



Executive Committee Positions and Role Descriptions

Each of the following positions is elected by the members of Newmarket Iced Energy on a yearly basis at the Annual General Meeting (AGM). Nominations are accepted from the floor or by proxy at the AGM. The positions are held until the following AGM. It is the responsibility of the outgoing executive member to train his/her successor.

Past Chairperson

- automatically assumes position when a new Chairperson is elected
- attends all Newmarket Iced Energy executive meetings
- has voting power
- acts as an advisor to Chairperson and Newmarket Iced Energy executives
- runs annual Newmarket Iced Energy executive elections

Chairperson

- must have served as a member of Newmarket Iced Energy executive
- attends all Newmarket Iced Energy executive meetings
- has no voting power except to break a tie
- facilitates and coordinates events/functions of Newmarket Iced Energy
- acts as the liaison with Town of Newmarket Parks and Recreation
- provides information to membership
- chairs Newmarket Iced Energy executive meetings
- attends Newmarket Skating Club meetings
- ensures that confidentiality agreements and police screenings are completed for appropriate individuals
- creates/negotiates/delivers coaches' contracts on approval of executive
- clarifies level of involvement/communication desired with members of executive
- establishes/communicates executive committee structure, as needed

Co-Chairperson

- attends all Newmarket Iced Energy executive meetings (chairs these in absence of Chairperson)
- has voting power
- assists Chairperson with events/functions of Newmarket Iced Energy
- act as the liaison with all Newmarket Iced Energy teams
- attends meetings of Newmarket Skating Club in absence of Chairperson
- shadows Chairperson
- previous member on Newmarket Iced Energy Executive

Secretary

- attends all Newmarket Iced Energy executive meetings
- has voting power
- records minutes and distributes them to all executive members
- assists with communication to Newmarket Iced Energy members
- updates forms as needed
- distributes confidentiality agreements to all executive for signing
- distributes police screening forms to managers, chaperones and any other person alone 1:1 with skaters

Treasurer

- attends all Newmarket Iced Energy executive meetings
- has voting power
- prepares financial reports and bank reconciliations on a monthly basis (actuals vs. budget)
- maintains and updates financial transactions
- makes recommendations to executive re: investment of Newmarket Iced Energy balance
- pays Newmarket Iced Energy bills and entry fees (signed by executive member)
- makes monthly deposits
- assists with preparation of team fees in cooperation with executive
- acts as a liaison with team managers and facilitates team manager reports/fee collections/fundraising monies etc.

Publicity/Communication Coordinator

- attends all Newmarket Iced Energy executive meetings
- has voting power
- act as the liaison with local media
- prepares news releases/assists with website information
- coordinates photographer and website proposals
- communicates competition results/tryout information on club website
- submits articles for the Newmarket Skating Club newsletters
- ensures that Newmarket Iced Energy banner is clearly posted at each competition

Accommodation Coordinator

- attends all Newmarket Iced Energy executive meetings
- has voting power
- books team accommodations for competitions
- books meeting room (?complimentary) at hotels for team preparation
- finalizes bookings and communicates arrangements to team managers
- makes initial contacts with hotels for the following year

Ice/Off-ice Coordinator

- attends all Newmarket Iced Energy executive meetings
- has voting power
- reserves and makes ice arena requests for each team as requested by executive member
- reserves and make utility room requests for each team/club events
- prepares/communicates calendar to managers/Chairperson/treasurer
- communicates any amendments to treasurer/manager
- makes initial requests for ice/utility room bookings for the following year

Team Manager(s)

- nominated by coach or if interested submit name to a member of the executive
- attends all Newmarket Iced Energy executive meetings
- has voting power (one vote per team)
- acts as liaison with coach/executive/team members
- assists with and enforces team expectations/code of conduct/team apparel
- prepares written communication statements/newsletters on a regular basis
- communicates absences of team members to coach
- maintains current, accurate records of each skater
- completes and submits competition registration forms
- coordinates with other team managers re: mailing of registration forms
- responsible for music at all ice/off-ice practices and competitions
- communicates team report at the executive meetings
- coordinates and assists with team tryouts
- develops team budgets for the following year and provides copy to executive (Chairperson, treasurer)
- appoints team parents to assist with team activities (restaurant coordinator, chaperones, etc.)
- chooses/purchases team apparel and makeup
- ensures that costumes are designed/delivered on time
- stores/maintains and transports costumes/makeup to competitions