

Wetaskiwin Figure Skating Club Executive Positions

PRESIDENT: (2 Year Term)

- Responsible for overall operation of the Club.
- Calls and presides over meetings
- Develops Agendas for meetings
- Provides guidance to members of Executive
- Books and cancels ice times
- Primary club contact

Current: Cindy Warnke Year 2/2 **DONE**

VICE PRESIDENT (2 year term) **DANA NORTON 1/2**

- Register skaters with Skate Canada
- In absence of the President will perform all duties until president returns
- Become familiar with all aspects of the Club
- Assist the President

Current: OPEN

SECRETARY (2 year term) **BILLIE OLSON 1/2**

- Deals with all correspondence
- Record minutes from all meetings and distributes copies
- Submit reports required by Skate Canada
- Communicate with Skate Canada section office
- Maintain files
- Apply for Club Sanctions

Current: OPEN

TREASURER (2 year term) **SHERRI GARDINER**

- Keep a set of books to audit annually by members at large.
- Maintain bank accounts
- Deposit all funds and pay bills as required
- Prepare a financial statement for club's annual meeting and complete required tax return
- Calculate profit made on fundraising events

Current: Sherri Gardiner Year 1/2 ✓

TEST CHAIR (2 year term) **1/2**

- Organize test days
- Research Competition opportunities

- Contact other clubs regarding test days
- Coordinate with Skate Canada and Evaluator
- Keep records of test taken of all skaters
- Organize and present awards at Wind-up
- Present reports to Executive

Current: OPEN

CARNIVAL CHAIR (1 year term)

- Coordinate committees for Carnival
- Oversee/Assist committees for Carnival

Current: OPEN

CANSKATE PARENT REP (1 year term)

- Represent parents from Canskate. bring forward concerns comments to executive

Current: OPEN

RISING STAR PARENT REP (1 year term)

- Represent parents from Rising Star, bring forward concerns, comments to executive

Current: OPEN

STARSKATE PARENT REP (1 year term)

- Represent parents from Starskate, bring forward concerns comments to executive

Current: OPEN

OPTIONAL:

Event Chair (1 year term)

- Organizes events throughout the year

Current: OPEN

Registration Chair: (1 year Term)

- Sets up registration nights
- Organizes advertising
- Registers members

Current: OPEN

BINGO CHAIR - CRYSTAL LARSON