

**CARIBOO-NORTH CENTRAL REGION**

**TERMS OF REFERENCE**

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# BOARD OF DIRECTORS

The purpose and objective of the Cariboo-North Central Region Directors shall be to:

1. Coordinate activities for the development of skating and clubs in the Region.
2. Foster and promote the sport of skating and to enhance the physical, social and emotional well being of skaters regardless of age, experience or level of ability.
3. Develop a sense of purposefulness in training, fairness in competition and friendliness among participants, parents, coaches and officials.
4. Encourage sound club operations, technical excellence in coaching, positive executive leadership and effective club/school and community relationships.
5. Help plan and organize skating programs from beginner to advanced levels.
6. Exercise control and supervision of clubs and skaters, to uphold amateur regulations and report to the proper authorities members whose actions are illegal or are detrimental to the conduct of skating in the Province.
7. Encourage individual and club initiative in advancing new ideas and recommendations and to promote the widest possible forum for administrative, technical and promotional advance of the sport of skating to make it a better vehicle for the optimal development of children and adults. The aim is to make skating an enriching feature of our Canadian culture and sports expression.
8. Elected Board of Directors shall attend all CNCR meetings and must be a registered member of Skate Canada and hold a portfolio within the region board.

Each CNCR Director shall be responsible for the development of policy and shall maintain the widest possible contact with skaters, club members and other Directors.

In order to formulate policy and give leadership, each CNCR Director should:

1. Maintain communication with clubs regarding each director’s individual portfolio with all information copied to the Area Liaisons and the Chair. A Director will also request from the clubs for the Board’s considerations, comments, evaluations and recommendations in regards to the Director’s portfolios.
2. In matters dealing with a Director’s portfolio, the Director will respond to invitations to assist clubs, visit the club and/or meet with members if necessary. At all times the Director will keep the club’s Area Liaison and the Chair informed of what is happening and if the Area Liaison so chooses can come and assist.
3. Advising clubs on matters dealing with their portfolio, with information also provided to the Area Liaison.
4. Must be actively involved in board meetings and communications. If a board member is unable to regularly attend meetings or respond to board communications, the board may appoint an alternate for the remainder of the term.

# PAST CHAIR

* A member of the CNCR Board of Directors
* Will chair the nominating committee.
* Runs the annual election of officers.

# CHAIR

* Is elected at the appropriate CNCR Extraordinary General Meeting for a two-year term.
* As Chief Executive Officer, provides leadership and overall direction and administration to the business and affairs of the Region.
* Chairs all regular and special meetings of the Board of Directors.
* Keeps the Board informed of the progress, overall results and state of affairs of the Region and of all significant factors influencing its operation.
* Provides guidance to the Board in the review, assessment, approval and monitoring of policies and plans developed by the Board of Directors.
* Appoints the Chair and members of the Region Committees.
* Keeps informed of all economic, social and political matters affecting the successful conduct of the Region affairs.
* Acts as spokesman for the Board on all policy matters.
* Represents the Region Board at the BC/YK Section level.
* Guides and directs the development of short and long range objectives and plans for the Region and ensures that economic trends and developments significant to the Region operation are continually evaluated and reflected in the plans.
* Ensures that all assets of the Association are adequately safeguarded and maintained and that the Region fosters all practical economies consistent with efficient operations.
* Ensures that all operations and activities of the Region are conducted in accordance with its’ Constitution and Bylaws, the BC/YK Section and Skate Canada’s Constitutions, government laws and regulations, sound business practice and the policies and practices approved and established by the Board of Directors.
* Prepares and distributes meeting agendas, to all CNCR Board Members and CNCR clubs.
* Upon approval of the BC/YK Section is appointed to the working group of the BC/YK Section.
* Accepts, records and distributes all region mail, except where stated differently under other positions’ terms of reference; both incoming and outgoing.
* Keeps CNCR Board informed of day to day operations of the region, as needed.
* Prepares and submits a budget for annual operations to the Region Treasurer by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

The Chair will also be responsible for Awards, Scholarships and Thin Ice as follows:

