

San Antonio Figure Skate Club

Jr Board Policies and Procedures



Purpose/Mission:

The SAFSC Jr. Board was created for Club members who are rising into grades 6th-12th that wish to serve the Club while simultaneously developing leadership skills by setting an example and mentoring our young/upcoming skaters from the Club and Northwood's Learn to Skate program. SAFSC Jr. Board members actively volunteer at all Club events and activities. The Jr. Board is organized to provide leadership opportunities through typical officer roles including President, Vice President, Treasurer, and Secretary, as well as various committee chair positions. Members of the Jr. Board learn responsibility, compassion, dedication, time management, and most of all integrity through good sportsmanship. Jr. Board members assist with the Club's Alamo Skate competition and other skating and non-skating events including Jr. Board sponsored Club parties, fundraising events and initiatives, good luck competition send-off's, and contribute monthly to the Club's bulletin board and newsletter. Our Jr. board is a solid and vivacious group of skaters who consistently demonstrate strong moral character and set high expectations for each of their Jr. Board roles. These members of the San Antonio Figure Skate Club are truly passionate role models for other Club skaters to emulate and learn from.

Policies and Procedures:

The Jr. Board will consist of elected members rising to the grades of 6th-12th in addition to one or two supervising Liaison(s), appointed by the SAFSC Board of Directors. The Liaison(s) acts as an advisor and provides feedback between the Jr. Board and SAFSC Board of Directors. The Jr. Board will elect a Jr. Executive Board (President, Vice President, Secretary, and Treasurer).

All applicants must submit a brief application to be considered for appointment to the Jr. Board. These will be reviewed and selected annually by the combination of the active club members votes and review by the current Liaison(s) and the outgoing Jr. Executive Board and members of the Club's Board of Directors. All applicants must be entering the 6th grade or higher, under the age of 18, and have been an active member of the SAFSC for a minimum of 1 year.

Any member in good standing from the previous year's Jr. Board may and is encouraged to re-apply to serve on the Jr. Board the following year. Meeting attendance and participation in Jr. Board sponsored events will be taken into consideration when deciding who will be on the returning Jr. Board. All returning members must submit an application by the due date and will be subject to the same screening process as new applicants.

The application process is the only means by which members are elected to the Jr. Board. The strength of the application is paramount for skaters to be elected. It is mandatory that applicants are able and willing to commit to the responsibilities, duties, and expectations of the Jr. Board before applying. It is highly recommended that all applicants put some thought and preparation into their application prior to submittal.

Nominees for the Executive Jr. Board must have had at least 1 year's experience on the Jr. Board and be entering 9th-11th grade prior to applying for an Executive Jr. Board position (unless there are insufficient members who wish to run).

Jr. Board meetings are held on a monthly basis and are also attended by the supervising Liaison(s). To continue serving on the Jr. Board, members must not have missed more than 3 monthly board meetings and have participated in the

majority (Not having missed 3 or more without a valid excuse) of the Jr. Board sponsored events. If a member will be absent for a meeting or event, they must notify the liaison(s) in advance and have a viable reason for their absence. ***Once the Jr. Board member has missed 3 meetings or events, their further participation in the Jr. Board will be evaluated by the SAFSC Board of Directors and may be subject to the removal from the position.***

Jr. Board events have traditionally included sponsorship/participation in the planning and production of the annual SAFSC holiday party and Halloween party. Other volunteering events include: Jr. Board table sales, Jr. Board t-shirt and gear sales, Skate Into Spring /Fall Fest Competitions, Holiday and Summer Ice Shows, and Alamo Skate. At least one supervising Jr. Board member must be present at any Jr. Board sponsored activity.

The Jr. Board is responsible for the following duties:

- Planning and execution of all testing/competition send offs to support fellow SAFSC members.
- Making cards and posters to support SAFSC skaters on upcoming, tests, competitions, or accomplishments.
- Updating the SAFSC bulletin board and Jr. Board section of the newsletter on a monthly basis.
- Involvement in one community service or act per year (donations to the Children's Hospital, spending time visiting a local nursing home, volunteering at a local Animal Shelter).

The Jr. Board is provided with discretionary funds through the SAFSC Board of Directors for use throughout the year to assist with the costs of planning and production of their associated events.

Re-Election SAFSC Jr Board

In the event an officer resigns from an elected position, the SAFSC Jr Board will adhere to the re-election guidelines listed, in the following order:

1. Current officers will discuss potential members who are eligible to fill the position.
2. With the guidance of the Jr. Board President, a list of qualified individuals will be developed, and the Jr. Board officers will vote on the top three. In the case of a tie, the President will break it.
3. The committee will then privately contact the number one choice and if he or she accepts, reappointment will be complete.
4. If this person does not want to become an officer, the second and third choices will be asked to join. Reappointment will be complete if one of these choices accepts.
5. In the case none of these individuals accepts the officer position; the committee will discuss new options for the position.
6. If a decision cannot be made, the duties of that officer will be equally distributed among the other officers until the next election.

Abandonment of a Position

If an Officer or Chair of the Jr. Board has three unexcused absences from meetings or events of the Jr. Board, the position will be considered abandoned and vacant.

The remaining Officers and Chairs will hold a special meeting to appoint another eligible skater into that position, following the same procedures defined for an officer who is resigning from his/her position.

Regular attendance and enthusiastic participation is an expectation of any position on the San Antonio Figure Skating Club Jr. Board. To avoid an unexcused absence, the Jr. Board Officer or Chair must notify the Jr. Board representative via email or text, 24 hours prior to the scheduled meeting or event to report absence.

Any questions regarding the Jr. Board may be directed to: skate@safsc.org