

"The Voice of the Western Skier"



## **FAR WEST SKI ASSOCIATION JOB DESCRIPTION MANUAL**

*Draft for BOD Approval  
July 2015*

**FAR WEST SKI ASSOCIATION  
JOB DESCRIPTION MANUAL**

**FWSA OFFICERS:**

PRESIDENT  
PAST PRESIDENT  
SECRETARY  
TREASURER  
TRUSTEES, CHAIRMAN OF TRUSTEES  
VP of COMMUNICATIONS  
VP of COUNCIL SERVICES  
VP of INTERNATIONAL TRAVEL  
VP of MARKETING  
VP of MEMBERSHIP  
VP of NORTH AMERICAN TRAVEL  
VP of PUBLIC AFFAIRS  
VP of RACING

**COUNCIL PRESIDENTS**

**APPOINTED POSITIONS:**

ATHLETIC SCHOLARSHIP COMMITTEE CHAIR  
BY-LAWS COMMITTEE CHAIR  
AWARDS COMMITTEE CHAIR  
PARLIAMENTARIAN  
NOMINATIONS AND ELECTIONS COMMITTEE CHAIR  
CONVENTION CHAIR  
CONVENTION SILENT AUCTION/TRAVEL EXPO CHAIR  
HOST COUNCIL CONVENTION COORDINATOR  
*FAR WEST SKIER'S GUIDE* EDITOR  
INFORMATION SERVICES DIRECTOR  
*THE COUNCILMAN* EDITOR  
WEBSITE MANAGER  
COUNCILS' MAN & WOMAN of THE YEAR COMMITTEE CHAIR  
CHARITIES & OUR COMMUNITIES COMMITTEE CHAIR  
CLUB AND COUNCILS COMMUNICATION/OURSTANDING CLUB AWARDS CHAIR  
FAMILY & YOUTH INVOLVEMENT COMMITTEE CHAIR  
SAFETY COMMITTEE CHAIR  
HISTORY COMMITTEE CHAIR  
INTERNATIONAL TRAVEL TEAM

## **GENERAL RESPONSIBILITIES FOR ALL FUNCTIONAL V.P. POSITIONS**

- Report to the Board of Directors under oversight from the President
- Accept fiduciary responsibility to Far West Ski Association
- Participate in meetings of the Board of Directors
- Create and maintain a supportive volunteer structure
- Create a draft annual plan with required resources (budget) no later than the midsummer meeting of the Board of Directors
- Draft plans and policies for programs in their portfolio and execute them at the direction of the Board of Directors
- Be always cognizant of the modest resources of the Association
- Prepare an article for each Councilman the Skiers Guide, and the convention delegate book.

Officers and Directors are reminded that we are a corporation and therefore expected to observe a Code of Conduct to be respectful to each other in content, tone, and intent of communications. When composing and before sending emails and posting reports, all are encouraged to give some thought to how the communications may be received and to modify if needed to accomplish business objectives without risking perception of lack of respect. Meeting of schedules and commitments is also an important responsibility of all elected officers and appointed committee leads and committee members.

## **PRESIDENT**

### **FUNCTIONS:**

1. Manages, directs and controls FWSA affairs, subject to Board oversight.
2. Presides at General meetings, Board meetings and Conventions.
3. Authorized co-signer on disbursements from all FWSA bank accounts.
4. Ex-officio member of Board of Trustees. (By-laws)
5. Ex-officio member of all committees. (By-laws)
6. Represent the FWSA at external functions.

### **RESPONSIBILITIES:**

1. Sign all contracts that obligate FWSA to act or not act.
2. Appoint Committee chairs and Committee members. (Par. 5.4.1 By-laws), (subject to BOD confirmation.)
3. Submit the President's proposed budget and Board of Directors meetings proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting. Assist the Treasurer in preparing the annual draft budget and funds allocation for the summer FWSA Board of Directors meeting.
4. Develop and implement action plans based on FWSA long-range goals.
5. Manage the daily activities and functions of the organization.
6. Manage the financial health of the organization.
7. Coordinate the Risk Management/Insurance Program.
8. Work with functional V.P.'s to develop and monitor assigned tasks.
9. Schedule and organize Board of Directors' meetings, issue timely written notices of

- meetings and agendas.
10. Chair the annual FWSA meeting and the quarterly Board of Directors meetings.
  11. Develop working relationships with ski industry personnel. Interface with ski area senior management to promote FWSA agenda.
  12. Represent FWSA to media (radio, TV, newspapers) at FWSA Ski Week and other FWSA media opportunities.
  13. Prepare an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
  14. Present the annual "President's Award" at the FWSA Convention.
  15. Issue timely press releases for topics not covered by responsibilities of VP's

## **PAST PRESIDENT**

### **FUNCTIONS:**

1. Provides continuity and acts in an advisory capacity.
2. Ex-officio member of the Board of Trustees. (By-laws)
3. Ex-officio member of all committees. (By-laws)

### **RESPONSIBILITIES:**

1. Advise the FWSA Board of Directors and Board of Trustees.
2. Participate and/or chair committees as requested by the FWSA President or the FWSA Board of Directors.
3. Submit the Past President's proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.

