

Following are brief descriptions of the Executive roles and responsibilities. For a full description please check out our website at www.juandefucaskatingclub.ca

President – Conducts meeting, prepares an agenda, and sees that duties of the Executive are carried out. Is an ex-officio member of all committees.

Vice-President – Takes over in the President's absence. Is a liaison for all members and parents to the Executive.

Secretary – Keeps accurate minutes of the Executive meetings. Pick up and distribute mail. Keeps record of mail received to report at Executive meetings.

Treasurer – Receives and keeps records of all monies belonging to the club; pays all bills. Prepares and presents financial reports for all meetings.

Comptroller – Works closely with the Treasurer in regards to all financial matters. Maintains club accounting program.

Registrar – Responsible for registration of all skaters and executive in the club. Attends all registration sessions and collects registration fees for treasurer. Receives membership's cards for distribution.

Test Chair – Prepares and conducts test days. In co-ordination with the Region arranges for judges, submits tests required and arranges for judges food. Ensures there is a music player for test days.

Communications – Monitors the club email and website. Making changes as necessary through the year.

Publicity Chair – Arranges all advertising for club with newspapers. Keeps bulletin board current with information on club.

Ways & Means – Investigates and ensures fundraising events are presented to the Executive for approval. Encourage participation from members. Plan fund-raising campaign and carry them out.

Director-at-large – Attends meetings and generally provides support where required..