**AWARDS**

* + Reminds/encourages clubs to submit nominations for annual awards.
  + Once the Region Chair receives the nominations from the Section, the Chair will forward to the Awards Committee.
  + With the Committee selects the recipients of the awards.
  + Is responsible to purchase and send certificates & $25.00 gift cards to the home club of the recipients to be presented at their awards banquet.
  + Is responsible to purchase and present awards for retiring Board of Director Members
  + Sends Website & Facebook Reps the information

**SCHOLARSHIP**

* + Distributes the Scholarship package to all clubs at least sixty (60) days prior to the deadline date.
  + Collects all applications for Scholarship and distributes applications to Board for review
  + Recipient will be selected by the board at the planning meeting
  + Notifies the home school of the scholarship recipient in the attempt to have this scholarship presented at their graduation ceremony.
  + Sends the recipient a Congratulation letter on how to receive the scholarship. The recipient is allowed, if sends in a written request to defer the payment for one year. The written request for deferment and the written request for payment are to be sent to the Chair and forwards to the Treasurer.

**THIN ICE**

* + Collects information from the BOD for the BC Thin Ice magazine each quarter. Submissions are sent electronically to the BC Section office.
  + Submits an article to BC Thin Ice for the Scholarship & CNCR Award Recipients.

# VICE-CHAIR

* Is elected at the appropriate CNCR Extraordinary General Meeting for a two-year term.
* Attends all CNCR Meetings.
* Acts as an agent for the Chair and completes duties as directed by the Chair.
* Assists the Chair when necessary.
* Serves on the awards committee along with the Region Chair & 3 other members of the board.
* Accepts major committee responsibility as requested by the Chair.
* Is responsible for managing correspondence to the CNCR Region Info Email.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# TREASURER

* Is elected at the appropriate CNCR Extraordinary General Meeting for a two-year term.
* Attends all CNCR Meetings.
* Must be knowledgeable in all the duties of this position.
* Prepares budget every season with consultation of the Region Board.
* Presents a full report of the financial activities of the Region at all General Meetings.
* Files the Society Reports yearly and obtains the letter of good standing.
* Arranges for preparation and review of Yearly Financial Statement by accountant.
* Receives deposits for the CNCR.
* Pays expenses as directed by CNCR approved budget, and the Region Chair.
* In consultation with the Chair, books meeting and hotel rooms for all CNCR BOD meetings.
* Arranges for coffee and amenities required for CNCR meetings.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# SECRETARY

* Is elected at the appropriate CNCR Extraordinary General Meeting for a two-year term and attends all CNCR meetings.
* Records and prepares minutes of meetings, forwards to the Chairman for changes/approval, and distributes to the proper recipients as set out in guidelines, within two weeks of meeting date.
* Prepares Notices of Meetings and Actions of Board reports for CNCR Extraordinary General Meetings.
* Receives reports prior to general meetings, compiles meeting packages for CNCR clubs and Board of Directors.
* At Extraordinary General meetings, is responsible for setting up the meeting room, registering delegates and providing voting cards and sign in sheets and reports to quorum present. If the Secretary is unable to perform these duties herself, then it is her responsibility to delegate to another board member.
* For extraordinary meetings by electronic means, will set up virtual meeting and will record a list of attendees emails, and the club they represent, and denote those acting as the club delegate and provide a means of electronic voting should it be required.
* Keeps up to date “Policy & Procedure” Manual, CNCR Terms of Reference and bylaws.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

The Secretary is also responsible for Archives as follows:

**ARCHIVES**

* + Maintains a digital archive for Region, and ensures digital files are passed on to their successor.

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# DIRECTOR

* Is elected at the appropriate CNCR Extraordinary General Meeting for a two-year term.
* Attends all CNCR Meetings.
* Accepts major adhoc/committee responsibility as requested by the Chair
* May be assigned as a liaison for clubs in the director’s area (North, South Central or West)
* Keeps abreast of all new policies and Skate Canada Rule changes.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# AREA LIAISON

