



Brookings Figure Skating Club Job Descriptions

Job descriptions include but are not limited to the following.

President*

- Create agendas for and preside at all meetings of the club and of the Board of Directors.
- Recruit and work closely with publicity coordinator, pre-season ice coordinator, nominating committee chair, Arts in the Park chair, Edges of Summer chair to ensure their responsibilities are being carried out.
- Select and hire annual club liaison coach with Board approval.
- Serve as club contact with Brookings Park and Rec Department (BPRD).
- Secure date with BPRD for annual ice show and Edges of Summer camp.
- Work with BPRD to hire annual ice show director.
- Contact the Brookings Convention and Visitors Bureau (CVB) for any grants that may be available to support the BFSC summer camp and home competition.
- Supervise and manage the club and its property in conjunction with the Board of Directors.
- Retain the power to suspend any Club member for violating the by-laws or rules of the club pending approval of the Board.
- Maintains the club constitution and by-laws bi-annually.
- Candidates for President of the Board are required to have served on the BFSC Board of Directors for the entire year prior to taking office as President.
- The President together with the treasurer shall sign all agreements and contracts made by the club, upon approval of the Board.

Vice-President*

- Assist the president in their duties and in their absence assume his/her duties and officiate in his/her stead.
- Annually review volunteer requirements and recommend to the Board any volunteer changes/needs.
- Recruit costume closet coordinator/committee members by September 1st.
- Chair or recruit a club parent/guardian to organize the Park and Rec Holiday Exhibition.
- Chair or recruit a club parent/guardian to organize the year-end party.
- Facilitate the application process for the club's academic scholarship (publicity, present applications to Board for vote, contact BHS to include in awards ceremony, present at Academic Awards Night).
- Chair or recruit a club parent to coordinate BFSC's participation in Brookings 4th of July Parade.
- Recruit two parents/guardians to serve as an audit committee for annual review of the club's financial books.

Secretary*

- Keep the minutes of all the meetings of the club and the Board of Directors.
- Submit meeting minutes in a timely manner to be published on the club website.
- Prepare and submit press releases to the Brookings Register and radio station as needed.
- Keep the club bulletin board up-to-date.
- Maintain the Membership Handbook.

Treasurer*

- Keep a complete and accurate account of all receipts and disbursements.
- Deposit all funds received by the club in a timely manner, and pay club bills, invoices, and reimbursements to members.
- Provide a report of the financial status at monthly club meetings.
- Receive liaison coach fee from competitors.
- Prepare an annual working budget for Board approval.
- Provide guidance to the Board in the matter of setting fees for membership, ice show ticket prices, Arts in the Park booth sales, and pre-season ice costs.
- Annually submit records for an audit of all accounts by two club members in good standing.
- Receive summer camp registrations and forward to Summer Camp Coordinator in a timely manner.
- Prepare cash box for ice show ticket sales, flower sales, and Arts in the Park. Provide balance sheet to be completed upon use of cash boxes.
- File for annual non-profit status.

Membership/Volunteer Coordinator*

- Annually update BFSC membership application form and secure current ISI member application form.
- Provide publicity chair with current membership documents for club webpage and Facebook purposes; post documents on club bulletin board.
- Notify current members of membership deadlines and provide all documents needed for membership including membership application, ISI membership application, Emergency Medical Release Form, and Acknowledgement of Handbook signature page.
- Collect membership check and volunteer hours deposit check.
- Submit all club memberships to ISI in a timely manner.
- Provide treasurer membership checks in a timely manner.
- Maintain a roster of all club members.
- Distribute ISI membership cards.
- Chair 1-2 club recruiting events each Fall with duties to include contacting the Club Liaison Coach to facilitate on-ice activity, plan publicity, and contact Park and Rec to use skates. Recruit club parents/guardians to help plan and assist at the event both on and off ice.
- Recruit potential members from BPRD lessons prior to ice show casting deadline.
- Obtain information from BPRD head skating coach and acknowledge club member test levels passed after each session of BPRD lessons. Provide information to publicity coordinator as well.
- Notify members if they have not fulfilled their volunteer requirements and that their deposit check will be cashed.
- Contact members regarding whether to return or shred their deposit check if volunteer hours were fulfilled.
- Obtain and present ISI levels passed patches at year-end party.

