



CLUB JOB DESCRIPTIONS

Standing Committees: Will report to Board as needed or requested.

Announcing: Is available to announce at the Madison Open, exhibitions, spring show and/or other events as needed.

Annual Banquet: Work with Board to secure a facility, follow through with communication, keep track of members signed up, and order cake for banquet.

Champs Liaison: Must be a Board member. Attends meeting of the Figure Skating Championships of Madison, acting as a liaison between the Board and Champs.

Club Room: Helps keep clubroom vacuumed, organized and cleaned (includes bathroom) weekly or bi-weekly. Reminds club members of upkeep. Maintains and disposes of lost and found items the first of each month.

Costumes /Locker: Inventories, organizes, and manages the locker items. Also is responsible for any borrowing or rental of costumes. Keeps the keys to the locker throughout the year.

Exhibitions: Helps organize the Holiday, Martin Luther King and other exhibitions.

Fundraising: Helps organize fundraising events for the Club, submits reports to the Board, and determines objectives and requirements with Board approval.

Hotel Organizing: Arranges for blocks of hotel rooms at competitions, including Badger State Games, State Games of America, or other competitions with many club members attending. Communicates details of blocks to members.

Ice Management (ice purchase): Purchases ice by determining the needs of the Club. Makes recommendations to the Board about ice allocation and skating policies.

Ice Management (billing): Processes monthly skater contracts and fees, and bills skaters as necessary.

Ice Monitor: Check skaters on during Club Ice and assist with changes as needed.

Learn to Skate Liaison: Promotes awareness of the FSC of Madison to Academy skaters, and develops programs for Academy skaters to bridge the gap to club membership. Plans any informational meetings, "look-see" skates, open houses, etc. for LTS families. Keeps the Board informed as to developments in LTS programs that might impact the club. Think of this as the Club's marketing director! Parents or coaches welcome in committee.

Membership: Processes all new and renewal applications for Club membership. Compiles and updates membership directory. Provides new members with necessary welcome materials. Updates display cases with member names. Coordinates volunteer forms and provides to Board.

Newsletter: Collects information from Club committees and Board meetings, as well as other sources, to publish a monthly newsletter, which is distributed to all Club members.

Nominating: 5 members total, not more than 2 Board members. Gathers and recommends candidates for nomination for Directors, Officers, and Committee Chairs. After Board vote, produces list for website and Club, listing who are new officers and committee chairs.

Photography /Scrapbook /Rink Cases: Arranges for annual club photos each fall, as well as photos for spring show and other events. Maintains display cases. Takes candid shots at practices, competitions and shows and files them in Club scrapbooks.

Planning /Visioning: Meets to brainstorm ideas to enhance Club growth and vitality. Presents recommendations to the Board.

Professional Coordinator: Is contact person for new and prospective pros. Conducts meetings with professional staff as necessary. Assembles interview committee for new pros, and maintains profiles of all Club pros. Must be a skating coach.

Publicity: Collects results from competitions and gives them to local newspapers. Contacts media to enhance public awareness of Club activities and figure skating in general. Also in charge of publicity for Madison Open competition, spring show, exhibitions and other events organized by the club. Also publicizes individual accomplishments of club skaters.

Sanctions: Applies for USFS sanctions/permission for Club to hold activities such as shows and exhibitions. Verifies that Club skaters are participating in USFS-sponsored activities, and sanctions those activities if another USFS club is not sponsoring them.

Skating Camp: Helps organize a summer camp, arranges instructors or visiting coach, verifies the ice purchase, and determines a schedule, compiles brochures, proposes a budget and solicits parent volunteers. Submits a report to the Board. Good idea for combination of pro and parents.

Social: Helps plan and arrange social gatherings, parties, and events of the Club on and off the ice. This includes the fall potluck, show dress rehearsal party, December Holiday party, and spring banquet/event.

Testing: Plans and conducts test sessions for the Club, assists skaters in testing at other clubs, maintains test records, and orders and sells USFS Rulebooks. Also arranges meals for judges, plays tapes, announces during the test sessions, and assists as needed.

Website: Develop and maintain the Club's website.

Madison Open Committees: Chair plans, organizes and oversees the annual Madison Open competition. Usually chaired by 2-3 people with one acting as main chairperson. All parents are expected to volunteer for at least one of the sub-committees of the Madison Open.

Accounting room: No accounting or math skills needed ! Makes photocopies of results sheets, arranges for signing by judges, and gives to runners to post. Chairperson helps organize the room and arranges for computers, printers, supplies and workers for the room.

