



Approved By: Management

Effective Date: May, 2008

Updated: January, 2013

Alberta Alpine Ski Association

Policy Title

4.3 Job description for key volunteer positions at each club.

Policy Objective

To provide clubs with a standard job description for key roles required to deliver the ski racing and ski cross racing programs for the province.

Procedure

The following are the most common key roles:

- **Club President** - Oversees the general operation of a club and works with the club's professionals to deliver best practices to the respective members. Responsible for the club's succession planning of the executive committee.
- **Past President** - Acts as a support role and reference to the club's current board of directors. Provides 'corporate memory' and assistance to current President.
- **Club Alpine Chair** - Represents the club externally. Attends AB Alpine chair meetings, general membership events, and distributes information to club members. Responsible for Officials Training.
- **Club Treasurer** - Responsible for the club's finances and human resource management.
- **Club Secretary** - Keeps minutes and forwards information to the club membership.
- **Club Registrar** - Organizes and collects the club's membership information and forwards to the PSO. Responsible for online membership database maintenance and accuracy.
- **Volunteer Coordinator** - Recruits and organizes the membership to volunteer for club events and races.
- **Casino Coordinator** - Organizes the club's casino opportunities with Alberta Gaming.
- **Raffle Coordinator** – Organizes the car raffle for the club. Distributes and tracks raffle tickets, coordinates payment from sales and purchaser information to Alberta Alpine.
- **Parent Coordinator** - Communicates with the parent body any information for the club or coaches.
- **Club ROC**- Member of the club's ROC to organize and implement any competitions for the club.

Scope

Alberta Alpine membership.

Related Policies

Appendix



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