

# Louisville Skating Academy Board Member Duties

Revised 1/8/2016

## President:

It shall be the duty of the President to take charge of the Academy:

- To preside at all meetings of the Academy and of the Board of Directors; send out the agenda in advance of the meeting.
- The President shall have the entire supervision and management of the Academy and its property pending the action of the Board of Directors.
- The power to suspend any member for violating the by laws or regulations of the Academy, pending the approval of the Board.
- To call special meetings and Academy meetings.
- The President, together with the Secretary, shall sign all agreements and contracts made by the Academy. And maintain all insurance policies.
- Handle all aspects of the LSA Grievance Procedure including assembling the grievance committee and running the grievance hearings as needed.
- Serve as an ambassador for LSA at all times
- Closely observe Academy finances
- Oversee the chairs of the following committees
  - Governance- elections/ nominations/ legal council
  - Events- Competitions, Tests, Shows, Sanctions

## Executive Committee:

In intervals between meetings of the Board of Directors an Executive Committee, consisting of the LSA President, Vice Pres., Sec., Treasurer, and Program Director shall have the authority to manage day to day affairs of LSA.

- The President shall chair this committee
- Work closely with rink management
- Oversee all committees assuring that they stay on schedule with duties
- Oversee all programs and events
- Develop annual budget
- Develop ice proposals for seasonal ice purchases from Iceland Sports Complex
- Develop short and long range plans for LSA
- Compile competition bids

## **Vice President:**

- Assist President
- Registration
- Oversee the chairs of the following committees:
  - Contracts
  - Hospitality
  - Spirit
  - Ice Monitors

## **Training Registrations Committee duties:**

- Meet with coaches to set schedule
- Set prices
- Publish contracts
- Collect contracts and contract monies
- Record credits
- Data entry of contracts
- Create necessary papers: Sign in Sheets, Flex cards, Trade coupons, Credit Slips
- Deposit money on a timely basis reporting all transactions to the treasurer
- Contact delinquent payers
- Report to the Secretary on at least a monthly basis
- Prepare reports for planning purposes
- Answer questions, resolve concerns.

## **Chief Ice Monitor duties:**

- Train and supervise all ice monitors
- Maintain schedule of monitors
- Record credits for hours worked, submit monthly report to VP
- Check all sign in sheets for attendance and balance money
- Keep record and verify Trade Slips
- Record credits from cancellations, late starts, etc. Report credits to VP

## Secretary:

- Announce all Board Meetings via email and remind all committee chairs to submit
- monthly reports to the BOD members for review prior to the meeting
- Record minutes of all Board and Membership meetings; promptly distribute minutes to all board members.
- Send out notices of membership meetings (Elections and Annual Banquet/Meeting) as well as other information as needed.
- Document elections and keep a record of members elected for a position, length of term, deceased, suspended, or expelled.
- Notify USFS of officer and board member changes.
- Keep a record of all reports and documents: i.e. minutes, financial records, contracts, tax, and government documents.
- Maintain LSA's Annual Calendar and distribute to membership via newsletter, website and welcome packets.
- Maintain LSA's committee person's list.
- Maintain the board members only site with a copy of the LSA Constitution and by laws, Board Members Agreement, Conflict of Interest Agreement, LSA Calendar, Board Roster, and Job Descriptions, Conflict Resolution Policy, two year calendar, and work calendar, and all other supporting information on table of contents.
- Oversee the following committee chairs:
  - Membership
  - Sponsorship
  - IT- Publicity/Website
  - Parent Education
  - Banquet Committee

## Treasurer (Elected Board Position):

- Act as LSA Figurehead for all financial matters
- Prepare budget with help of Executive Board (includes preparing any necessary schedules to support budget process such as contract detail, membership analysis, etc.)
- Communicate budget to Bookkeeper for input into Quicken
- Attend monthly Board meetings
- Research/communicate with banks regarding any change in structure of LSA accounts (for example, closing an account or setting up a new account)
- Look into investment options when necessary for extra funds (how to maximize interest earned)
- Get monthly reports from Bookkeeper and analyze and ask questions when applicable
- Periodically has the right to review the books, transactions, bank reconciliations, etc. done by Bookkeeper (determined at the discretion of the board)

- Obtain monthly ice bills from Iceland - review for accuracy, break out to respective LSA programs and forward to Bookkeeper for payment
- Obtain signed tax forms for all independent contractors for preparation of W-2 filing (to include full names, current address and SS# of all independent contractors). (by law club should maintain these records which include full names, current address and SS# of all independent contractors)
- Obtain annual summary payroll information from Bookkeeper at calendar year end.
- Communicate with outside accountant regarding payroll for filing of W-2's. (this is for all independent contractors that exceed a certain dollar amount per calendar year)
- Do analysis of financial data when determined necessary by the board
- At LSA fiscal year end, obtain final year end statements from Bookkeeper and forward to outside accountant for tax return preparation. (follow up with outside accountant, answer all questions and then actually sign and file the return)
- Prepare and present LSA financial information at the LSA Annual Meeting
- Oversee the following committee chairs:
  - Bookkeeping
  - Kroger Cards
  - Used Equipments Sales

### **Bookkeeper duties:**

- Input budget into Quicken
- Deposit all monies received
- Pay bills - including tracking people down to give them their check or mail
- Do monthly payroll
- Prepare/accumulate annual payroll info. For tax purposes - forward to Treas.
- Collect signed tax forms for all individuals on payroll from Treas.
- Receive ADP reports for director's salary, etc. Record each month
- Receive from Treas., review allocation, record and pay
- LSA credit card - get bill, review, match to supporting documents, pay
- Receive report, tie out, record and reconcile to bank adjustments
- Prepare bills as deemed necessary (ie., bill hotels for officials staying at hotels)
- Prepare donation letters for those that donate services/products and want tax receipt
- Receive notices - forward to Treasurer for follow up
- Get start cash for all events
- Record everything into Quicken on a monthly basis
- Reconcile to bank every month for all accounts
- Get reports from "Contract" person - book all adjustments
- Prepare back up reports needed to enhance accounting reporting (such as for LTS, Contracts, Nutcracker, etc.)
- Close books, prepare all back up reports as well as prepare all the reports to go to independent tax person for tax return filing

## Membership Chair:

*\*Keep in mind that this position is LSA's front line of sales and promotion.*

- Be well versed in the USFS Membership Rules MR 1.00-MR 14.12
- Send out USFSA and LSA renewal information at least one month prior to expiration date.
- Send out reminders and Courtesy Notices to members who have allowed membership to lapse.
- Promptly process new and renewed memberships with the USFSA.
- Promptly deposit funds received. Report deposits to treasurer.
- Welcome new members and assist in orienting them to LSA, its services, privileges and responsibilities.
- Provide current rosters including names, addresses, phone and email for all board members and committee chairs. Test chair and President should also be supplied with Member's USFSA numbers as they are updated.
- Should members fall from "Good Standing" status, notify board officers, Executive Committee (LSA President, Skating Director and Treasurer), Test Chair and Ice Contract Chair. *This means the skater is delinquent in payments after reminders, etc., or has violated the by-laws of the club. They are disqualified from testing, competing, performing in ice shows, and contracting for ice.)*
- Assist other committee chairs as needed with membership information and materials and areas members volunteered to assist.

## Sanctions Chair

- Submit sanction applications to US Figure Skating for all LSA events.
- Post sanctions
- See that LSA abides by all US Figure Skating sanction rules