Ice Show Chair and Sub-Committee Chair Responsibilities*

- Work with president to determine ice show dates.
- Solicit potential themes from club members and present to the Board for final approval with the Ice Show Director.
- Discuss with the Ice Show Director any procedures for informing participants of roles cast and who will prepare anticipated practice schedule.
- Create and obtain signatures of all cast members and parents/guardians on annual ice show agreement.
- Call a meeting of all ice show participants and coaches to distribute practice schedules, allow the ice show director to be introduced, and to answer any questions. Prepare rotating schedule of parents/guardians to run music at rehearsals as needed. Inform the show cast and coaches of such date via signage and through the publicity chair.
- Recommend and secure a professional photographer, videographer, and action shot photographer. Determine picture date with the Board and inform the membership of such date via signage and through the publicity chair, providing order information as well. Secure disc of photos from professional photographer for advertising purposes. Distribute photo packages to families upon completion.
- Determine with Ice Show Director and Board the need for spot lights and arrange for such as needed.
- Communicate with the costume committee and serve as liaison to the Board on their behalf.
- Recruit club parents/guardians to emcee the show and run music. Secure music DVD from the ice show director.
- Recommend to the Board any additional stipend or gifts for the show staff. Arrange for gifts to be presented at the curtain call.
- Recruit the following sub-committee chairs and serve as liaison to Board on their behalf. Attend sub-committee meetings as necessary to keep informed. Appraise the Board regarding preparations and seek feedback from the Board regarding sub-committee needs/specific changes.
- **Flowers and Balloon Sales**
 - Coordinate flower sales with local florist. Inquire as to any seasonal specials that may be available.
 - Purchase flower wrap if needed.
 - Establish selling prices for flowers and make appropriate signs.
 - Submit proposed flower cost for Board approval 14 days prior to show.
 - Facilitate sign-up for DVD purchases at flower mart table.
 - Train and supervise volunteers.
 - Coordinate with Treasurer for payment to florist and cash box needed for sales.
- **Dress Rehearsal Meal**
 - Contact several vendors (pizza, subs, etc.) and secure the best menu and price.
 - Determine any special dietary needs and arrange for those individuals' meal.
 - Prior to the dress rehearsal, confirm with vendor about approximate amounts needed and delivery time.
 - Purchase beverages and any needed paper ware if not provided by the vendor.
 - Set up tables and chairs for skaters to use.
 - Coordinate with Treasurer for payment to supplier.

- **Advertising Coordinator**
 - Create, arrange to print, and coordinate distribution of show posters. Allow ice show chair to proof and approve poster prior to printing.
 - Train, supervise, and staff table for good luck ads. Publish hours of sales through signage and publicity chair.
 - Secure all ice show participant signatures for the program.
 - Create the show program and share with the ice show director and 1-2 board members for proof reading.
 - Solicit printing companies for best price and order programs, number to be determined by the Board.
 - Ask for Board approval on ordering poster locker signs for cast members.
 - Contact the Brookings Register and the Shopper to run the posters for 1-2 weeks prior to the ice show.
 - Contact Brookings Radio and arrange 1-2 public service announcements prior to the ice show.
 - Coordinate with Treasurer for payment to printer. (BFSC has a house account at the UPS Store.)
 - Make signs for ticket/program sales table.

- **Ticket Sales**
 - Create and arrange for printing of show tickets. Determine total number of tickets needed with ice show chair.
 - At parents meeting, distribute 10 advanced tickets for each family and coach to sell.
 - Supply additional advanced tickets as necessary.
 - Contact local businesses (like Hy-Vee) to sell additional tickets; make the advertising chair aware of locations.
 - Collect envelopes with payments and any remaining tickets at the dress rehearsal.
 - Provide Treasurer with advanced ticket sales payments.
 - Recruit and train two parents to sell tickets and programs starting one hour prior to each show.
 - Recruit and train any available cast members to serve as ushers prior to show.
 - Coordinate with Treasurer for payment to printer and for needed cash box.

