlete development policies and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy;
- develop, plan(see strategic and annual planning document), budget, evaluate and coordinate the CAD area of the ski club
- be responsible for developing, staffing and coordinating Athlete Development programs (excluding Bunny rabbit, Jackrabbits -& Youth on Skis) within the guidelines and policy of Cross Country Canada and Cross Country Alberta.

- Identify, and coordinate coaching development needs (including NCCP training) in the club at all levels, including coordination with the Jackrabbit Director of coaching development needs at the Bunnyrabbit, Jackrabbits and Youth on Skis programs.
- oversee the Athlete Development Programs;
- be involved in program development, annual reviews, trip and camp reviews, development of operational policies and procedures for Athlete Development
- liaison with Senior Coach - a sounding board for ideas, possible problem solve on issues
- recruit new Coaches with Senior Coach; some work possible with coaches - ensuring coaches have adequate training and development, lead annual planning meeting, quarterly reviews with coaches.
- work with Senior Coach on the Development of the Budget for the Athlete Programs, and do expense/revenue forms, budget monitoring
- be a central contact with Cross Country Alberta (CCA)- attending meetings of CCA on Technical matters with Senior Coach or maybe on own in some cases
- parent's contact for any coach issues – mediation of program issues
- sit on the ski club's Board: reporting on matters relating to Athlete Development
- design and assist with collection of registration and program forms and fees, where required
- policy and procedure development for Athlete Development and assist where needed in policy and procedure implementation
- coordination of fundraising projects for the Athlete Development programs
- help with coordination of Athlete Program Parent Volunteer Program development, implementation and management of the program.
- help out where needed;
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor

The **Directors at Large** shall assist the other Directors as directed by the Membership and/or Board. Specific roles are as follows:

Director at Large: Equipment Coordinator shall

- administer the Policies of the FSNSC with specific focus on the ski club's ski lease equipment and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy.
- develop, plan(see strategic and annual planning document), budget, evaluate and coordinate the ski lease equipment of the ski club.
- Plan, maintain or cause to be maintained, and inventory of ski lease equipment and other equipment used by programs of the ski club
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor
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Director at Large: Social shall

- administer the Policies of the FSNSC with specific focus on the social program policies and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy.
- develop, plan plan(see strategic and annual planning document), budget ,

- evaluate and coordinate social activities of the club programs and social specific activities and skiing components of the ski club;
- establish the program calendar in consultation with the Board and membership including dates and activities.
 - Plan, and purchase the cups, bowls, utensils, plates and other similar supplies for the entire ski club
 - other duties as the Board may delegate.
 - attend all FSNSC Board meetings
 - recruit and train a successor

Director at Large: Grooming and Trails Coordination – Assistant Trails
Director shall

In collaboration with the **Trails Director** shall assist with:

- administer the Policies of the FSNSC with specific focus on the grooming and track setting policies and ensures the Policies are kept current and approval of changes or additions are completed as required by the bylaws and policy.
- develop, plan plan(see strategic and annual planning document), budget, evaluate and coordinate the grooming and tracksetting of ski trails of the Club.
- Plan, maintain or cause to be maintained equipment and staffing of grooming and staffing of ski trails and equipment that the club may purchase, rent, borrow.
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor

Director at Large – Facility Maintenance and Facility Special Projects shall

- administer the Policies of the FSNSC with specific focus on the ski club facility as it has to do with the facility maintenance of West River's Edge facility with eh City of Fort Sask and the ski club and the Policies are kept current;
- Plan((see strategic and annual planning document), maintain or cause to be maintained equipment, supplies (volunteers) and staffing (volunteers) for the maintenance of the facility.
- other duties as the Board may delegate.
- attend all FSNSC Board meetings
- recruit and train a successor