

Williston Basin Skating Club Committee Structure **Provision**

The Williston Basin Skating Club Board of Directors prepares this booklet for review on a revised committee Organization structure. It is a working booklet in that you should correct, add, or delete any areas you wish changed or improved. Please review it carefully as we wish it to be as complete and correct as possible prior to any vote on implementation.

It should be understood that the initial WBSC used in text is used to represent the Williston Basin Skating Club.

**This provision is a definition of WBSC Bylaw Article VI, Section 1 as states:
The President shall appoint chairmen for any committees deemed necessary after the annual meeting. Committee chairmen will be selected form the board or the members. The President shall have the power to appoint committee chairmen or full committees deemed necessary by the Board.**

It is hoped that approval and implementation if this revised committee system will involve more members in club decisions and recommendations and decrease the workload for the Board of Directors while increasing our effectiveness in operation.

President: The President shall preside at all meetings of members and governing board. They shall perform the duties incident to this office and such other duties as may be prescribed from time to time by these Bylaws or the Board. They shall have the authority to appoint a committee chairman and create committees not herein provided subject to approval by the Board.

Vice President: The Vice President shall assume the duties of the President in the absence of the President and shall perform other duties directed to him/ her by the President.

Secretary: The secretary shall keep or cause to be kept a record of the proceedings of the meetings of the membership and Board and report such proceedings at the next meeting. The secretary shall receive all correspondence and have custody of all books and records of the Association except those of the treasurer.

Treasurer: The treasurer shall have the custody of all funds of the Association, shall keep an accurate record of receipts and expenditures and shall pay out funds as authorized by the Club. A report is to be given at each meeting. Prior to each annual meeting, the President shall appoint two members of the Association to audit the treasurer's books and report on the audit at the annual meeting.

Contracts: Except otherwise provided by the Board from time to time, all formal contracts of this Club shall be executed with approval of the Board of Directors, on behalf of the President.

Committee: Board Advisory

Purpose: To assist the President and Board of Directors as requested and to act as a source of reference and information.

Structure: The committee is made up of former officers and directors from the Board of Directors as requested by the current President of the WBSC.

Responsibilities:

1. To act as a resource for people on issues that require any information and/or decisions made by previous Boards.
2. To attend the WBSC meetings periodically and assist as requested.
3. To be available for any matters referred to the committee.

Committee: Finance & Budget

Purpose: To prepare a budget statement for the annual operations of the WBSC and be responsible for overseeing and assisting all income producing activities of the WBSC.

Structure: The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the membership of WBSC.

The 2nd Board Member will serve as Treasure in training and will assume role of Treasure upon vacating.

Responsibilities:

1. To plan an annual budget for review by the WBSC Board of Directors based upon anticipated expenses derived from previous year's analysis and supportable by anticipated revenues.
2. To assist in any matters necessary to reduce any WBSC indebtedness.
3. **Verify taxes are filed on time.**
4. **Verify 990 form is filed annually.**
5. **Verify all contracts are signed and paid as agreed.**
6. To monitor and assist the WBSC Gaming Committee in its financial operations.
7. To assist in planning adequate fund-raising activities to support the WBSC programs.
8. To make recommendations to the WBSC Board of Directors relative to financial expenditures and obligations at the request of the WBSC President.

Committee: Publicity & Communications

Purpose: To inform the membership of the WBSC of any activities relevant to the programs pursued and to communicate events and involvements to the mass media to better inform the area public on our activities.

Structure: The committee is to be made up of **2** members selected from the Board of Directors and up to 2 members at large recruited from the membership of WBSC. **The 2nd board member will serve as Secretary if the position is vacated unless another is appointed.**

Responsibilities:

1. To promote activity attendance by announcements and media releases **via website and Facebook.**
2. Keep WBSC members informed of activities via a regularly distributed newsletter.
3. Work with the NDAHA on any matters that require public
4. Communication in our community area.

Notes:

Committee: Facilities and Maintenance

Purpose: To pursue the planning, construction, and maintenance of the facilities and physical equipment necessary to support the ongoing programs of the WBSC.

Structure: The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the membership of WBSC.

Possible Coordinator Roles:

1. Maintenance Coordinator
2. Ice Coordinator
3. Facility Coordinator
4. Cleaning Coordinator

Board Responsibilities:

1. Planning for any short term and long term equipment of facilities needs for future club activities.
2. Responsible for renovation or improvements to the WBSC Clubhouse building as needed and/or requested by the WBSC Board of Directors.
3. Preparation of an annual budget estimating the expenses to complete the projects for that year.

Maintenance Coordinator

1. Organizing and supervising labor crews for the maintenance and operation of the compression system.
2. Organizing and supervising labor crews for the maintenance and operation of electrical distribution.
3. Organizing and supervising labor crews for the maintenance and operation of the fire suppression system.
4. Erection and maintenance of any other equipment requested by the Board of Directors for operations of the WBSC activities.

