



CARIBOO-NORTH CENTRAL REGION

TERMS OF REFERENCE

REVISED

APRIL 16, 2011



SKATECANADA
BRITISH COLUMBIA/YUKON

TABLE OF CONTENTS

BOARD OF DIRECTORS	1
PAST CHAIRMAN	2
CHAIRMAN	2
VICE-CHAIRMAN	3
AREA REPRESENTATIVE (North, South/Central or West)	3
DIRECTOR AT LARGE	3
TREASURER	4
SECRETARY	4
NORTHERN BC WINTER GAMES & BC WINTER GAMES REPRESENTATIVE	5
COACHING REPRESENTATIVE	6
COMPETITION TECH REPRESENTATIVE	7
REGIONAL CHAMPIONSHIPS REPRESENTATIVE	7
REGION DEVELOPMENT TEAM COORDINATOR	8
FUND RAISING CHAIR	8
DATA SPECIALIST REPRESENTATIVE	9
SYNCHRONIZED SKATING REPRESENTATIVE	9
JUDGES BUREAU / STATISTICS CHAIR	10
JUDGES TRAINING CHAIR	10
NOMINATING COMMITTEE	11
SKATERS DEVELOPMENT CHAIR	11
TEAM LEADER	12
COME SKATE WITH US COORDINATOR	12
AWARDS/BC THIN ICE/SCHOLARSHIP CHAIR	13

BOARD OF DIRECTORS

The purpose and objective of the Cariboo-North Central Region Directors shall be to:

1. Coordinate activities for the development of skating and clubs in the Region.
2. Foster and promote the sport of skating and to enhance the physical, social and emotional well being of skaters regardless of age, experience or level of ability.
3. Develop a sense of purposefulness in training, fairness in competition and friendliness among participants, parents, coaches and judges.
4. Encourage sound club operations, technical excellence in coaching, positive executive leadership and effective club/school and community relationships.
5. Plan and organize skating programs from beginner to advanced levels.
6. Exercise control and supervision of clubs and skaters, to uphold amateur regulations and report to the property authorities members whose actions are illegal or are detrimental to the conduct of skating in the Province.
7. Encourage individual and club initiative in advancing new ideas and recommendations and to promote the widest possible forum for administrative, technical and promotional advance of the sport of skating to make it a better vehicle for the optimal development of children and adults. The aim is to make skating an enriching feature of our Canadian culture and sports expression.
8. Elected Board of Directors shall attend all CNCR meetings and must be a registered member of Skate Canada.

Each CNCR Director shall be responsible for the development of policy and shall maintain the widest possible contact with skaters, club members and other Directors.

In order to formulate policy and give leadership, each CNCR Director should:

1. Maintain communication with clubs in regards to each director's individual portfolio with all information carbon copied to the Area Reps and the Chair. A Director will also request from the clubs for the Board's considerations comments, evaluations and recommendations in regards to the Director's portfolios.
2. In matters dealing with a Director's portfolio the Director will respond to invitations to assist clubs, visit the club and/or meet with members if necessary. At all times the Director will keep the club's Area Rep and the Chair informed of what is happening and if the Area Rep so chooses can come and assist.
3. Advising clubs on matters dealing with their portfolio, with information also provided to the Area Reps.

PAST CHAIRMAN

- A member of the CNCR Board of Directors
- Runs the annual election of officers.
- A member of the Executive Committee.

CHAIRMAN

- Is elected at the CNCR Annual General Meeting.
- Responds to the CNCR Board of Directors.
- As Chief Executive Officer, provides leadership and overall direction and administration to the business and affairs of the Region.
- Chairs all regular and special meetings of the Board of Directors.
- Acts as Chairman of the Executive Committee and Finance Committee.
- Keeps the Board informed of the progress, overall results and state of affairs of the Region and of all significant factors influencing its operation.
- Provides guidance to the Board in the review, assessment, approval and monitoring of policies and plans developed by the Board of Directors.
- Appoints the Chairman and members of the Region Committees.
- Keeps informed of all economic, social and political matters affecting the successful conduct of the Region affairs.
- Acts as spokesman for the Board on all policy matters.
- Represents the Region Board at the BC Section level.
- Guides and directs the development of short and long range objectives and plans for the Region and ensures that economic trends and developments significant to the Region operation are continually evaluated and reflected in the plans.
- Ensures that all assets of the Association are adequately safeguarded and maintained and that the Region fosters all practical economies consistent with efficient operations.
- Ensures that all operations and activities of the Region are conducted in accordance with its' Constitution and Bylaws, the BC Section of Skate Canada Constitution, government laws and regulations, sound business practice and the policies and practices approved and established by the Board of Directors.
- Upon approval of the BC Section, is appointed to the Board of Directors of BC Section.
- Prepares and distributes meeting agendas and Notice of Meetings to all CNCR Board Members and CNCR clubs.
- Accepts, records and distributes all region mail, except where stated differently under other positions' terms of reference; both incoming and outgoing.
- Keeps CNCR Board informed of day to day operations of the region, as needed.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Maintains a file or paper trail of relevant correspondence sent or received as well. When the Chairman steps down from the position all files (including computer files) are to be passed to their successor.