## **SECRETARY**

### **FUNCTIONS:**

1. Officer in charge of minutes, correspondence, and roster of Board members.

### **RESPONSIBILITIES:**

1. Record and publish the minutes of the FWSA Annual Meeting
2. Record and publish the minutes of the quarterly Board of Directors and Board of Trustees meetings and of any special meetings they hold.
3. Maintain copies of quarterly Board of Directors & Trustees reports.
4. Prepare formal correspondence of the organization.
5. Maintain a book of current accurate copies of organizational documents, Board minutes, and correspondence files for the entire organization.
6. Order name badges, business cards and stationery, if required.
7. Maintain contact information roster for BOD and BOT members, Council Presidents, and Committee Chairs and distribute current rosters to members on the list and to the Editor of *The Councilman* before publication of each issue.
8. Provide minutes of the previous FWSA Convention for publication in the annual

Convention Delegate Book.

9. Submit the Secretary's proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.

## **TREASURER**

### **FUNCTIONS:**

1. Maintain an accurate account of the revenue, gifts, properties and financial transactions of the FWSA, including disbursements, gains, losses and surplus.

### **RESPONSIBILITIES:**

1. Responsible for reporting on the financial health of the organization to the FWSA Board of Directors and Board of Trustees.
2. Submit recommendations at the summer FWSA Board of Directors meeting for authorized signers for each FWSA bank account and prepare documentation required by banks to support authorized signers.
3. Develop the annual operating budget for the organization for the summer FWSA Board of Directors meeting.
4. Prepare detailed quarterly financial reports.
5. Monitor and report on all investments and bank balances.
6. Control the assets of the organization.
7. Oversee the Convention and Travel financial transactions.
8. Oversee the Convention delegate registration procedures and bank deposits.
9. Prepare or oversee the preparation of the annual tax returns.
10. Prepare an annual financial report (balance sheet and income statement) for the Convention Delegate Book.

## **TRUSTEES**

### **FUNCTIONS:**

1. Provide expertise, guidance and consultation to the Board of Directors.
2. Develop long-range plans for FWSA Board implementation.
3. Oversee financial health of the organization.
4. Plan and implement new FWSA Programs.
5. Review and suggest changes to FWSA By-laws

### **RESPONSIBILITIES:**

1. Responsible for the long-range goals of the organization.
2. Review and recommend changes to organization, goals, planning and structure.
3. Oversee and review association finances and the tax return.
4. Oversee the FWSA By-laws Committee
5. Oversee the FWSA Awards Program.
  - a. Administer/assign the update of the Awards section of the Convention Delegate Book to cover a description and status of ALL the awards programs.

- b. Administer/assign the production of the annual FWSA Awards book for the Convention Awards Banquet.
  - c. Administer/assign the production of the award winner scripts and slides for the convention.
  - d. Make sure those awardees that are not already signed up for the convention are invited to receive their award (Normally the media, Snowsports Builder and Jordan-Reily awards).
  - e. Submit a budget for all the awards administered by the Trustees to the Treasurer prior to the summer Board of Trustees Meeting.
6. Oversee the FWSA Athletic Scholarship Program
  7. Assist in functional programs if necessary.
  8. Develop and implement a mentoring program to assist functional officers and volunteers.

### **CHAIRMAN of THE BOARD of TRUSTEES**

FUNCTIONS: Same as all other Trustees.

#### RESPONSIBILITIES:

In addition to the responsibilities of all other Trustees as listed above, the Chairman of the Board of Trustees will:

1. Preside over meetings of the Board of Trustees.
2. Schedule and organize Board of Trustees' meetings, issue timely written notices of meetings and agendas.
3. Preside over meetings of the Board of Directors in the absence of the President.
4. Submit the Trustees' proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
5. Write articles for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

### **VP of COMMUNICATIONS**

#### FUNCTIONS:

1. Provide management and support for *The Councilman*, the FWSA website and Information Services.
2. Assist in the publication and distribution of the annual *Far West Skier's Guide*.

#### RESPONSIBILITIES:

1. Oversee and assist in the publications of FWSA including *The Councilman* and the annual *Far West Skier's Guide*.
2. Oversee and assist with the FWSA website.
3. Oversee the Information Services program.
4. Maintain and update the style guide for each FWSA publication.
5. Assist in design and production of flyers for FWSA programs.

6. Maintain a current database of local, state and regional newspapers and ski publications.
7. Disseminate information vital to FWSA and ski club interests to FWSA membership.
8. Issue timely press releases, as directed by the FWSA President
10. Moderate the Communications panel session at the annual FWSA Convention.
11. Submit the VP of Communications proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
12. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
13. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

## **VP of COUNCIL SERVICES**

### **FUNCTIONS:**

1. Chair of the Council Presidents' Committee
2. Act as liaison to facilitate interaction between FWSA and Councils.

### **RESPONSIBILITIES:**

1. Chair the Councils Presidents' meetings.
2. Oversee Councils' Man & Woman of the Year competition.
3. Coordinate and execute the FWSA Outreach Program.
4. Oversee the Charities and Our communities Program.
5. Oversee the Club and Council and Outstanding Club Awards.
6. Oversee the Family and Youth program.
7. Submit the VP of Council Services proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
8. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
9. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

## **VP of INTERNATIONAL TRAVEL**

### **FUNCTIONS:**

1. Provide management, promotion and coordination of FWSA international trips, subject to FWSA Board approval.
2. Provide support for any FWSA travel activity.
3. Write an RFP specific to the trip being bid, e.g., ski week; mini ski trip; adventure trip (e.g., cruise, summer trip). The elements for each RFP need to reflect the specific needs/requirements for the trip being bid.
4. Negotiate travel program contracts for adherence to contract format requirements outlined in the RFP for that trip. Sign the contract to verify that the contract meets

the RFP requirements and meets with the approval of the VP North American Travel. Submit the contract for final signature to the President of FWSA as the authorized signatory of contracts where the organization has financial obligations.

