



# **Skate** **ABC Skating Club**

## **Position Description—Vice-President**

### **Purpose**

The Vice-President assists the President and Executive as requested. Assumes President office if the President is unable to complete term.

You will facilitate registration of all skaters with Skate Canada to ensure records are maintained. This will support the organization's mission to enable everyone to participate in skating throughout their lifetime for fun, fitness and / or achievement.

### **Responsibilities**

- Represent the Club at Arena Users' Meeting
- Organize Registration Night
  - Advertise Registration with Publicity Coordinator
  - Book arena
  - Prepare registration forms
  - Develop information sheets and distribute (schools)
  - Organize staffing
  - Inform Coaches
  - Collect On-going and late registrations
- Register skaters with Skate Canada
- Submit names and addresses of Club Executive and Professional Coaches to Skate Canada
- Maintain a membership list, including Skate Canada number, and provide this list to the Executive Committee as requested.
- Maintain a Club phone list and provide copies to all of the Executive Committee and to all coaches
- Become familiar with all aspects of the Club
- Assist the President in updating the Club's By-Laws
- Assist with Parent Information Sessions
- Assist with distributing information to parents and skaters
- Assist Executive Members and Club Committees as needed
- Has signing authority
- Assist with other Club activities
- Monitor and support Club activities while at the Arena.
- Co-Chair (with Publicity Coordinator) the Wind-Up Committee



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**Qualifications**

Ability to communicate effectively  
Ability to work both with a team and independently  
Ability to make deadlines  
Ability to make good decisions based on the best interests of the Club

**Time Commitment**

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

Estimated Time:

Attend General Meetings	2 hours twice a year
Attend Executive Meetings	3 hours per meeting for 9 meetings
Registration	12 hours
Parent Information Sessions	2 hours
Attend Arena Users' Meeting	3 hours
Wind-Up Committee	6 hours