VICE-CHAIRMAN

- Is selected from the three Area Reps positions.
- Responds to the CNCR Board of Directors.
- Attends all CNCR Meetings.
- Acts as an agent for the Chairman and completes duties as directed by the Chairman.
- Assists the Chairman when necessary.
- Accepts major committee responsibility as requested by the Chairman.
- Is an Area rep for his/her area in the Region.

AREA REPRESENTATIVE (North, South/Central or West)

- Is elected at the CNCR Annual General Meeting to represent one of the three Region Areas (must reside in the area).
- Responds to the CNCR Board of Directors and Chairman on matters concerning clubs in their respective area.
- Attends all CNCR Meetings.
- Keeps abreast of all new policies and Skate Canada Rule changes and ensures all member clubs within the area are so advised.
- Is a member of the Nominating Committee, Awards Committee and Scholarship Selection Committee.
- Sets up at least one meeting a year with the clubs in his/her area.
- Oversees programs as needed in his/her area, and works with host club rep.
- Accepts Bids for the Centralized High Test Days in your area, and passes this on to the Region Chair.
- Be accessible in a liaison/advisory capacity for hosting clubs if needed.
- Secures proxies from those area clubs unable to attend Region and other Skate Canada meetings.
- Sends out newsletters to clubs in his/her area on a regular basis.
- Is a member of the Finance Committee and Executive Committee.
- Maintains a file or paper trail of relevant correspondence sent or received. When an Area Rep steps down from the position all files (including computer files) are to be passed to their successor.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.

DIRECTOR AT LARGE

- Is elected at the CNCR Annual General Meeting.
- Responds to the CNCR Board of Directors and Chairman.
- Is a member of the Finance Committee and Executive Committee.
- Accepts major committee responsibility as requested by the Chairman.

TREASURER

- Is elected at the CNCR Annual General Meeting.
- Responds to the CNCR Board of Directors and Chairman.
- Attends all CNCR Meetings.
- Must be knowledgeable in all the duties of this position.
- Prepares budget with consultation of the Finance Committee.
- Presents a full report of the financial activities of the Region at all General Meetings.
- Arranges for preparation and review of Yearly Financial Statement.
- Prepares and forwards the Annual Report.
- Is a member of the Finance Committee and Executive Committee.
- Receives deposits for the CNCR.
- Pays expenses as directed by CNCR approved budget, resolutions from meetings.
- Files with BC Registrar of Societies within the prescribed time as stated by the Societies Act (after Annual General Meeting.)
- In consultation with the Chairman, books meeting rooms for all CNCR BOD meetings.
- In consultation with the Chairman, books hotel rooms for Board of Directors attending CNCR meetings.
- Arranges for coffee and amenities required for CNCR meetings.
- Maintains a file or paper trail of relevant correspondence sent or received as well as all of the financial records. When the Treasurer steps down from the position all files (including computer files) are to be passed to their successor.

SECRETARY

- Is elected at the CNCR Annual General Meeting.
- Is a member of the Executive Committee.
- Records minutes of all Board of Directors Meetings, Finance Committee Meetings, Executive Committee Meetings, the CNCR Semi-Annual Meeting, the CNCR Annual General Meeting and any other meetings as requested by the Chairman.
- Prepares minutes, forwards to the Chairman for changes/approval, and distributes to the proper recipients as set out in guidelines.
- Receives reports prior to meetings, compiles meeting packages for CNCR clubs and Board of Directors.
- At AGM and SAGM, Secretary is responsible for setting up the meeting room, accepting Proxy and Delegate forms, providing voting cards and sign in sheets and reports to quorum present. If the Secretary is unable to perform these duties herself, then it is her responsibility to delegate to another board member.
- Keeps up to date "Policy & Procedure" Manual, CNCR Terms of Reference and the BC/YT Section Membership Manual.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Secretary steps down from the position all files (including computer files) are to be passed to their successor.