#### RESPONSIBILITIES:

1. Identify and price international trips and obtain Board of Directors approval for execution.
2. Establish FWSA international ski trip bid procedures.
3. Conduct an annual FWSA International Ski Week and an adventure trip every other year.
4. Develop and present for Board of Directors approval an operating budget for all international trips.
5. Follow standard accounting procedures for international travel activities.
6. Submit a full report to the Board of Directors on “product” donations as related to international travel.
7. Present a complete and accurate trip financial statement at the first Board meeting following each trip.
8. Oversee all official FWSA international FAM (familiarization trip) and/or site inspection trips.
9. Submit the VP of International Travel proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
10. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
11. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
12. Issue timely press releases for all International Travel trips.

#### **VP of MARKETING**

##### FUNCTIONS:

1. Develop fund raising programs and actively seek sponsors to support FWSA and FWRA programs.
2. Solicit sponsorships for annual convention programs and activities.
3. Coordinate with convention chair on industry involvement.

##### RESPONSIBILITIES:

1. Educate membership on new trends in snowsports activities and services.
2. Develop strategies to increase dollar, product and in-kind contributions.
3. Develop benefit programs for FWSA and FWRA member clubs and individuals.
4. Develop FWSA and FWRA sponsorships.
5. Develop sponsorship procurement procedures.
6. Maintain a list of all pertinent ski shows and dates.
7. Obtain discounts on products and services for FWSA and FWRA members.
8. Represent FWSA at annual ski industry trade shows in the Far West region including the SnowSports Industries America (SIA) show.



9. Establish and maintain contact with all ski areas and industries such as manufacturers for purposes of procuring member benefits, convention sponsorships and program sponsorships.
10. Maintain a webpage on the FWSA website to display member benefits.
11. Submit the VP of Marketing proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
12. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
13. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
14. Proof-read drafts of *The Councilman*, *Skier's Guide* and *Convention Delegate Book* to ensure Industry Partner names are correct.
15. Maintain industry database for annual FWSA Convention for purpose of inviting partners and registering for all activities and events they will be attending.
16. Coordinate with the convention registrar to provide fulfillment to convention sponsors.
17. Assist with the preparation of annual convention budgets at the July BOD meeting.
18. Develop materials including webpage on FWSA website for solicitation of Convention sponsorships.
19. Establish and maintain contact with all ski areas and industries such as manufacturers for purposes of procuring convention sponsorships.
20. Procure door prizes for Ski Week and FWSA Convention from ski areas, industries and manufacturers.
21. Work with FWSA Convention Tote Bag and Neck Wallet sponsors to select and order items for all attendees.
22. Collect sponsor banners from all FWSA Convention sponsors and work with host hotel to facilitate hanging of banners throughout Convention weekend.
23. Assist Silent Auction Chair and Travel Expo Chair at FWSA Convention with tasks needed to be done.
24. Welcome and recognize Industry Partners and sponsors at luncheon on Saturday at FWSA Convention.
21. Create Award Certificates for all FWSA Convention sponsor and industry participants. Present these certificates at Awards Banquet.
22. Manage door prize give away on Sunday morning of FWSA Convention.
23. Send Christmas cards to industry partners and copies of *The Councilman and Far West Skier's Guide* to all sponsors.

## **VP of MEMBERSHIP**

### **FUNCTIONS:**

1. Solicit and maintain direct membership in FWSA.
2. Coordinate SLA sessions for the annual FWSA convention.

### **RESPONSIBILITIES:**

1. Solicit new Direct Members.
2. Mail renewal notices to current year Direct Members.

3. Process membership applications and issue welcome packages each year to Direct Members.
4. Distribute FWSA membership cards annually to all Direct Members.
5. Distribute Far West Skier's Guide annually to all Direct Members.
6. Act as Credentials Chair at the annual FWSA Convention and oversee a committee to distribute ballots to delegates, oversee the counting of the ballots and certify election results.
7. Produce and distribute Direct Member information via available communications channels which include media or publications.
8. Submit the VP of Membership proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
9. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
10. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
11. Work with the FWSA convention committee to identify and develop SLA sessions for the annual FWSA convention.
12. Finalize all plans for SLA speakers and sessions for FWSA convention education.
13. Maintain sequence/timeline/history of SLA sessions to ensure balance in session offerings.