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote.
* Maintains contact and communicates with area clubs information from the Region & at the request of the Region Chair, sends out &/or collects information from the Region, Section or National Office. ie: clubs hosting jamborees, carnivals, having guest skaters, special fundraisers, arena closures etc.
* Liaisons will be members of the Nominating and Awards Committees, recusing themselves if in a conflict of interest
* Liaisons will keep in contact with the clubs in his/her area regarding assessment days, competition and seminar dates for the skating season, and ensures the area has reached agreement on dates before the SAGM.
* Following the Region’s confidentiality agreement, may assist the Chair with conflict resolution requests.
* Keeps abreast of all new policies and Skate Canada Rule changes (and liaisons will ensure all member clubs within the area are so advised).
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# COACHES REPRESENTATIVE

* Is elected by the CNCR coaches for a two-year term then appointed as a Director at the appropriate extraordinary general meeting.
* Attends all CNCR meetings.
* Provides a communication link with all Region Skate Canada member coaches.
* Encourages and promotes all aspects of Skate Canada, Section and Region programs.
* Provides input and expertise to any coaching matters within the Region.
* Deals with coaching issues within the Region. (Coach/club, coach/coach, coach/judge and coach/parent issues).
* Works with the Competition Advisor to select the Zone 7 and Zone 8 BC Winter Games coaches and chaperone and passes that selection onto the Region Chair.
* Works with the Skater’s Development Committee for the best opportunities for skaters in the CNCR.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

**CNCR TECHNICAL ADVISOR**

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote.
* Is responsible to prepare announcements for all competitions within the region, following the guidelines set up by the BC/YK Section Technical Committee and in consultation with the host clubs.
* Is responsible to send announcements to the BC/YK Section Tech Rep for approval. Distributes approved announcements to appropriate parties.
* To keep up to date on all rule changes affecting competitions.
* To act as a technical representative for any questions arising from competitions.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# CNCR COMPETITION ADVISOR

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Liaising with the CNCR competitions Host committees to provide advice on competition operations including placement of judges’ stand, volunteers needed, and all other content of the competition manual not including technical.
* Updates the competition manual on an annual basis and sends copies of the CNCR Competition Manual to each host club
* Prepares Region Champion certificates to be handed out by the host club awards coordinator for Regionals.
* Maintains ribbon counts from each competition and orders any new ribbons required from the BC/YK Section. Forwards ribbon counts to the Treasurer for invoicing to the competition host.
* In conjunction with the Data Specialist Representative ensures transportation of ribbons & computer equipment from one competition to the next one.
* Tracks competition results, selects the CNCR’s Regional Challenge Team in conjunction with the coaches rep and provides the team list to the CNC Chair.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

The Competition Advisor will also be responsible for Winter Games and Team Leader as follows:

**WINTER GAMES**

* + Serves as communications link between Section and Games host committee as required.
  + With the Coaches Representative, selects the zone coach(es) and secures Zone chaperone for BCWG, if needed and ensures that the chaperone has the Respect in Sport and Commit to Kids courses completed.

**TEAM LEADER**

* + Serves as a communications link between the LOC, BC/YK Section’s Tech Rep and others before and during the BC Sectional Championships.
  + Will organize Team Leader responsibilities at Sections.

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# CNCR COMPETITION REGISTRAR

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Responsible for the CNCR competitions registration systems and registrations for all CNCR competitions
* Reviews the announcement for changes and insert and ensure links for the registration system are working correctly.
* Liaising with Tech Rep and Host committee regarding competition entries and schedule as well as the CNCR competition advisor.
* Collects and organizes planned program sheets and music that accompanied registration to send to host committee.
* Organizes assessment requests with Host Club Assessment chair and the Competition Tech Rep, and copies the Judges Bureau Rep.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# FUNDRAISING REPRESENTATIVE

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Recommends to Region Board of Directors various options for fundraising.
* Deals directly with promotion/fundraising companies, in the financing, placing of orders and expected time of delivery.
* Sends proper notices/letters to all Clubs inviting their participation.
* Is responsible for the distribution of fundraising products to clubs.
* Is responsible for all financial information; including unsold goods, cash receivables and payments due, to be forwarded to the Region Treasurer.
* Is responsible for all fundraising activities in order to meet the proposed income as approved by the Board of Directors.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# DATA SPECIALIST REPRESENTATIVE