NORTHERN BC WINTER GAMES & BC WINTER GAMES REPRESENTATIVE

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the Board of Directors and Chairman, with liaison with Competition Tech Rep.
- Receives and registers all applicable information with the BC Winter Games Association within the time restrictions.
- Is in attendance at Northern BC Winter Games Skate-Offs to field questions, provide information and ensure that all Zone teams' quotas are filled.
- To prepare information package for qualifying skaters regarding costs, travel, billeting, etc for both the NBCWG and the BCWG.
- To register qualifying NBCWG skaters and collect monies for bus and coaching expenses and forward said monies with a listing to the Treasurer. With the monies there will also be included where the registration cheque for the NBCWG is to be sent as well as which coaches (and their mailing addresses) are to receive the expense cheques.
- Liaise with Coaches Rep for names of coaches for NBCWG and BCWG teams.
- Secures Zone(s) chaperone for BCWG.
- Is responsible for the ordering and distribution of Zone(s) clothing item.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the NBCWG Rep steps down from the position all files (including computer files) are to be passed to their successor.

COACHING REPRESENTATIVE

- Is elected by the CNCR coaches committee and is appointed and ratified at the next meeting of the CNC Region Board.
- Responds to the CNCR Board of Director and Chairman.
- Attends all CNCR meetings.
- Prepares a budget for annual regional operations and submit to the Region Treasurer and the Region Chairman by March 31st of each year.
- Has a voice in all Region Meetings as the representative of all CNCR coaches.
- Provides a communication link with all Region Skate Canada member coaches.
- Holds at least one meeting a year for all Regional Skate Canada member coaches.
- Encourages and promotes all aspects of Skate Canada, Section and Region programs.
- Provides input and expertise to any coaching matters within the Region.
- Deals with coaching issues within the Region. (Coach/club, coach/coach, coach/judge and coach/parent issues).
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- In consultation with the Region Board, appoints a coaching representative to other Region committees if the need arises.
- Selects the Zone 7 and Zone 8 Winter Games coaches.
- Ensures that a coach is selected for each zone for the Northern BC Winter Games.
- Attends at least one meeting a year as called by the Section Coaches Rep.
- Works with the Skater's Development Committee for the best opportunities for skaters in the CNCR.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Coaches Rep steps down from the position all files (including computer files) are to be passed to their successor.

COMPETITION TECH REPRESENTATIVE

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- Is responsible to prepare announcements for all competitions within the region, following the guidelines set up by the BC Section Technical Committee and in consultation with the host clubs.
- Is responsible to send announcements to the BC Section Tech Rep for approval and to forward "approved" original announcement to local organizing committee.
- To keep up to date on all rule changes affecting competitions.
- To act as a technical representative for any questions arising from competitions.
- To act as liaison between local organizing committees and the CNCR Board of Directors.
- To keep updated the CNCR Competition Manual.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Competition Tech Rep steps down from the position all files (including computer files) are to be passed to their successor.

REGIONAL CHAMPIONSHIPS REPRESENTATIVE

- Is appointed by the members of the Host Club and is appointed onto the Board by the CNCR Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- Liaison with Board of Directors through Competition Tech Rep.
- Organizes and conducts the competition on behalf of the Region.
- Appoints a competent committee to assist and organize the competition.
- Submits a budget for approval of the CNCR Board of Directors at their planning meeting.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Must make a complete report, including financial statement, within 60 days after completion of the competition.
- Books accommodations and meeting rooms for the Board of Directors for the SAGM or AGM and liaises with the Treasurer.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.

REGION DEVELOPMENT TEAM COORDINATOR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Works with the Skater's Development Director.
- Is responsible for all aspects of the Region Development Program.
- Is responsible for distributing registration packages to all CNCR clubs, previous team members and have it posted on the website.
- Receives skaters' registration and monies.
- Records registrants' information as a list.
- Uses timeline structured as per Section Development Team outline.
- Organizes "social team building" activities.
- Tracks and records members' development.
- Ensures that all members of the program are kept abreast of criteria for selection to provincial programs, CNCR programs and CNCR events.
- Organizes and coordinates the RDT CNCR Skaters' Bursary.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the RDT Coordinator steps down from the position all files (including computer files) are to be passed to their successor.