## **VP of NORTH AMERICAN TRAVEL**

### **FUNCTIONS:**

1. Provide management, promotion and coordination of FWSA Ski Week and other North American trips, subject to FWSA Board approval.
2. Provide support for any FWSA travel activity.
3. Write an RFP specific to the trip being bid, e.g., ski week; mini ski trip; adventure trip (e.g., cruise, summer/fall trip). The elements for each RFP need to reflect the specific needs/requirements for the trip being bid.
4. Negotiate travel program contracts for adherence to contract format requirements outlined in the RFP for that trip. Sign the contract to verify that the contract meets the RFP requirements and meets with the approval of the VP North American Travel. Submit the contract for final signature to the President of FWSA as the authorized signatory of contracts where the organization has financial obligations.
5. Maintain FWSA compliance with California Seller of Travel requirements.

### **RESPONSIBILITIES:**

1. Identify and price North American trips and obtain Board of Directors approval for execution.
2. Establish FWSA annual Ski Week bid procedures and oversee the Ski Week bid process.
3. Conduct an annual FWSA North American Ski Week, an annual Mini-Ski Trip, and an adventure trip every other year.
4. Develop and present for Board of Directors' approval an operating budget for all

North American trips.

5. Follow standard accounting procedures for North American travel activities.
6. Submit a full report to the Board of Directors on “product” donations as related to North American travel.
7. Present a complete and accurate trip financial statement at the first Board meeting following each trip.
8. Oversee all official FWSA North American site inspection trips.
9. Submit annual forms to register FWSA with California Seller of Travel Program
10. Submit the VP of North American Travel proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
11. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
12. Write an article for each *Councilman*, *Far West Skier’s Guide* and the Convention Delegate Book.
13. Issue timely press releases for all North American Travel trips.

## **VP of PUBLIC AFFAIRS**

### **FUNCTIONS:**

1. Plan and execute the FWSA Public Affairs Program, subject to Board approval.
2. Maintain a communication and working relationship with ski area personnel and ski area developers, US Forest Service, state and federal legislators on issues pertaining to the development of new or expansion of existing ski areas and other issues of interest to skiers.

### **RESPONSIBILITIES:**

1. Publish information to alert FWSA members of important skiing related issues.
2. Establish a committee to include task force chairs for each region.
3. Provide monthly updates to the FWSA News Flash.
4. Develop relationships with USFS managers and arrange for USFS speakers for the annual FWSA Convention.
5. Draft public comment letters on behalf of the FWSA on key development and other ski related issues.
6. Moderate the Public Affairs panel session at the annual FWSA Convention.
7. Oversee the FWSA Safety Education Program for members and the public.
8. Oversee the FWSA Environmental Award Program.
9. Oversee the FWSA History Committee and the Western Ski Heritage and Club Awards program and the Historical Club designations.
10. Submit the VP of Public Affairs proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
11. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
12. Write an article for each *Councilman*, *Far West Skier’s Guide* and the Convention Delegate Book.
13. Develop Convention Panel Session Handbook.

12. Issue timely press releases for FWSA Public Affairs activities, incl. history, and safety.

## **VP of RACING**

### **FUNCTIONS:**

1. Position held by President of Far West Racing Association.
2. Act as liaison between FWSA and FWRA.

### **RESPONSIBILITIES:**

1. Report on the activities of FWRA and member leagues to the FWSA Board of Directors.
2. Work with VP of Marketing to develop sponsorship goals and plans for the FWRA racing program.
3. Submit the VP of Racing proposed budget to the Treasurer prior to the summer FWSA Board of Directors meeting.
4. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
5. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
6. Issue timely press releases for FWRA activities.

## **COUNCIL PRESIDENTS**

### **FUNCTIONS:**

1. Act as direct liaison between their Council and member clubs and FWSA.
2. Each council president has one vote on the FWSA Board of Directors when present.
3. With FWSA president approval, appoint an appropriate alternative representative to attend and represent the council in the event the council president cannot attend a BOD meeting.

### **RESPONSIBILITIES:**

1. Attend all FWSA Board meetings and Council Presidents meetings.
2. Execute FWSA programs within their respective councils.
3. May be asked to serve on a committee or as a committee chair.
4. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
5. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
6. Submit to VP Councils, budgetary information for managing Council Programs.

## **ATHLETIC SCHOLARSHIP COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Oversee the FWSA Athletic Scholarship Program.
2. Reports to Chairman of Board of Trustees.

### **RESPONSIBILITIES:**

1. Develop objectives and guidelines for the FWSA Athletic Scholarship Program.
2. Develop materials and forms to solicit applications for the FWSA scholarships.
3. Prepare a timeline each year for approval by the Board of Trustees.
4. Mail/email materials to selected organizations to solicit applications for the FWSA scholarships.
5. Receive applications, collate and send out to judges with instructions for judging.
6. Evaluate judges voting and determine scholarship winners. Notify winners.
7. Provide Scholarship Committee's proposed budget to the Treasurer and the Chairman of the Board of Trustees prior to the summer FWSA Board of Directors meeting.
8. Submit a written report to the FWSA Board of Trustees, Secretary and Webmaster prior to each Board meeting.
9. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
10. Issue timely press releases for Athletic Scholarship winners and activities.