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Reports to the Section Data Specialist’s Chair.
* Responsible for correspondence pertaining to data specialists and competitions.
* To attend clinics and training opportunities for data specialists and trainees.
* To ensure that adequate records of names and levels of data specialists are maintained and that they have met all the Skate Canada requirements each season.
* Is responsible for maintaining the equipment and supplies.
* In conjunction with the CNCR Competition Advisor ensures transportation of the ribbons & computer equipment from one competition to the next one.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# SYNCHRONIZED/ADULT SKATING REPRESENTATIVE

* Is appointed by the CNC Region Chair and ratified by the Board of Directors. If the position is unable to be filled then the duties will fall under the Skaters Development Chair’s responsibilities.
* Attends only the required BOD meetings – has a voice but no vote
* Reports to the Skaters Development Chair.
* Must be someone knowledgeable and up to date on Synchronized Skating/ adult. Must be knowledgeable with the rules regarding Synchronized Skating /adult in the Skate Canada Rule Book.
* Keeps clubs and coaches up to date on all Synchronized Skating/adult news and events.
* Promotes Synchronized/Adult Skating in the Region.
* Assists clubs in the Region with synchronized skating by providing technical advice and team organizational ideas.
* Prepares and submits a budget for annual operations with the Skaters Development Rep to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# JUDGES BUREAU / STATISTICS REPRESENTATIVE

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Assists in the distribution of information to Regional Assessors/Judges as necessary.
* Familiarizes oneself with both Skate Canada & CNCR assessment day policies.
* Has an updated list of all CNCR Assessors/Judges (including qualifications, email & home addresses, phone numbers, etc. from the BC/YK Official’s Information Listing
* Is the only contact with the Section Judges Committee.
* Reviews summary sheets for accuracy so that assessments are credited & fees are correct.
* Records all assessments tried (pass/retry) and Assessor used.
* Keeps records of all Skate Canada Summary Sheets for the Region.
* Annually updates the Assessment Chair Manual for each new season.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# JUDGES TRAINING REPRESENTATIVE

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Encourages and promotes Trial Judging/Assessing within the Region.
* Reports to the Section Judges Training Coordinator on all promotions for Region Assessors/Judges and for all clinics required.
* Arranges and sets up judges’ clinics with the priority given to the judging levels most required by the skaters in the Region.
* Ensures new judges know the Code of Ethics and Respect in Sport requirements.
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# NOMINATING COMMITTEE

* The Chair of this Committee shall be the Past Chair of the Region, and the committee shall consist of the three Region Area Liaisons. In the absence of a Past Chair then the current Chair will chair the committee. The election will be conducted either by a member from the Section Board or if they are unable to attend the extraordinary general meeting, then by a coach that is not currently on the board.
* As per the CNCR Bylaws all nominations for Officers and Directors are to be forwarded to the Region Chair. After all have been received the Committee will rule on the legality of all nominations.
* Conducts the election of Officers at the Region Extraordinary General Meeting.

Arrange all details of ballots and scrutineers for the Region Extraordinary General Meeting.

# SKATERS DEVELOPMENT REPRESENTATIVE

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Attends only the required BOD meetings – has a voice but no vote
* Collect the applications for the area seminars and select eligible applications.
* Receive final reports from the host clubs, verify seminar met the requirements and submit to treasurer for payment.
* Copies the Chair on communications regarding club seminars and Region subsidized seminars.
* To act as liaison for CNCR and host clubs for Region sponsored seminars
* Prepares and submits a budget for annual operations with the Adult/Synchro Rep to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meetings, will have a year-in-review report.
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.

# WEBMASTER/FACEBOOK

* Is appointed by the CNC Region Chair and ratified by the Board of Directors.
* Two administrators from two different areas will share this position, so that there is more than one person with access to the sites.
* Attends only the required BOD meetings – has a voice but no vote
* Collects information from the BOD, BC/YK Section, Skate Canada and Clubs
* Updates website postings and Facebook
* Keeps Website and Facebook current
* Prepares and submits a budget for annual operations to the Region Treasurer and Region Chair by the planning meeting each year.
* Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report
* Maintains a file or paper trail of relevant correspondence sent or received. Ensures all files (including computer files) are to be passed to their successor.