



Ice Skating Victoria Inc. Policy Document

Affiliated to Ice Skating Australia Inc.

COMMITTEE ROLES & RESPONSIBILITIES POLICY

Authority Ice Skating Victoria Inc.

Application Ice Skating Victoria Inc. Committee

Related Documents Ice Skating Victoria Inc. Constitution, Objects & Rules

Purpose

To distinguish the roles and responsibilities for the Committee members of Ice Skating Victoria Inc.

Scope

This policy applies to the Ice Skating Victoria Inc. elected Office Holders and Councillors

Responsibilities

The Ice Skating Victoria 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:

- **President**
 - Chair all council meetings
 - Project manager for all major events and competitions and be responsible for the delegation of associated duties
 - Relay Ice Skating Victoria decisions to Ice Skating Australia as required
 - Liaison with rinks to build partnerships

- **Vice President**
 - Chair council meetings when the President is unable to be in attendance
 - Assist the President in the liaising with rinks and Ice Skating Australia
 - Manage the Ice Skating Australia Proof of Age process (POA) and input this data into the membership database as required
 - Coordinate member protection issues with Member Protection Officers and report back to council

- **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
 - Assist the coordinators as required by providing financial reports and advice as required

- **Secretary**
 - Take minutes at all meetings and provide them to council in a timely manner
 - Receive, document and respond to all communication received through the Secretary email address. This includes delegation of emails to appropriate people for them to respond to.
 - Be the nominated person to consumer affairs and lodge the yearly returns.
 - Coordinate the registration of Ice Skating Victoria members including:
 - Manage the membership and events registration platform
 - Report monthly on membership changes
 - Provide assistance to clubs with using the memberships system

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

- **Athlete Development Coordinator**
 - Manage all aspects of State Squad in consultation with the council including:
 - Selection of athletes
 - Coordination and scheduling of sessions
 - 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
 - Coordinate the Disney on Ice pre-show performance
 - Work within the constraints of the yearly budget as designated by the Treasurer

- **Officials and Judging Coordinator**
 - Schedule judges, technical panels and support roles for all events endorsed by Ice Skating Victoria
 - Liaise with local organising committees to assist with scheduling around judging requirements
 - Coordinate the ISU Judging System data load for all events endorsed by Ice Skating Victoria

- **Communications and Media Coordinator**
 - Assist the Secretary with the distribution of information to members
 - Sharing athlete competition results as highlighted by the Athlete and Development 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

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

- **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 Council
 - Investigate and arrange fundraising opportunities for Ice Skating Victoria

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

- **Test Session Coordinator**
 - Coordination and scheduling of test sessions in Victoria
 - Provide recommendation to council on quantity of test sessions required for each year
 - Liaise with the Officials Coordinator to ensure judges are scheduled for each event
 - Setup of event registrations in membership system including:
 - Test sessions
 - Competitions
 - In consultation with the Treasurer set pricing for test sessions
 - Keep relevant policies accurate and up to date

- **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 councillors and volunteers as required on various systems

- **Membership Support**
 - Assist the Secretary with the initial setup and operation of the membership system

Representatives assigned to Ice Skating Victoria Inc. by affiliated clubs and associations will have the below additional duties:

- **Affiliated Club**
 - Relay information to ISV as requested by their club committee
 - Relay information to their club as appropriate after ISV meetings and discussions
 - Maintain confidentiality on Ice Skating Victoria discussions where appropriate

- **Victorian Professional Skaters Association**
 - Attend monthly meetings to be a voice for all coaches in Victoria
 - Provide input and consultation during athlete selection for the Australian Figure Skating Championships and State Squad
 - Relay ISV decisions to all coaches where appropriate
 - Maintain confidentiality on Ice Skating Victoria discussions where appropriate

The three (3) Committee members elected to the role of Ice Skating Australia delegate will also have the responsibilities of:

- Representing Victoria's best interest at the Ice Skating Australia Annual General Meeting
- Providing policy input to Ice Skating Australia as required

Version history

- Version 1 - February 2020