FUND RAISING CHAIR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Recommends to Region Board of Directors various options for fund raising.
- Deals directly with promotion/fundraising companies, in the financing, placing of orders and expected time of delivery.
- Sends proper notices/letters to all Clubs inviting their participation.
- Is responsible for the distribution of fundraising products to interested clubs.
- Is responsible for all financial information; including unsold goods, cash receivables and payments due, to be forwarded to the Region Treasurer.
- Is responsible for "Silent Auction" at Regional Championships.
- Is responsible for all fundraising activities in order to meet the proposed income as approved by the Board of Directors.
- Submits a budget to the Region Treasurer and Region Chairman by March 31st each year.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Fundraising Chair steps down from the position all files (including computer files) are to be passed to their successor.

DATA SPECIALIST REPRESENTATIVE

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Reports to the Section Data Specialist's Chairman.
- Secures Data Specialists for all Region competitions and informs host club of these names.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by March 31st of each year.
- To be responsible for correspondence pertaining to data specialists and competitions.
- To establish clinics and training opportunities for data specialists and trainees.
- To ensure that adequate records of names and levels of data specialists are maintained.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Data Specialist Representative steps down from the position all files (including computer files) are to be passed to their successor.

SYNCHRONIZED SKATING REPRESENTATIVE

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors. If the position is unable to be filled then the duties will fall under the Skaters Development Chair's responsibilities.
- Reports to the Skaters Development Chairman.
- Must be someone knowledgeable and up to date on Synchronized Skating. Must be knowledgeable with all rules regarding synchronized skating in the Skate Canada Rule Book.
- Keeps clubs and coaches up to date on all Synchronized skating news and events.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Promotes synchronized skating in the Region.
- Organizes seminar(s) each season for synchronized skating, with the approval of the Skaters Development Chairman. Is responsible for submitting budget, securing moderators, securing host site and for final report to the Board of Directors.
- Assists clubs in the Region with synchronized skating by providing technical advice and team organizational ideas.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by March 31st of each year.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Synchronized Skating Representative steps down from the position all files (including computer files) are to be passed to their successor.

JUDGES BUREAU / STATISTICS CHAIR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Assists in distribution of information to Regional Evaluators/Judges as necessary.
- Keeps records of all Skate Canada Summary Sheets for Region.
- Chairs a Test Chairman's meeting each year.
- Is responsible for securing evaluators/judges for all test and competitions in the Region.
- Has an updated list of all CNCR Evaluators/Judges (including qualifications, addresses, phone numbers, etc.)
- Is the only contact with the Section Judges Committee.
- Is responsible to see that Trial Judge Coordinator is informed of tests being tried at all of the Regional Test Days.
- Records all tests tried (pass/retry) and Evaluators/Judges used.
- Deposits money received from Judges Bureau Admin Fees to CNCR Treasurer
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Prepares and submits a budget for annual operations to the Region Treasurer and Region Chairman by March 31st of each year.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Judges Bureau/Statistics Chair steps down from the position all files (including computer files) are to be passed to their successor.

JUDGES TRAINING CHAIR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Encourages and promotes Trial Judging within the Region.
- Reports to the Section Judges Training Coordinator on all promotions for Region Evaluators/Judges and for all clinics required.
- Informs Trial Evaluators of test days and test available for trialing.
- Arranges for Trial Judges to trial at competitions.
- Arranges and sets up Evaluation and Competitive clinics with the priority given to the judging levels most required by the skaters in the Region.
- Submits a budget to the Region Treasurer and Region Chairman by March 31st each year.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Judges Training Chair steps down from the position all files (including computer files) are to be passed to their successor.

NOMINATING COMMITTEE

- The Chairman of this Committee shall be the immediate Past-Chairman of the Region, and the committee shall consist of the three Region Area Representatives.
- Receives nominations for Officers and Directors and with his/her Committee rule on the legality of all nominations.
- Conducts the election of Officers at the Region Annual General Meeting.
- Arrange all details of ballots and scrutineers for the Region Annual General Meeting.