## **BY-LAWS COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Propose By-law changes to the FWSA Board of Directors and if approved, submit By-law changes to the Delegates at the Annual Meeting in accordance with the procedures established in the By-laws.
2. Reports to Chairman of Board of Trustees

### **RESPONSIBILITIES:**

1. Review resolutions made at previous FWSA Annual Meetings to address all issues that would involve changes to FWSA By-laws.
2. Review FWSA By-laws to determine if sections are out of date or in need of change.
3. Bring all proposed By-law changes to a vote of the FWSA Board of Directors at the December Board meeting.
4. Notify the General Membership of all proposed By-law changes that will be voted on at the Annual Meeting in accordance with the procedures for notification established in the By-laws.
5. Identify speakers for the Annual Meeting who will make arguments either "for" or "against" the proposed By-law changes.
6. Conduct the presentation of the proposed By-law changes and the voting by the Delegates "for" or "against" the changes at the Annual Meeting.

## AWARDS CHAIR

### FUNCTIONS:

1. Oversee the FWSA Awards Program. These awards currently consist of Hans Georg, Elizabeth “Schatzi” Wood, J. Stanley Mullin, Jimmie Heuga, Jordan-Reily, Bill Mackey, Tommi Tyndall and Terry Smith, often referred to as the “Great 8.”
2. Reports to Chairman of Board of Trustees or designated Trustee.

### RESPONSIBILITIES:

1. Prepare a timeline each year keeping in mind the schedule of the vote counters and the deadline for submitting the awards to the trophy company.
2. Update the list of people eligible to vote for the Service Awards. The list for the Terry Smith Award is different from the other seven awards. Attempt to find addresses for those that bounced or where returned. Account for those folks who have passed.
3. Develop objectives and guidelines for the FWSA Service Awards Program.
4. Develop materials and forms to solicit nominations for the FWSA Service Awards. Post materials on a website.
5. Mail/email materials to select database of FWSA officers and previous award recipients to solicit nominations for the FWSA Awards.
6. Receive nominations. Verify the eligibility of the nominees.
7. Reformat the citations into a template so that all the nominations look similar. Request and search for photos of nominees. Put together a document with ballot, instructions and citations.
8. Set up website with html pages for each nominee with instructions and a ballot for the two sets of awards. The first 7 awards, also known as the “Magnificent 7” and the Terry Smith each have their own ballot and eligible voting list. Set up a form for voting electronically.
9. Set up a unique user ID and password for each person eligible to vote. Activate passwords.
10. Send out individual emails with unique user ID and password to each person eligible to vote.
11. Working with a Trustee or appointed person, tabulate ballots and determine Award winners. Tabulation will be done independently and compared for correctness.
12. Work with the Trustees to develop a list of candidates for the Warren Miller and Bill Berry Awards.
13. Give names of the Service Award (and media) winners to the Trustee who oversees the program to order plaques in time for the FWSA convention.
14. Assist in the preparation of the awards slides for the Convention Luncheon and Dinner.
15. Write a short script for each of the Service Awards. Assist in writing scripts for other awards as requested.
16. Assist in the presentation of the awards at the FWSA Convention (optional).
17. Submit a written report to the FWSA Board of Trustees, Secretary and Webmaster prior to each Board meeting.
18. Submit the list of winners with photos and citations as requested for the summer *Councilman* and the *Far West Skier’s Guide*.

## **PARLIAMENTARIAN**

### **FUNCTIONS:**

1. Act as a resource to the FWSA President and Delegates at the FWSA Annual Meeting in all matters relating to parliamentary procedures.
2. Reports to the FWSA President.

### **RESPONSIBILITIES:**

1. Must attend the FWSA Annual Meeting.
2. Must have a current working knowledge of Robert's Rules of Order and widely accepted parliamentary procedures.
3. Advise FWSA President and VP of Membership on Credentials and Elections at the FWSA Annual Meeting.
4. Provide parliamentary opinions when there are disputes regarding parliamentary procedures at the FWSA Annual Meeting.

## **NOMINATIONS AND ELECTIONS COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Prepare a slate of candidates for open elected positions at the Annual Meeting.
2. Reports to the FWSA President.

### **RESPONSIBILITIES:**

1. Recruit viable candidates for the open elected positions from club and council officers and leaders.
2. All positions are open to any club member in attendance at the Annual Meeting who wishes to run for office subject to procedures established by the FWSA By-laws.
3. Provide all candidates with job descriptions for the open elected positions.
4. Advise all candidates about the procedures for campaigning and the schedule for giving speeches to the Delegates.
5. Conduct the presentation of the candidates, speeches and voting for candidates at the Annual meeting. This involves coordination with the VP of Membership acting as Credential Chair at the Annual Meeting.

## **CONVENTION CHAIR**

### **FUNCTIONS:**

1. Oversee the planning and execution of the annual FWSA Convention.
2. Solicit and evaluate Proposals for future FWSA Conventions.
3. Conduct the FWSA Convention Committee meetings at the quarterly Board of Directors meetings and Site Selection Committee meetings.
4. Reports to FWSA President.

