

San Antonio Figure Skating Club

2020-21 Junior Board Officer & Committee Positions



EXECUTIVE OFFICERS

Executive Board positions of the SAFSC Junior Board are open to SAFSC members who are rising 6th graders and above, and are in good standing with USFSA

PRESIDENT

- Calls and presides over meetings of the SAFSC Junior Board
- Prepares a year-end report of SAFSC Junior Board activities (written and verbal)
- Appoints committee chairs in cooperation with SAFSC Junior Board executive officers
- Maintains contact with SAFSC Junior Board Liaison
- Maintains contact with the Junior Board President
- Assists all executive officers
- Provides follow-up to organizational tasks
- Coordinates executive board officer transitions
- Remains fair and impartial during SAFSC Junior Board discussions and decision making processes
- Provides encouragement and motivation to SAFSC Junior Board members and SAFSC members
- Possibly attends SAFSC Board of Director meeting

VICE PRESIDENT

- Assumes the duties of the President in his or her absence
- Supports SAFSC Junior Board fundraising chair in Alamo Skate & Holiday Exhibition fundraising activities
- Assists the SAFSC Board with the end-of-year celebration
- Serves as the SAFSC Junior Board's recognition and appreciation coordinator
- Remains fair and impartial during organizational decision-making processes
- Performs other duties as directed by the President
- Responsible for all coordination efforts of the creation and sale of the Club gear
- Possible attends SAFSC Board of Directors meetings

SECRETARY

- Obtains meeting space for SAFSC Junior Board Meetings
- Works with the SAFSC Board to secure space for Junior Board sponsored club activities
- Prepares agendas with the SAFSC Junior Board President and SAFSC Junior Board Liaison
- Sends out meeting notices
- Prepares SAFSC Junior Board newsletter content and calendar of events for SAFSC Junior Board club activities
- Keeps and distributes minutes of each meeting of the SAFSC Junior Board
- Remains fair and impartial during organization decision making process

- Performs other duties as directed by the President
- Works with the SAFSC Secretary in storing minutes of all meetings and documents on SAFSC Google drive

TREASURER

- Works closely with the SAFSC Board treasurer to track Junior Board revenue and expenses
- Prepares an annual budget for SAFSC Junior Board activities
- Provides regular financial reports to the SAFSC Junior Board
- Remains fair and impartial during organization decision making processes
- Performs other duties as directed by the Junior Board President and/or Junior Board representative.

COMMITTEE CHAIR POSITIONS

Committee chair positions of the SAFSC Junior Board are open to SAFSC members who are rising 6th graders and above and are in good standing with USFSA.

MARKETING CHAIR

- Work closely and communicate regularly with the SAFSC Board representative to produce and compile content for the e-newsletter to members every month with the following information: 1. important dates and highlights, 2. Upcoming events, 3. Skater Spotlights, 4. Service project dates and information, 5. Committee updates 6. Junior Board President's message, and 7. Other pertinent club information
- Work with the SAFSC Secretary and to distribute the newsletter to SAFSC members
- Work with the SAFSC Officers to post on social and digital media channels
- Work closely and communicate with the JB Liaison on content for the monthly bulletin board updates.

FUNDRAISING CHAIR

- Coordinates the fundraising booth for Alamo Skate
- Works closely with the SAFSC Junior Board Vice President and SAFSC Junior Board Director in outlining the scheduling needs for Alamo Skate volunteers and donations
- Actively pursues other fundraising opportunities throughout the year and coordinates those activities with support from the SAFSC Junior Board and in coordination with the SAFSC Junior Board Liaison
- Works with the Junior Board Treasurer in creating the flyer for the sale of the Club t-shirt
- Promotes the sale of the t-shirt

SOCIAL CHAIR

- Work with the SAFSC Junior Board Officers in creating opportunities for skaters to socialize while positively promoting the Club and Junior Board.
- Work with the SAFSC Social Chair and collaborate on events approved by SAFSC Board of Directors

- Work with Junior Board officers and SAFSC Secretary to promote upcoming events and create excitement in order to encourage participation by skaters
- Create a committee who will be responsible for creating Send-off posters