



ISV Board Roles and Responsibilities Policy

Date approved:	06 June 2023	Effective start date:	06 June 2023
Policy Number:	ISV019	Version number:	2.0
Review date:	June 2024		
Related Policies/ Procedures/Forms:			

1. Purpose

To distinguish the roles and responsibilities for the Board of Directors of Ice Skating Victoria Inc (ISV).

2. Application

This policy applies to the ISV Inc. elected Office Holders and Board members.

3. Responsibilities

The ISV Board is responsible for the following:

The ISV Inc. President is responsible for the annual review of this policy to ensure its currency and to incorporate changes where required.

Policy

In addition to the responsibilities outlined in the Constitution Objects and Rules, the executive shall also have the following roles and responsibilities:

3.1 - ISV President:

- Chair all Board meetings
- Project manager for all major events and competitions and be responsible for the delegation of associated duties
- Communicate ISV decisions to Ice Skating Australia (ISA) as required
- Liaison with rinks to build partnerships

3.2 - ISV Treasurer:

- Manage the finances of the Association including paying bills and issuing invoices
- Prepare a monthly financial statements
- Prepare a yearly budget and report regularly on actual spending compared to budgeted expenditure
- Facilitate the auditing of the books each financial year (if required by CAV)
- Assist the coordinators as required by providing financial reports and advice as required
- Assist the Secretary in setting up the jotform for ISV funded events

3.3 - ISV Secretary:

- Prepare the Monthly Board meeting/AGM Agenda in consultation with the President
- Take minutes at all meetings and provide them to Board in a timely manner
- Receive, document and respond to all communication received through the Secretary email address
- Forward applicable emails to Board members for information and/or response
- Forward ISA Communications to ISV membership, Clubs, ISV Coach Representative
- Inform the ISV membership of correspondence from other state associations re ISA Champs series events
- Prepare certification letters for ISV members as required
- Be the nominated person to Consumer Affairs and lodge the yearly returns.

In addition to the above elected positions, the Board will allocate the below roles and responsibilities on a year by year basis:

ISV Athlete Development and High Performance State Squad Coordinator:

- Manage all aspects of Athlete Development and High Performance State Squad in consultation with the Board including:
 - Selection of athletes
 - Coordination and scheduling of sessions
 - Design and supply of High Performance State Squad certificates and attire
- Liaise with the Officials and Judging coordinator to ensure judges are scheduled for sessions as required
- Report monthly on skaters competing interstate and internationally
- Maintain the list of athletes who have obtained qualification scores
- Schedule the Team Victoria session post VFSC
- Work within the constraints of the yearly budget as designated by the Treasurer

ISV Officials and Judging Coordinator:

- Schedule judges, technical panels and support roles for all events endorsed by ISV
- Liaise with local organising committees (LOC) to assist with scheduling around judging requirements
- Coordinate the ISU Judging System data load for all events endorsed by ISV
- Assist in training volunteers for the support roles at competitions

ISV Test Session Coordinator:

- Coordination and scheduling of ISA test sessions in Victoria
- Provide recommendation to The Board on quantity of test sessions required for each year
- Liaise with the Officials and Judging Coordinator to ensure judges are scheduled for each event
- In consultation with the Treasurer and the Board set pricing for test sessions
- Keep relevant policies accurate and up to date

ISV Communications and Media Coordinator:

- Assist the Secretary with the distribution of information to members
- Share athlete competition results as highlighted by the Athlete Development and High Performance State Squad Coordinator
- Publish ISV communications via the appropriate communications channels including:
 - Social media
 - Emailing the membership database
 - Website
- Distribute media releases to relevant media agencies under the direction of the President

ISV Child Protection Coordinator:

- Consult ISA National Integrity Framework and ISA Child Safeguarding Policy
- Inform Board of correct procedures to respond to allegation breaches
- Ensure Child Safe Practices are adhered to at local competitions
- Verify volunteers have authorised 'Working with Children Check' (WWCC) applicable to the state of Victoria
- Review relevant ISA Policies:
 - ISA-15 Member Protection Policy
 - ISA-16 Code of Ethics and Behaviour
 - ISA-17 Social Media Code of Conduct

ISV Merchandise Coordinator:

- Manage online merchandise sales platform
- Design of merchandise range and sourcing of suppliers
- Ordering of merchandise from suppliers and distribution
- In consultation with the Treasurer and Board, set prices of merchandise range

ISV Fundraising and Grants Coordinator:

- Search for, and prepare grant applications to assist in the development of figure skating in Victoria under the direction of the Board
- Investigate and arrange fundraising opportunities for Ice Skating Victoria

ISV Volunteer Coordinator:

- Build a database of Victorian volunteers
- Schedule volunteers for Ice Skating Victoria events
- Maintain current records of Working With Children Checks

ISV Technology Coordinator:

- Maintain and update Victoria's ISU Judging System and have it available for all Ice Skating Victoria endorsed events
- Administrate the Ice Skating Victoria G Suite account (email and data storage)
- Provide technical assistance, security and design updates for the Ice Skating Victoria website
- Manage the web hosting for the main website and results website
- Provide appropriate training to Board members and volunteers as required on various systems

ISV Membership Coordinator:

- Maintain the operation of the ISV membership system
- Update the Membership list weekly and forward to Treasurer and Secretary
- Verify Members hold current membership re registration for Competitions, Events and Test Sessions.
- Coordinate the registration of ISV members including:
 - Manage the membership and events registration platform
 - Provide assistance to clubs with using the memberships system
- Setup of membership registration form

5. Definitions

Events	Competitions, Feedback sessions, Test Sessions
ISA	Ice Skating Australia
ISV	Ice Skating Victoria
LOC	Local Organising Committee
Officials	means Judges, Referees, Technical Controllers, Technical Specialists, Assistant Technical Specialists, Data Operators (DRO), Video Cutters (VRO), Accountants, IJS technical support, camera operators.
Volunteers	Non-reimbursed

6. Version history

Version	Approval date	Changes
2.0	June 2023	Reformatting of policy to current style. Addition of Child Protection coordinator. Addition of High Performance State Squad coordinator.
1.0	February 2020	