



# **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 judges.
4. Encourage sound club operations, technical excellence in coaching, positive executive leadership and effective club/school and community relationships.
5. 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.

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 in regards to each director's individual portfolio with all information carbon 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.

## PAST CHAIR

- A member of the CNCR Board of Directors
- Runs the annual election of officers.

## CHAIR

- Is elected at the appropriate CNCR Extraordinary General Meeting.
- 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 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 Section of Skate Canada Constitution, 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, Notice of Meetings, awards and scholarships 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.
- Submits written reports to CNCR meetings if unable to attend. For the extraordinary general and AGM will have a year-in-review report.
- Maintains a file or paper trail of relevant correspondence sent or received as well. When the Chair steps down from the position all files (including computer files) are to be passed to their successor.
- Is responsible for rece ?

The Chair will also be responsible for Awards and **Scholarships** 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.
- Arranges a conference call with the Committee to select the recipient of the awards.

- Sends 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 Thin Ice & Website/Facebook/Archives Reps the information

### **SCHOLARSHIP**

- Distributes the Scholarship package to all clubs at least sixty (60) days prior to the deadline date.
- Sends the application to the CNCR Website/Facebook/Archives Rep to be posted on the CNCR website.
- Collects all applications for Scholarship.
- Sets up a conference call or meeting with the Scholarship Committee (comprised of the three Area Reps, Awards Chair and the Region Chair) for the selection of recipient.
- 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 Treasurer.

### **VICE-CHAIR**

- Is elected at the appropriate CNCR Extraordinary General Meeting.
- Attends all CNCR Meetings.
- Acts as an agent for the Chair and completes duties as directed by the Chair.
- Assists the Chair when necessary.
- Along with the Region Chair & the 3 Area Liaison's is a member of the awards committee
- Accepts major committee responsibility as requested by the Chair.

### **DIRECTOR**

- Is elected at the appropriate CNCR Extraordinary General Meeting
- Attends all CNCR Meetings.
- Accepts major 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)
  - Liaisons will be members of the Nominating Committee, Awards Committee and Scholarship Selection Committee.
  - Liaisons will keep in contact with the clubs in his/her area in regard to test days, competition and seminar dates for the skating season, current and future.
- Keeps abreast of all new policies and Skate Canada Rule changes (and liaisons will ensure all member clubs within the area are so advised).
- Maintains a file or paper trail of relevant correspondence sent or received. When an Director steps down from the position all files (including computer files) are to be passed to their successor.
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.

## **TREASURER**

- Is elected at the appropriate CNCR Extraordinary General Meeting.
- Attends all CNCR Meetings.
- Must be knowledgeable in all the duties of this position.
- Prepares budget with consultation of the Region Board.
- Presents a full report of the financial activities of the Region at all General Meetings.
- Arranges for preparation and review of Yearly Financial Statement.
- Prepares and forwards the Annual Report.
- Receives deposits for the CNCR.
- Pays expenses as directed by CNCR approved budget, resolutions from meetings.
- Files with BC Registrar of Societies within the prescribed time as stated by the Societies Act (after Annual General Meeting.)
- In consultation with the Chair, books meeting rooms for all CNCR BOD meetings.
- In consultation with the Chair, books hotel rooms for Board of Directors attending CNCR meetings.
- Arranges for coffee and amenities required for CNCR meetings.
- Maintains a file or paper trail of relevant correspondence sent or received as well as all of the financial records. When the Treasurer steps down from the position all files (including computer files) are to be passed to their successor.

## **SECRETARY**

- Is elected at the appropriate CNCR Extraordinary General Meeting.
- Records minutes of all Meetings
- Prepares minutes, forwards to the Chairman for changes/approval, and distributes to the proper recipients as set out in guidelines, within two weeks of meeting date.
- Receives reports prior to general meetings, compiles meeting packages for CNCR clubs and Board of Directors.
- At AGM Secretary is responsible for setting up the meeting room, accepting Proxy forms, 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.
- Keeps up to date "Policy & Procedure" Manual, CNCR Terms of Reference and the BC/YK Section Membership Manual.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Secretary steps down from the position all files (including computer files) are to be passed to their successor.

## **COACHING REPRESENTATIVE**

- Is elected by the CNCR coaches and is 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).
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- Selects the Zone 7 and Zone 8 BC Winter Games coaches with the CNCR competition chair.
- Works with the Skater's Development Committee for the best opportunities for skaters in the CNCR.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Coaches Rep steps down from the position 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.
- They have 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.
- 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. When the Competition Tech **Advisor** steps down from the position 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 this manual not including technical.
  - 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 organizes transportation of ribbons & computer equipment from one competition to the next one.

