



Skate **ABC Skating Club**

Position Description—Test Chairman, Helper 1 and Helper 2

Purpose

The Test Chairman is responsible for the overall operation of the STARSkate Program in the Club. The Test Chair Helpers support the Test Chairman as directed by the Test Chairman and Executive Committee.

You will facilitate opportunities for achievement by arranging test days and maintaining accurate records. This work is important to achieve the mission of the organization which is to enable everyone to participate in skating throughout their lifetime for fun, fitness and / or achievement.

Test Chairman Responsibilities

- Assist at Registration sessions
- Recruit and Direct ‘Helper 1 and Helper 2’ to assist throughout the year
- Order Program supplies as required
- Assist President with Parent Information Sessions
- Attend Coach / Executive meetings
- Monitor Club’s STARSkate program
- Develop STARSkate Music Schedule and provide to parents
- Update music binder
- Organize Test Days
 - ◆ Familiarize yourself with the current Rule Book and the Test Chair's Handbook
 - ◆ Consult with Club executive, coaches and other Clubs to determine test dates.
 - ◆ Store records of each skater's passed tests.
 - ◆ Communicate with other Test Chairs to coordinate centralized Test Days
 - ◆ Refer to Test Day Procedures
- Distribute Test Day information
- Work with Publicity Coordinator, Helper 1 and Helper 2 to publicize skaters’ progress and competition results
- Present reports at Executive Committee Meetings—Tests passed, medals won, percentages, financial reports from Test Days, etc.
- Provide information to the President for the Newsletter and assist in distribution of the Newsletter
- Work with Club Executive when Competitions are hosted
- Respond to concerns of skaters and parents
- Organize and present crests and other items at Wind-up



Skate **ABC Skating Club**

Helper 1 Responsibilities

- Maintain record of each skater’s tests passed
- Maintain Test progress poster and medal results on the bulletin board
- Work with designated coach to organize annual Exhibition
- Distribute Competition skater schedules
- Provide information to the President for the Newsletter

Helper 2 Responsibilities

- Distribute information on upcoming Competitions (excluding qualifying events)
- Collect completed Competition entries, review, sign and submit to hosting Club
- Provide Competition information (skaters and Events entered) to Coaches and post in the Club Room
- Provide information to the President for the Newsletter

Qualifications

Good communication skills
 Good organizational skills
 Basic computer skills
 Ability to work both with a team and independently
 Ability to meet deadlines
 Ability to make good decisions based on the best interests of the Club

Time Commitment—Test Chairman

Two-year term of office, August 1 to July 31

Estimated Time:

Attend monthly Executive Meetings	3 hours per meeting for 8 meetings
Attend General Meetings	1 hour per meeting for 2 meetings
Registration	6 hours
Parent Information Sessions	2 hour
Organize ice schedule, music schedule—Helper 1	6 hours
Test Days	15 to 20 hours
Distribute and collect Competition forms, provide schedules—Helper 2	12 hours
Coach Meetings	8 hours
Observe skating sessions	As many as possible