SKATERS DEVELOPMENT CHAIR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- Prepares and submits an annual budget to the Region Treasurer and to the Region Chairman by March 31st of each year.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- To provide a plan for the upcoming High Performance Seminar to the Board of Directors yearly.
- To act as liaison for CNCR and host clubs for Region sponsored seminars (Field Training Programs, High Performance Programs, etc.)
- For Field Training Seminars approve the theme and moderators for the seminar.
- For the Region High Performance seminars:
 - Secure moderators.
 - Set schedule for seminar.
 - Approve off-ice events.
- To work with the RDT Coordinator, the Synchronized Skating Director and the Come Skate With Us Coordinator.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Skaters Development Chair steps down from the position all files (including computer files) are to be passed to their successor.

TEAM LEADER

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- The Team Leader will serve as a communications link between the LOC, BC/YT Section's Tech Rep and others before and during the BC Sectional Championships.
- Team Leader is responsible for hospitality room and other related duties.
- Team Leader co-ordinates purchase and distribution of the CNCR team jackets.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Submits a budget to the Region Treasurer and Region Chairman by March 31st each year.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Team Leader steps down from the position all files (including computer files) are to be passed to their successor.

COME SKATE WITH US COORDINATOR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Sends out information notices to each CNCR club regarding the "Come Skate With Us" Program.
- Keeps all "Come Skate With Us" packages current.
- Receives applications from clubs for the "Come Skate With Us" Programs.
- Sends two (2) "Come Skate With Us" packages to approved clubs.
- Once packages are returned, approves the expenses of the club and forwards copy of approval to CNCR Treasurer for reimbursement of club expenses, up to a maximum of \$200.00 per club.
- Keeps records of clubs approved, date packages sent, date packages returned, and theme of packages each year.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Submits a budget to the Region Treasurer and Region Chairman by March 31st each year.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Come Skate with Us Coordinator steps down from the position all files (including computer files) are to be passed to their successor.

AWARDS/BC THIN ICE/SCHOLARSHIP CHAIR

- Is appointed by the CNC Region Chairman and ratified by the Board of Directors.
- Responds to the CNCR Board of Directors and Chairman.
- AWARDS
 - ✓ Receives annual awards package from Region Chair, which the Awards Chair then reminds/encourages clubs to submit nominations.
 - ✓ Once the Region Chair receives the nominations from the clubs, the Chair will forward to the Awards Chair to distribute to the Awards Committee.
 - ✓ Awards Chair arranges conference call with the Committee to select the recipient of the awards.
 - ✓ A certificate will be sent to the home club of the recipients to be presented at their awards banquet.
 - ✓ An invitation will be sent to the recipients to attend the Semi-AGM to receive a plaque (which the Awards Chair purchases).
 - ✓ Is responsible to purchase and present awards for retiring Board of Director Members
 - ✓ Prepares an article for BC Thin Ice and CNCR Website on awards recipients
- Is responsible for ensuring medals are secured for Regional Championships, keeping inventory of Championship medals and forwarding on to the Treasurer a medal count for invoicing.
- Presentation of gifts to Regional Championships Chair.
- BC THIN ICE
 - ✓ Collects information from the BOD for the BC Thin Ice magazine each quarter. Club news receives limited editing. Photographs are to have return mailing address on the reverse side of pictures. Submissions are sent electronically to the BC Section office.
 - ✓ Submits an article to BC Thin Ice in the following each year for the Scholarship recipient and CNCR award recipients.
- SCHOLARSHIP
 - ✓ Distribute the Scholarship package to all clubs at least sixty (60) days prior to the deadline date.
 - ✓ Have the application and information posted on the CNCR website.
 - ✓ Collects all applications for Scholarship.
 - ✓ Sets up a conference call or meeting with the Scholarship Committee (comprised of the three Area Reps, Awards Chair and the Region Chair) for the selection of recipient.
 - ✓ Notifies the home school of the scholarship recipient in the attempt to have this scholarship presented at their graduation ceremony.
 - ✓ Sends the recipient a Congratulation Certificate with a letter attached on how to receive the scholarship. The recipient is allowed, if sends in a written request to defer the payment for one year. The written request for deferment and the written request for payment are to be sent to the Treasurer.
- Submits written reports to all CNCR meetings. For the SAGM a year-to-date report and the AGM will have a year-in-review report.
- Submits budget to Treasurer and Region Chairman by March 31st of each year.
- Attends only the required BOD meetings - has a voice but no vote unless there is a motion in the current year for voting privileges.
- Maintains a file or paper trail of relevant correspondence sent or received. When the Awards/BC Thin Ice/Scholarship Chair steps down from the position all files (including computer files) are to be passed to their successor.