- **Is the CNCR's BC Winter Games Representative**
- Liaise with Coaches Rep for names of coaches for the purpose of securing a coach for the BCWG teams.
- Secures Zone(s) chaperone for BCWG, if needed.
- 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. When the chair steps down from the position all files (including computer files) are to be passed to their successor.

## **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
- Liaising with Tech Rep and Host committee regarding competition entries and schedule as well as
- Collects and organizes planned program sheets and music that accompanied registration to send to host committee.
- Organizes test requests with Host Club test chair, CNCR Competition **Advisor**, and CNCR Judges Bureau Rep.
- **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. When the chair steps down from the position 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
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- 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 interested 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 Chairman by the planning meeting each year. Maintains a file or paper trail of relevant correspondence sent or received. When the Fundraising Chair steps down from the position 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 Chairman.
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by the planning meeting each year. To be responsible for correspondence pertaining to data specialists and competitions.
- To establish clinics and training opportunities for data specialists and trainees.
- To ensure that adequate records of names and levels of data specialists are maintained.
- Is responsible for maintaining the equipment and supplies.
- **In conjunction with the CNCR Competition Advisor organizes transportation of the ribbons & computer equipment from one competition to the next one**
- Maintains a file or paper trail of relevant correspondence sent or received. When the Data Specialist Representative steps down from the position all files (including computer files) are to be passed to their successor.

## SYNCHRONIZED SKATING /ADULT 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.
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- Promotes Synchronized Skating /adult in the Region.
- Assists clubs in the Region with synchronized skating by providing technical advice and team organizational ideas.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Synchronized Skating/ /adult Representative steps down from the position 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 Evaluators/Judges as necessary.
- Familiarizes oneself with both Skate Canada & CNCR test day policies.
- Has an updated list of all CNCR Evaluators/Judges (including qualifications, email & home addresses, phone numbers, etc. from the BC/YK Official's Information Listing
- Is responsible for securing Evaluators/Judges for all test days in the Region.
- Is the only contact with the Section Judges Committee.
- Contacts Section when requiring out of Region Evaluators/Judges for test days & competitions.
- Is responsible to see that Judges Training is informed of all Test Days for Trial Judges to attend.
- Receives & reviews all test lists from test chairs.
- Along with the Evaluator/Judge reviews & approves test day schedules.
- Reviews summary sheets for accuracy so that tests are credited & fees are correct.
- Records all tests tried (pass/retry) and Evaluators/Judges used.
- Forwards money received from Administration Fees to the CNCR Treasurer.
- Keeps records of all Skate Canada Summary Sheets for the Region.
- Annually updates the Test Chair Manual for each new season.
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by the planning meeting each year. Attends only the required BOD meetings & Section teleconference calls – has a voice but no vote.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Judges Bureau/Statistics Chair steps down from the position 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 within the Region.
- Reports to the Section Judges Training Coordinator on all promotions for Region Evaluators/ Judges and for all clinics required.
- Informs Trial Evaluators of test days and tests available for trialing.
- Arranges for Trial Judges to trial at competitions.
- Arranges and sets up Evaluation and Competitive clinics with the priority given to the judging levels most required by the skaters in the Region.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman 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. When the Judges Training Chair steps down from the position all files (including computer files) are to be passed to their successor.

## **NOMINATING COMMITTEE**

- The Chair of this Committee shall be the immediate 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
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman 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.
- To provide a plan for the upcoming Skater Development Seminar to the Board of Directors when required.
- To act as liaison for CNCR and host clubs for Region sponsored seminars
- For the Region Skater Development seminar:
  - Secure moderators.
  - Set schedule for seminar.
  - Approve off-ice events.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Skaters Development Chair steps down from the position all files (including computer files) are to be passed to their successor.

## **TEAM LEADER**

- 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
- The Team Leader will serve as a communications link between the LOC, BC/YK Section's Tech Rep and others before and during the BC Sectional Championships and Super Series STARSkate Final.
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by the planning meeting each year.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Team Leader steps down from the position all files (including computer files) are to be passed to their successor.

## **BC THIN ICE 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
- 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 in the following each year for the Scholarship recipient and CNCR award recipients.

## **WEBMASTER/FACEBOOK/ARCHIVES**

- 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
- Collects information from the BOD, BC Section, Skate Canada and Clubs
- Updates website postings and Facebook
- Keeps website and Facebook current
- Maintains a digital archive for Region.
- Submits written reports for CNCR meetings when unable to attend. For the extraordinary general meeting and AGM will have a year-in-review report.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by the planning meeting each year.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Team Leader steps down from the position all files (including computer files) are to be passed to their successor.