- **Hallway and Locker Room**
 - Talk with ice show director as to flow of the show and their intentions for skaters' whereabouts when not on the ice.
 - Train volunteers during the dress rehearsal Friday night.
 - Prepare signs for locker room assignments.
 - Supervise and staff hallways and locker rooms for both shows including preparing skaters to take the ice and necessary costume changes.
 - Assure that locker rooms are cleaned up after each use.
 - Assist skaters so that costumes are hung up properly after each use and returned to the costume closet after the final performance.

- **Technical Writer**
 - Write, edit, and submit an article about BFSC's annual ice show to the *Brookings Register*.
 - Write and edit the script used for the ice show per the Director's discretion.

- **Props and Set Up**

- Schedule and preside over props meeting. Recruit additional club parents/guardians to assist.
- Talk with the ice show director as to their intentions and preferences for the use of props.
- Create decorations in accordance with theme.
- Decorate screens, hallways, lobby, stairwell, and ice perimeter.
- Invite the membership families to help at work sessions.
- Schedule all parents for tear down after final performance.
- Present potential budget needs to the Board for approval in advance of all purchases.

- **Competition Chair***

- Coordinate and order tights for competition skaters through the costume closet coordinator.
- Organize 1-2 Competition 101 seminars with duties to include scheduling seminar dates with the Club Liaison Coach, all publicity, and hospitality at the event(s).
- Publish District 10 competitions on Club bulletin board. Provide publicity chair with competition dates.
- Receive list of competitors for each competition from liaison coach.
- Post good luck flyers listing upcoming competitors at Larson Ice Center.
- Coordinate team competition picture at each event and submit with participant results to the Brookings Register and publicity chair in a timely manner.
- Annually contact private coaches listed on the BFSC website to obtain any updated credentials and submit to publicity chair.
- Bi-annually chair the BFSC home competition. (See additional job description)

- **Fundraising Chair***

- Work to establish fundraising opportunities that would benefit the members and enhance the needs and offerings of the BFSC.
- Present fundraising ideas to the Board for approval.
- Coordinate 1-2 fundraisers per year that would specifically support the club's senior scholarship program.
- Recruit club parent/guardians as needed to facilitate fundraisers.
- Advertise fundraising events in as many ways as applicable (signage, Brookings Register, Shopper, radio), and through the publicity coordinator.
- Work with the ice show chair and advertising coordinator on soliciting sponsorships for the ice show program.
- Establish a sub-committee of club parents/guardians to work on show sponsorships.
- Write and distribute sponsorship letters for ice show. Contact Treasurer for any postage needed.
- Follow-up with potential sponsors and collect sponsorships.
- Advise advertising coordinator of any sponsorships to be noted in show program.
- Coordinate thank you's to be sent or delivered to sponsors.

Arts in the Park Chair

- Submit registration for participation in Arts in the Park with necessary payment by deadline. Contact club treasurer for payment.
- Create Sign Up Genius for needed volunteers to work at booth. Recruit club parents/guardians to fill all shifts. Provide necessary training for volunteers.
- Work with club treasurer to establish a budget including selling prices of individual items sold and present to Board for approval.
- Prepare all necessary signage for selling items.
- Purchase and maintain all supplies needed to run the booth.
- Coordinate set-up and tear-down of booth.
- Assure that all appliances needed are in working order prior to set-up; have a back-up plan.
- Become familiar with, follow, and train volunteers of all necessary health inspector procedures and requirements.
- Have club brochures available at booth upon request.
- Contact club Treasurer for signed checks in anticipation of payments for supplies needed during event.
- Coordinate with treasurer for payment to vendors for items pre-purchased and for cash box. No cash is to be used from till for any purchases. The club has a HyVee charge card.
- Provide written report of expenses/profits at September board meeting.

Edges of Summer Camp Coordinator

- Work with club president to research and recommend a camp director and additional staff for Board approval.
- Work with club treasurer to prepare a camp budget for Board approval.
- Work with the camp director and president in creating the camp registration form.
- Contact camp director to inquire as to any specific camper packing needs (off ice gear, personal water bottle, particular thematic clothing for the finale performance, etc).
- Work with publicity coordinator for Facebook and webpage publications.
- Recommend to the Board a gift for campers to receive upon registration (blanket, water bottle, etc).
- Approve any art designs with the Board and order camper t-shirts.
- Recruit parent volunteers to register campers, prepare/purchase and serve all meals and snacks, purchase or make camper awards as needed.
- Recruit host families or arrange hotel rooms for campers/guest coaches as needed.
- Work with camp director as to any final performance needs including music announcer or final awards to be given.