## RESPONSIBILITIES:

1. Annually update the request for Proposal (RFP) to be reviewed by the President.
2. Distribute RFP's to local Convention and Visitor's Bureaus (CVB's) and potential property sites.
3. Recommend potential Host Councils for future FWSA Conventions.
4. Work with the Host Council to identify potential hotel sites.
5. Arrange Site Visits for the FWSA Site Section Committee with Sales Directors of potential hotel sites.
6. Negotiate a Convention Contract with a selected hotel property, Convention Center and any other entity as required per the specifications outlined in the RFP. Submit to the FWSA President for review and signature.
7. Coordinate with the Convention Treasurer to send deposits to current and future Convention properties.
8. Update the Annual Host Council Responsibilities Timeline and review with the designated Host Council Convention Coordinator.
9. Provide advice and oversight to the Host Council Convention Committee regarding all Host Council Convention activities and responsibilities. Attend one or more Host Council Convention Committee Meetings if feasible.
10. Complete the Master Billing form for the hotel property and maintain the Council Convention History database of references.
11. Submit a Draft Convention Budget to the Treasurer prior to the summer FWSA Board of Directors Meeting, with the Final Budget to be approved at the winter Board Meeting. Review budget with the Host Council Convention Coordinator.
12. Coordinate with the Convention Treasurer for all checks required before, during and after the Convention for services rendered. Check Requests are sent to the FWSA Convention Chair for approval, assignment of Account Codes, and a counter-signature.
13. Work closely with the Convention Treasurer to finalize Convention finances within 60 days following the Convention. Enter past Convention Actuals in the next year's Draft Convention Budget submitted at the summer Board Meeting.
14. Work with the Host Council Convention Coordinator in securing executed contracts for all optional events, entertainment, a photographer, and all other activities at the Convention as required. Maintain the Contract Management Spreadsheet.
15. Work with the FWSA President in setting up the Board Meeting prior to the Convention with the hotel property. Schedule a meeting with hotel staff and key Convention Committee members in conjunction with the Board Meeting.
16. Coordinate with the FWSA Webmaster for development of the Convention website, to be completed by late January.
17. Coordinate with the Convention graphic designer in developing all registration forms and flyers.
18. Prepare all Club Registration and Credentials information and forms and send to the Convention Registrar for production and distribution.



19. Submit a written report for each Quarterly Board of Directors meeting and send the minutes from the Convention Break-Out Session to the FWSA Secretary and Webmaster.
20. Submit an article and all items necessary to be included in the Convention Delegate Book. Proofread the Convention Delegate Book.
21. Coordinate with the hotel Room Reservations Manager to set up a Passkey or similar on-line Room Reservations FWSA site. Maintain the Room Reservation Master Spreadsheet and send periodic reports to the Council Presidents to ensure meeting the required contractual room block.
22. Make all Meeting Room assignments and maintain the Schedule of Events.
23. Work with the hotel staff for coordination of all hotel operations. Update the Master Planner for the hotel staff to prepare the Banquet Event Orders (BEO's). Review all BEO's and submit to the FWSA President for signature.
24. Coordinate with the Silent Auction / Travel Expo Chair for the trade show and Travel Expo operations. Provide support and assistance.
25. Secure ballroom floor diagrams from the hotel site and design layout of all ballroom functions, including the Friday night Silent Auction and Trade Show.
26. Collect all food and drink coupons throughout the Convention, do the coupon counts and update the Coupon Count Master Spreadsheet.
27. Ensure that articles are submitted by the Host Council for the *Far West Skier's Guide*, *The Councilman*, and *Far West News Flash*.
28. Work with Convention Photographer to finalize and distribute Convention CD's. Assist *The Councilman* Editor and the *Far West Skier's Guide* Publisher in selecting Convention pictures to appear in the publications.
29. Issue timely press releases, prior to and following the annual FWSA Convention. The press release should include Convention activities, FWSA Award recipients, Silent Auction, and Election results.
30. Write and update "Best Practices" of all Convention operations.

## **CONVENTION SILENT AUCTION/TRAVEL EXPO CHAIR**

### **FUNCTIONS:**

1. Plan and execute the Silent Auction and Travel Expo at the annual FWSA Convention.
2. Reports to FWSA Convention Chair.

### **RESPONSIBILITIES:**

1. Work with the VP Marketing to procure donations for the Annual Silent Auction.
2. Assist the Convention Chair with the preparation of the annual Convention budget to be submitted at the summer Board of Directors meeting.
3. Work with the VP Marketing and Web master to develop materials including web pages on FWSA website for industry registration and solicitation of Convention Silent Auction donations.
4. In cooperation with the VP Marketing, establish and maintain contact with all ski

- areas, tour operators and industries for purposes of procuring Silent Auction donations.
5. Provide staffing and supervision for Silent Auction set up, bid pickup and payments.
  6. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
  7. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

## **HOST COUNCIL CONVENTION COORDINATOR**

### **FUNCTIONS:**

1. Oversees the local aspects of running a successful FWSA Convention.
2. Reports to the FWSA Convention Committee Chair.