Awards: Chair selects, orders and picks up awards for the competition. Arranges for volunteers to distribute awards after each event. Volunteers work a shift(s) presenting awards to winners and organizing competitors for award photos throughout the competition.

Emergency/ First Aid: Arranges for emergency personnel to attend the competition and makes sure emergency supplies in place. Doctor or nurse parents often fill this role.

Flowers: If donated, arranges pick up and sale of flowers. Arranges for volunteers to sell flowers during competition. Volunteers work a shift to sell items at the Madison Open

Judges Arrangements: Arranges for judges to judge competition and arranges for their lodging. Volunteers work a shift to

Judges Hospitality (Rink): Arranges for meals and workers to cover room to wait on judges needs. Volunteers work a shift(s) to set-up, take down, clean tables, replenish food, etc. as requested.

Judges Hospitality (Hotel): Arranges for snacks and drinks to be available to the judges while they are at the hotel.

Judges Dinner: Arranges for dinner for all judges on Saturday evening.

Judges Gifts: Arranges for a gift for each judge.

Judge's Transportation: Arranges for judges to be picked up and delivered to their destinations, (hotel, airport, bus, rink, etc). Volunteers drive judges as needed.

Monitors and Runners: Schedules members and skaters to run results for the chief accountant. Schedules to have monitors present at all events and practices. Volunteers agree to work a shift(s) to monitor during competition. Monitors check in skaters rink side and communicate with announcing who is not checked in and other duties as needed.

Music: Works a shift(s) to play music during practice sessions and during events at the competition.

Practice Ice: Schedules competitors' assigned practice times, returns confirmation of practice ice times to competitors by mail, and runs practice ice table at competition. Volunteers work a shift(s) to monitor during practice ice.

Program Sales and & Ads: Helps arrange skater and business ads for program. Solicits members to sell ads for program. Receives official event information from referee for insertion in program. Enters other various materials into competition program. Does ad layouts and arranges for printing.

Pros and Volunteer's Hospitality: Decides on food menu, organizes club members to bring necessary food. Also schedules workers to work the area at competition. Volunteers work a shift(s) to set-up, take down, clean tables, replenish food, etc.

Registration Desk: Chair schedules people to work the registration desk throughout the weekend. Arranges necessary supplies are available at the desk. Volunteers work a shift(s) to check in skaters as they arrive, give welcome packets, accept and return competitors' music, organize music for announcers, and sell result sheets.

Competition Registrar: Receives applications for competition, checks eligibility and level, calls on problems, and sends confirmations. Registrar is often also the competition chair.

Set-up or Clean-up: Assists with setting up before or cleaning up after the competition.

Vendors: Invites vendors to sell at event and sends confirmation letters. Collects our commission from all sales. Organizes vendor locations at set-up.

Video/Photography: Arranges for photographer and videographer.

Welcome Packets: Helps arrange gift items for competitors' packets/bags.

Show Sub-Committees: Chair plans and organizes the annual spring ice show. Develops the theme, proposes a budget, and delegates responsibilities to the various sub-committees. All parents are expected to volunteer for at least one sub-committee. (*Chairs are always one coach and one parent.*)

Costumes: Selects, organizes and arranges sewing, borrowing or buying of costumes. Volunteers help sew, pin, cut, or glue costume items as requested. Sewing skills not required!

Dressing Room Monitors: Schedules volunteers to monitor dressing rooms during show times to assure skaters are ready. Volunteers work a show or part of show as monitor.

Music Editing: Arranges for cutting of and other aspects of music for the show.

Play Music: Plays the music for the show.

Post Show Party: Arranges for and coordinates post show party. Usually someone from social committee. If interested, sign up for both!

Program and Other Sales: Helps arrange skater and business ads for program. Solicits members to sell ads for program. Does ad layouts and arranges for printing. Arranges the programs to be sold at the show. Volunteers sell programs and other items at the show..

Props/Scenery: Assists in the making of props and scenery.

Set-Up and Clean-Up: Helps with set-up or clean up before and after the show.

Stage Crew/Lights Operators: Assists with getting props on and off the ice, general stage crew duties or operating lights at show.

Tickets: Arranges for printing of tickets and getting tickets to members to sell. Schedules volunteers to sell tickets at club ice and to take tickets at event. Volunteers work a shift(s) selling or collecting tickets.

Video/Photography: Arranges for photographer and videographer.