

SAM FIGURE SKATING STEERING COMMITTEE

Position Roles and Responsibilities

SUMMARY

The Association members that are also members of USFS shall elect this committee as outlined in the Skating Association of Maine's (SAM) bylaws. The Steering Committee members agree to abide by SAM policies and procedures.

Each member of the FS Steering Committee shall be a member in good standing of the Skating Association of Maine and USFS.

The Steering Committee members are required to have a background check every two years.

Fifty percent of the FS Steering Committee voting members filled positions must be present to take a vote. A vote can be taken by email with 100% of the FS Steering Committee voting members voting.

Meetings and votes are to follow the same rules as presented in the SAM by-laws for the SAM Board.

MEMBERSHIP

All skaters and one parent or legal guardian of a skater under the age of 18 must register with SAM and pay all applicable Association and USFS dues to be a member of the Skating Association of Maine.

COMMITTEE STRUCTURE

Chairperson – It shall be the duty of the Chairperson to take charge of the Figure Skating Members; to preside at all meeting of the Figure Skating Committee. The Chairperson shall call all FS Steering Committee meeting and all special meetings. It is the responsibility of the Chairperson to stay in contact with all Steering Committee members and Directors of programs.

Position determination: Vote by the Membership

Term: 3 years

Vote: When Tied

Vice Chairperson – The Vice Chairperson will hold all responsibilities of the Chairperson in his or her absence.

In addition, the Vice Chairperson will act as the Human Resource Director of Figure Skating overseeing committee policies. This will include but not be limited to creating and updating all FS committee forms (ie; Coaching Credential, Show, Ice Rules, FS Ice).

Position determination: Vote by the Membership

Term: 2 years

Vote: Yes

Past Chair – The Immediate Past Chair shall serve as advisor to the Figure Skating Steering Committee, but more specifically the current Chair. If the Immediate Past Chair is not able to serve, any Past Chair can fill the position.

Term: None

Vote: Yes

Secretary – It shall be the duty of the Secretary to keep the minutes of the meetings and to supervise all reports and documents connected with the business of the FS Steering Committee. These documents will be prepared timely and sent to the SAM Board within seven days of approval of any documents that result from the meeting, including meeting minutes. The Secretary shall be responsible for giving notice of all regular and special meetings. The Secretary shall supervise the correspondence of the FS Steering Committee, prepare and issue timely notices of all meeting of the committee. The Secretary shall distribute any memberships-wide announcements, notifications, etc. through the best possible medium (web based email distribution, etc.)

Position determination: Vote by the Membership

Term: 2 years

Vote: Yes

Finance Director – The Finance Director presents the annual budget for figure skating. The Finance Director tracks profit and loss for all programs and reports to the SAM Treasurer. The Finance Director will submit all sanctions once the budgets have been approved. The Finance Director will follow all SAM Financial Policies. The Finance Director shall meet with the SAM Treasurer in the SAM Office at the Bank of Maine Ice Vault once per month to review accounts. The Finance will submit all sanctions for the SAM.

Position determination: Vote by the Membership

Term: 2 years

Vote: Yes

Figure Skating Director – It shall be the duty of the Figure Skating Director to represent concerns of all private coaches. The FS Director will work with Basic Skills Managers and coaches to provide a strong and professional program in accordance with the guidelines set forth by the Association and USFS. The FS Director will work to provide a standardized program for all FS programs. The FS Director must be a current or past Director of Learn to Skate.

Position determination: Vote by the Membership

Term: 3 years

Vote: Yes

Figure Skating Representative – The Figure Skating Representative is sent to the SAM Board of Directors by the FS Steering Committee. The duty of the FS Representative is to be a liaison between the SAM Board of Directors and the FS Steering Committee. It is the duty of the FS Representative to present the FS Steering Committee meeting minutes, budgets, fundraising ideas, and any business done by the FS Steering Committee and also report to the FS Steering Committee decisions by the SAM Board.

Position determination: Appointed by the FS Steering Committee

Term: 3 years

Vote: Yes

Membership Chair – It shall be the duty of the FS Membership Chair to process the applications of the candidates for membership and maintain a current membership list. The Membership Chair will handle the renewal campaign and provide the Steering Committee, FS Director and SAM Board with updated information as needed.

Position determination: Voted on by the Membership

Term: 3 years

Vote: Yes

IT/PR Chair – It shall be the duty of the IT/PR Chair to update the Figure Skating website with information provided by the FS Steering Committee. To oversee all information promoting the affiliated programs as requested. To arrange approved press releases and ads as requested.

Position determination: Voted on by the Membership

Term: 1 year

Vote: Yes

Test Chair(s) – Shall have complete charge of conducting USFS test sessions, of setting dates approved by the FS Steering Committee and obtaining approved USFS Judges for the test.

Position determination: Voted on by the Membership

Term: 1 year

Vote: Yes

Fundraising Chair – The Fundraising Chair shall be the point person for and help coordinate (including gathering information, distributing information and collecting orders/proceeds that result and coordinating with the Hockey Fundraising Chair) fundraising efforts that have been approved by the SAM Board and also serve as the representative to the FS Steering Committee. The Fundraising Chair will meet with the Board of Trustees Representative as requested and be responsible for the organization of the figure skating responsibilities.

Position determination: Appointed by the FS Steering Committee

Term: 1 year

Vote: No

Show Chair – It is the duty of the Show Chair to organize all off ice requirements for the show (registrations, lights, curtains, bake sale, Video) based on the Show Rules. The Show Chair will communicate with the Show Director as necessary.

Position determination: Appointed by the FS Steering Committee

Term: 1 year

Vote: No