### **RESPONSIBILITIES:**

1. Chair all meetings of Host Council Convention Committee.
2. Attend Site Inspection visits and meetings with the hotel staff as specified by the FWSA Convention Chair.
3. Recruit volunteers to execute all local activities and functions designated by the FWSA Convention Committee Chair.
4. Monitor activities of all Host Council volunteers to ensure that all activities and functions are being planned and executed as expected by the FWSA Board of Directors.
5. Regularly check the Host Council Responsibilities Timeline to ensure all Host Council Convention Committee assigned activities are on schedule.
6. Provide information on local optional events to the FWSA Convention Chair as specified in the Host Council Responsibilities Timeline to ensure all Host Council Convention Committee assigned activities are on schedule.
7. Attend all FWSA Board of Directors meetings in the year prior to the Convention.
8. Provide a proposed budget for each Convention optional activity to the FWSA Convention Chair as specified in the Host Council Responsibilities Timeline. Assistance will be provided by the FWSA Convention Committee Chair.
9. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
10. Work with council volunteers in submitting all Convention Check Request Forms with receipts to the FWSA Convention Chair within 30 days following the Convention.

## ***FAR WEST SKIER'S GUIDE* EDITOR**

### **FUNCTIONS:**

1. Editor and publisher of the annual *Far West Skier's Guide*
2. Reports to the FWSA President and VP of Communications.

#### RESPONSIBILITIES:

1. Responsible for procurement of advertising sales for annual *Far West Skier's Guide*.
2. Develop content, edit, publish and distribute the annual *Far West Skier's Guide*.
3. Develop and prepare files for the Digital Edition of the *Far West Skier's Guide*.
4. Set deadlines for FWSA officers, committee chairs and Council presidents to submit articles and other information for the annual *Far West Skier's Guide*.
5. Contract with Certified Folder Display (with FWSA Board approval) to distribute the *Far West Skier's Guide* in the western states serviced by FWSA.
6. Arrange for distribution of the *Far West Skier's Guide* through Council presidents.
7. Submit the *Skier's Guide* proposed budget to the VP of Communications prior to the summer FWSA Board of Directors meeting.
8. Submit a written report to the FWSA Secretary, Webmaster and VP of Communications prior to each Board meeting.
9. Submit a report to the Convention Delegate Book.

#### INFORMATION SERVICES DIRECTOR

##### FUNCTIONS:

1. Maintains the FWSA Database.
2. Reports to VP of Communication.

##### RESPONSIBILITIES:

1. Keep the FWSA Database current, making updates as received.
2. Provide mailing labels as requested, with the approval of the FWSA President.
3. Submit the Database Manager's proposed budget to the VP of Communication prior to the summer FWSA Board of Directors meeting.
4. Submit a written report to the FWSA Secretary, Webmaster and VP of Communication prior to each Board meeting.

#### THE COUNCILMAN EDITOR

##### FUNCTIONS:

1. Editor and publisher of the FWSA newsletter, *The Councilman*
2. Reports to VP of Communications.

##### RESPONSIBILITIES:

1. Edit, publish and distribute two issues of *The Councilman* annually, one in July after the annual FWSA Convention, and one in April to promote the annual FWSA Convention.
2. Set deadlines for FWSA officers, committee chairs and Council Presidents to submit articles for each *Councilman*.
3. Prepare a draft of each Councilman and provide to FWSA webmaster to post on the FWSA website for restricted access to review and submit corrections.
4. Provide the approved electronic edition of *The Councilman* to the FWSA Webmaster

- to post on the FWSA website
5. Submit *The Councilman* proposed budget to the VP of Communications prior to the summer FWSA Board of Directors meeting.
  6. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.

## **WEBSITE MANAGER**

### **FUNCTIONS:**

1. Maintains the FWSA website.
2. Reports to VP of Communications.

### **RESPONSIBILITIES:**

1. Responsible for payment of hosting, domain name and other fees associated with the website. Request reimbursement from the FWSA Treasurer.
2. Update the website promptly for changes submitted by FWSA officers, Committee Chairs and Council presidents.
3. Update the website promptly for registration information, activities and sponsors prior to the annual FWSA Convention.
4. Update the website promptly after the annual FWSA Convention to report on activities and FWSA award winners.
5. Submit a DVD copy of the website to the VP of Communications prior the annual FWSA Convention.
6. Submit a proposed budget for the website to the VP of Communications prior to the summer FWSA Board of Directors meeting.
7. Submit a written report to the FWSA Secretary, Webmaster and VP of Communications prior to each Board meeting.

## **CHARITIES & OUR COMMUNITIES COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Oversee the FWSA Charities & Our Communities Program.
2. Reports to VP of Council Services

### **RESPONSIBILITIES:**

1. Determine charities & community service programs that may qualify for FWSA designation. Present information to FWSA Board of Directors for approval.
2. Publish procedures and contact information to assist clubs and councils wanting to get involved in one or more of the FWSA designated charity programs.
3. Assist clubs and councils in coordinating activities in any FWSA designated charity.
4. Obtain information from clubs and councils on their charity and community service projects.
5. Submit Charities Committee's proposed budget to the VP of Council Services prior to the summer FWSA Board of Directors meeting.

6. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
7. Write an article for each *Councilman, Far West Skier's Guide* and the Convention Delegate Book.

## **CLUB/COUNCILS COMMUNICATIONS AWARDS CHAIR**

### **FUNCTIONS:**

1. Oversee the annual Club and Councils Communications and Outstanding Club Awards.
2. Reports to VP of Council Services.