Pre-season Ice Chair

- Work with Park and Rec Department in April-May to determine potential dates available for pre-season ice.
- Review pay structure and hours to contract with the treasurer and recommend contract fees to BFSC Board for approval at June meeting.
- Prepare ice contract and submit to publicity coordinator and President for publishing.
- All ice contracts and fees should be submitted to the pre-season ice chair before being allowed on the ice.
- Check in all skaters at pre-season ice or recruit a volunteer to do so in your absence. Monitor the ice during skating sessions.
- Provide the skater's code of ethics to be signed by all participants prior to using pre-season ice.
- Make sure that the orange vests are available on the bench at each session.
- Provide monthly reports updating the BFSC Board April – November.

Costume Closet Coordinator/Committee Members

- Coordinate annual costume/skating apparel sale.
- Maintain an inventory of all costumes owned by the club.
- Maintain a check-out system for club members to utilize costumes for competition or performance use.
- Arrange for any cleaning of costumes.
- Arrange for measurements of all skaters cast in the annual ice show.
- Meet with ice show director to discuss any requests or expectations for show costumes and make-up.
- Recommend a budget of anticipated costume expenses to the Board for approval at the January meeting.
- Select and order all costumes needed for the ice show. Arrange for any individual costume sewing needs or alterations. Arrange for fitting/alterations of costumes when received.
- Arrange for make-up to be applied to cast members with skater preferences. Purchase make-up as needed with Board approval.
- Coordinate with Treasurer for payment of costume order (club credit card is available).

Publicity Coordinator

- Present a positive image of the BFSC via Facebook and the club's web page in a timely manner.
- Maintain the club's calendar on the webpage.
- Update private coach bios on the webpage and printed version on the club bulletin board.
- Respond to any Facebook messages on the club's behalf.
- Post prepared flyers for any club events including recruiting events, competition seminars, holiday exhibition, and the ice show.
- Post pictures and results from competitions as provided by the competition chair.

Additional seasonal volunteer opportunities

- **Branding Coordinator** – Coordinate ordering and distribution of yard signs, window decals, and club apparel in November. Seek Board approval of items to be offered and cost indicated by vendors at November meeting.
- **Mentor Coordinator** – Recruit skaters in Freestyle 2 and above to attend mentoring session with club liaison coach; create monthly mentoring schedule for Sunday club ice time; provide schedule to publicity chair.
- **Holiday Exhibition chair** – Confirm exhibition date with BPRD head skating instructor; arrange for hospitality treats, program announcer, and publicity. Serve as host during event or recruit other parents to assist as needed.
- **Fourth of July Parade Chair** – Contact Brookings Radio to participate, purchase candy, create "float", organize skaters and chaperones to walk.
- **Audit committee** – Together with 1-2 other club parents/guardians review both checking accounts for accuracy of receipts and purchases during the fiscal year. Report at the September board meeting any findings and recommendations.
- **Nominating Committee** – Together with 1-2 club parents/guardians work during March-April to recruit a minimum of one qualified nominee for all eight (8) club board member positions. Advise all nominees of potential responsibilities as outlined in the BFSC club job descriptions. Contact current board members as to their intentions/eligibility to continue service. Update the Board at the April meeting as to nominee status in anticipation of the annual meeting to be held later in April. Prepare ballots for all eight (8) board positions and present at the annual club meeting.
- **Year-end Party Coordinator** – Secure a date with Board approval for the annual meeting to be held in April. Seek Board approval for any expenses to cover the event. This is to be a fun and social event for the skaters to participate in an activity while the parents meet. The skaters will also receive any earned badges from the membership coordinator. Provide the publicity coordinator and president with details for publication.

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Prepared by Royanna Stratmoen

(* denotes Board voting position; all positions to be renewed annually)