

Notice of Annual General Meeting

CBS Skating Club

Tuesday, June 25th at 7:00pm

To be held at the CBS Arena Warm Room at 7:00PM

Nominations for Board Positions are being accepted for the following positions:

- **Vice President** (2-year term)
- **Treasurer** (2-year term)
- **Events Director** (1-year term)
- **Club Development Director** (1-year term)
- **Program Director** (1-year term)

If you or someone you know are interested in one of these positions, please send the below information to cbsskatingclub@hotmail.ca before June 20, 2024.

- Nominees name and email address
- Nominators name and email address
- Position title
- Short description about the Nominee

Also, up for renewal, as decided by the CBS Skating Club coaches via electronic vote:

- *Coaches Representative*
- *Athletics Representative*

**If you have any questions about any of these positions, please email us at:
cbsskatingclub@hotmail.ca**

Voting at the AGM

The following individuals are eligible to vote, with the restriction that each person can only cast one ballot:

- An Individual Member (non-skating member who has paid fees and is over 18 years of age)
- An Active Member (skater over 18 years of age)
- A Special Member (a parent of an active member under the age of 18)
- Club Coaches.

Amendments to the Constitution and By-laws

The Board is not proposing any Amendments to the Constitution and By-laws.

Roles/Descriptions of those board positions up for renewal.

By-Law 18: Role of Vice-President

It shall be the duty of the Vice-President to assist the President in the discharge of their duties and in the absence of the President, to assume their duties and officiate in their absence. The Vice-President shall become President should that office become vacant for any reason until the next Annual General Meeting.

1. Shall liaise with and be responsible for all contracts with the Club's professional coaches.
2. In consultation with the Program Administrators and the Board of Directors shall arrange for suitable professional (Skate Canada) coaches for all club programs.
3. Shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.
4. Shall represent the club at the Avalon Region monthly meeting (or appoint a designee to do so) and report to the Board of Directors.
5. Will ensure that the coaches have proper documentation submitted.
6. Perform any other duties deemed necessary by the Board.

By-Law 19: Role of Treasurer

The Treasurer shall be responsible for:

1. The safe control of all club funds.
2. Preparing (with help from the President and Vice-President) and submitting to the Board of Directors an annual budget and keeping such records as are required for financial review.
3. Arranging for an unaudited annual financial statement.
4. The signing of all club cheques along with one other signatory.
5. All financial records pertinent to the Club.
6. All necessary documents as required by the auditing authority put in place by the Board of Directors.
7. All payroll and accounts payable.
8. Performing any other duties deemed necessary by the Board.

By-Law 22: Other Director Positions

22-1 Events Director

Will oversee the scheduling of Special Events and assist the organizers of such events, which include (but are not limited to) tests days, competitions and the Ice Show.

Reporting to the events director is, but not limited to:

1. Ice Show Coordinator
2. Competition Coordinator

The director will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have to the monthly board meetings. Also they will be expected to check the Skate NL website on a regular basis looking for important information that may need to be passed on to parents. The Director will be required to give a report to the board at each monthly meeting.

22-2 Club Development Director

Will oversee all initiatives related to Club Development. This includes, but is not limited to Fundraising, and Public Relations. Must attend monthly board meetings and provide a report to the board.

Reporting to the Club Development Director is, but not limited to:

1. Fundraising Coordinator
2. Fundraising Treasurer
3. Public Relations Coordinator

The Director will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have to the monthly board meetings. The Director will be required to give a report to the board at each monthly meeting.

22-3 Program Director

Will oversee all initiatives related Club Programs and will ensure parents have been informed of all opportunities for their skaters. Will oversee the operations of all skating programs including: CanSkate, STARSkate and Synchro.

Reporting to the program director is, but not limited to:

1. Skater Development Coordinator
2. Synchro Parent Program Coordinator
3. StarSkate/Competitive Parent Program Coordinator
4. CANSkate Parent Program Coordinator
5. Assessment Coordinator

The Director will be expected to communicate with these individuals and bring any concerns, updates and issues that they may have related to the monthly board meetings. The Director will be required to give a report to the board at each monthly meeting.