### **RESPONSIBILITIES:**

1. Develop objectives and guidelines for the Club and Councils Communications and Outstanding Club Awards.
2. Develop materials and forms to solicit nominations for the awards including a summary of the program and a summary on each award with contact information and criteria.
3. Prepare a time table each year for awards judging.
4. Email materials to Council Presidents to solicit nominations for the awards.
5. Provide judges with the rules for voting on candidates for the annual Award.
6. Assemble judging results and provide to Awards Chair and VP Council Services.
7. Assist in the presentation of the awards at the FWSA Convention.
8. Submit a proposed budget to the VP of Council Services prior to the summer FWSA Board of Directors meeting
9. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
10. Write an article for each *Councilman, Far West Skier's Guide* and the Convention Delegate Book.

## **COUNCILS' MAN & WOMAN of THE YEAR COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Oversee the annual Councils' Man & Woman of the Year Award.
2. Reports to VP of Council Services.

### **RESPONSIBILITIES:**

1. Develop objectives and guidelines for the Councils' Man & Woman of the Year Award.
2. Develop materials and forms to solicit nominations for the Councils' Man & Woman of the Year Award.
3. Prepare a time line each year for awards judging.
4. Email materials to Council Presidents to solicit nominations for the Councils' Man & Woman of the Year Award.

5. Provide judges with the rules for voting on candidates for the annual Award.
6. Chair the annual interview process and voting of the judges.
7. Assist in the presentation of the awards at the FWSA Convention.
8. Submit a proposed budget to the VP of Council Services prior to the summer FWSA Board of Directors meeting
10. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
11. Write an article for each *Councilman, Far West Skier's Guide* and the Convention Delegate Book.

## **FAMILY & YOUTH INVOLVEMENT COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Sustain and grow the sport of snow skiing by attracting and building the family and youth market.
2. Reports to VP of Council Services.

### **RESPONSIBILITIES:**

1. Develop programs and services to welcome families and youth into our ski organizations.
2. Build interest in family ski outings through events hosted at the Council levels.
3. Develop a volunteer base of members interested in planning and leading family activities.
4. Submit Family & Youth Committee's proposed budget to the Treasurer and the VP of Council Services prior to the summer FWSA Board of Directors meeting.
5. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
6. Write an article for each *Councilman, Far West Skier's Guide* and the Convention Delegate Book.

## **SAFETY COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Oversee the FWSA Safety Program.
2. Reports to VP of Public Affairs.

### **RESPONSIBILITIES:**

1. Develop strategies and materials to promote skier safety in the Western U.S.
2. Prepare articles for publication in newsletters and on websites of member clubs and councils.
3. Oversee the distribution of the FWSA Safety Poster.
4. Submit the Safety Committee's proposed budget to the Treasurer and the VP of Public Affairs prior to the summer FWSA Board of Directors meeting.
5. Submit a written report to the FWSA Secretary and Webmaster prior to each

- Board meeting.
6. Write an article for each *Councilman, Far West Skier's Guide* and the Convention Delegate Book
  7. Be the point person for the BOD on any injury incident involving FWSA. The Safety Chairman is responsible for reporting to the BOD on the circumstances of an incident

## **HISTORY COMMITTEE CHAIR**

### **FUNCTIONS:**

1. Oversee the FWSA History Program.
2. Oversee the annual FWSA Western Ski Heritage, Snowsports Builder and Club History Awards Programs.
3. Reports to VP of Public Affairs.

### **RESPONSIBILITIES:**

1. Document the history of skiing in the Western U.S.
2. Document the history of Far West Ski Association.
3. Prepare articles for publication in newsletters and on websites of member clubs and councils.
4. Solicit nominations for the annual FWSA Western Ski Heritage Award and oversee the selection of the winner. Assist in the presentation of the award at the FWSA Convention.
5. Document the Historical Club designations.
6. Chair the History Committee meeting at the annual FWSA Convention.
7. Submit the History Committee's proposed budget to the Treasurer and the VP of Public Affairs prior to the summer FWSA Board of Directors meeting.
8. Submit a written report to the FWSA Secretary and Webmaster prior to each Board meeting.
9. Write an article for each *Councilman, Far West Skier's Guide* and the Convention Delegate Book.

## **INTERNATIONAL TRAVEL TEAM**

### **FUNCTIONS:**

Reports to FWSA VP of International Travel

### **RESPONSIBILITIES:**

1. Develop marketing materials.
2. Assist in promoting the trip.
3. Co-write guidebook for trip.
4. Be strong presence on site during the trip. Display friendly and positive attitude around trip participants.
5. Be available at all times during the trip (text or phone).

6. Work at travel booth at the convention.
7. Review bid summaries with VP.
8. Assist in providing trip badges & medical emergency cards.
9. Assist with passing out luggage tags.
10. Assist with distributing ski week materials during arrival or welcome parties. Neck wallets, badges, medical emergency cards, drink tickets, lift tickets, etc.
11. Verify ski club and direct membership.
12. Assist with photo opportunities during the trip
13. Provide (brainstorm) ideas for future trips to the VP.
14. Assist VP on arrival days at the airports to round-up participants and make sure they are all on the buses to our hotels.
15. Assist as bus captain for additional tours.
16. All other assigned duties requested by the VP.
17. Be a knowledgeable and informative steward of the FWSA organization.