Ice Coordinator

1. Organizing and supervising labor crews for the implantation, maintenance and care of ice.
2. Organizing and supervising labor for maintenance and care of the Zamboni.

Facility Coordinator

1. Organizing and supervising labor crews for the erection, maintenance, dismantling, and storage of removable hockey boards system.

Cleaning Coordinator

1. Maintain inventory of all cleaning supplies and equipment.
2. Organizing and supervising group cleaning efforts outside of dibs.

Notes:

Committee: Operations

Purpose: To plan, implement, and monitor the operational activities required to operate games, tournaments, and other events during the regular season, and to assist the Finance Committee as necessary or as requested. **Structure:** The committee is to be made up of 2 members selected from the Board of Directors and up to 6 members at large recruited from the membership of WBSC.

Possible Coordinator Roles:

1. **Dibs Coordinator 1 - Paid**
2. **Dibs Coordinator 2 - Paid**
3. **Referee Coordinator - Paid**
4. **Kitchen Coordinator - Paid**
5. **Store Coordinator**
6. **Pixalot Coordinator**

Board Responsibilities:

1. **Dibs Coordinator Oversight**
2. To make recommendations to the Board of Directors that pertains to the implementation of the activities cosigned to the committee.
3. To assist the Tournaments and Events Committees in the **financial enhancement** of their events.

Dibs Coordinators

1. To **post dibs for assign** volunteers as necessary to implement the concessions, store, Zamboni, cleaning, ticketing and other volunteer requirements via Dibs.
2. **Verify Dibs hours at the end of the season for hour completion requirements.**

Referee Coordinator

1. To assist the WBSC in developing, educating, and contracting quality on-ice Officials **and Bench Officials.**

Kitchen Coordinator

1. To plan and coordinate WBSC concessions at **the Raymond Family Community Center and** the Agri - Sports Complex, or as needed.
2. To plan and coordinate concessions for various organizations as fund - raisers for the WBSC.

Store Coordinator

1. To plan and coordinate WBSC Store at the Agri - Sports Complex.
2. Prepare a budget as needed for purchase of new merchandise.

Pixalot Coordinator

1. Ensure all WBSC and High School games are entered into the Pixalot App.
2. To assign volunteers as necessary for the application of the Pixalot system.

Notes:

Committee: Programs

Purpose: To plan, implement, and monitor the program activities necessary for the operations of the youth registered into WBSC activities.

Structure: ~~The~~ This committee and sub-committees are to be chaired by the program director and will be made up of 2 members selected from the Board of Directors and up to 6 members at large recruited from the membership of WBSC.

Possible Coordinator Roles:

1. Registration Coordinator
2. Boys Program Coordinator
3. Girls Program Coordinator
4. Team mom Coordinator

Board Responsibilities:

1. To make recommendations to the WBSC Board of Directors on any problems or disciplinary matters relating to program implementation or anticipation.
2. To plan and implement educational seminars for the parents and general membership as requested.
3. To plan and implement youth registrations for all WBSC activities.

Equipment Coordinator

1. To Assist Program Director with equipment and jersey management.

Boys/Girls Program Board

1. To advertise, interview, and recommend for the selection of the coaching staff for the youth activities of the WBSC.
2. To make recommendations to the WBSC Board of Directors relating to the number of teams, their level of play, and number of players on each team.
3. To prepare manuals for coaching assistance and general membership information booklets.
4. To assist the WBSC in Coaches Development and education to improve the overall program.
- 5.

Team Mom Coordinator

2. To organize and inform team Moms for each team.

Notes:

Committee: Tournaments

Purpose: To plan and pursue any tournaments available that utilize club facilities to promote the WBSC youth activities or offer financial assistance to the club in its operations.

Structure: The committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large recruited from the membership of WBSC.

Responsibilities:

1. To set tournament goals for the approaching season and prepare plans to accomplish these goals.
2. To present a workable budget for each tournament for consideration by the Board of Directors.
3. To coordinate utilization of the facilities for the tournaments with facility management.
4. To prepare bids for consideration by the NDAHA for any state tournament events, with the bid proposal to be approved by the Board of Director's prior to presentation to the NDAHA.

Committee: Events

Purpose: To plan and administer any events, which promote the Williston Basin Skating Club and its activities and may offer financial enhancement to the organization.

Structure: The Committee is to be made up of 2 members selected from the Board of Directors and up to 4 members at large of the WBSC.

Responsibilities:

1. To plan and coordinate off-season major fund raising events.
2. To submit budgets to the WBSC Board of Directors for approval relative to special events.
3. To secure special events to promote WBSC income and activities.

Notes: