
Blackwater Nordic Ski Club

PRESIDENT

Position Description

The President is responsible for directing all matters of the Club:

- Guide Vision for Club and work closely with Board to establish strategic courses of action to achieve that Vision
- Schedule meetings, prepare agenda, and facilitate regular business meetings (monthly from September through March)
- Prepare for Annual Meeting
- Write Annual Letter to the Membership
- Ensure that Functions of: Community Liaison, Facilities Coordinator, Head Groomer, BKL Coordinator & Head Coach, Outreach & Events Coordinator, Membership Coordinator, and Web-site Coordinator are actively being addressed by Club Board Members and/or Volunteers and working in concert with one another

The President may be a natural fit for fulfilling the roles of Community Liaison and/or Facilities Coordinator, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club
VICE-PRESIDENT & COMMUNITY LIAISON
Position Description

The Vice-President is responsible for filling in for the President as needed and assisting with any other assigned duties. The current Vice-President is serving as Community Liaison.

The Community Liaison is responsible for managing all the partner relationships needed for the Club to be able to do its business and activities. This includes arrangements for facilities, Club affiliation, Liability insurance, and co-ordination with HS Nordic Coach to address grooming needs.

- In Autumn:
 - Contact the Hopkinton Fairgrounds Association (HFA, Deb Curtis 225-3970) to renew annual use contract and discuss any relevant logistics (access through gates, providing insurance binder, using lights for weekly night skiing, incompatible uses)
 - Contact the Odd Fellows (OF, Tom Johnson, Jr. 746-3859) to affirm the on-going arrangements to access the Fairgrounds via the Odd Fellows parking lot and discuss any relevant logistics (plowing, use of building for a hosted race)
 - Check in with Gould Hill Orchard (GHO, Tim Bassett 315-4773) to affirm on-going arrangements at the Orchard and to learn of any changes at the Orchard with respect to trail lay-out and relevant logistics (plowing, port-o-toilets)
 - Get Insurance Application to Lawson Insurance (Jack Lawson 800-823-5297) and get copies of Insurance binders to HFA, GHO, OF, and Erik Leadbetter
 - Update Club Status with NENSA (Ruth Hall 207-688-6503)
- In Winter:
 - Assist as needed so that HS Nordic Coach, MS Nordic Coach, and Head Groomer are in communication (about grooming priorities and scheduling)
 - Assist as needed so that HS Nordic Coach and BKL Coach are in communication about HS Team members availability to mentor/coach at approximately 4 BKL sessions

The Community Liaison works closely with the Facilities Manager and may also fill that role, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club

CLERK

Position Description

The Clerk is responsible for all clerical matters of the Club:

- Keep minutes for all meetings
- Retain Club documents and official papers, including Articles of Incorporation, By-laws, IRS Statement of Charitable 501(c)3 Status
- Write special letters of thank you as determined by the Board

The Clerk may be a natural fit for fulfilling the roles of Outreach & Events Coordinator, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club

TREASURER

Position Description

The Treasurer is responsible for all financial matters of the Club:

- Process income, pay for expenses, and manage bank account(s); keep accurate records and documentation of all income & expenses; produce financial statements
 - Deposit all income
 - Pay all expenses
 - Balance checking account
 - Ensure that authorized check signers are kept current and follow policy for having 2 signers on checks
 - Keep accurate check ledger and supporting documentation for all income & expenses
 - Work with Board to establish annual budget; track budget and provide updates for review at Board Meetings
 - Be sure that Club acknowledges charitable contributions
- File required documentation with State and Federal governments, and generate any additional needed financial statements
 - Keep track of depreciation for capital purchases
 - File Annual Report (Form NHCT-2A as per RSA 7:28) with the State of NH by February 15th of each year; send with \$75 filing fee to Charitable Trust Unit of the Attorney General's office beginning 2/15/2011
 - File Form 990-N electronic postcard (if gross annual receipts are below \$25,000 threshold for filing 990-EZ) by February 15th of each year
 - File 5-year "Nonprofit Report" or "Renewal of Charter" (RSA 292) in years ending in '0' or '5' with the Secretary of State's office - forms to be sent out by Secretary of State - due back 12/31/10, etc.
 - Gather Form W-9 for anyone receiving payment of \$600 or more from the Club (gather W-9 before making payment); generate Form 1099-MISC by the end of February for them to report this taxable income
- Fulfill financial accounting needed for any Grants received by the Club
 - Annual Reports for 2013 Recreation Trails Program are due annually on September 30 through 9/30/2017
- Arrange for internal audit of records
 - Have financial records reviewed by another Board member annually

The Treasurer may be a natural fit for fulfilling the roles of Membership Coordinator, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club

LEAD GROOMER

Position Description

The Lead Groomer is responsible for all aspects of trail grooming for the Club:

- Liaison with High School/Middle School Nordic Coaches, BKL Coordinator, Grooming Team, and interested Club members
 - Discuss Coach's grooming needs on a regular basis (as needed)
 - Provide weekly updates to Grooming Team to establish guidance on grooming priorities and needs
 - Work with Grooming Team to provide grooming updates to interested Club members via e-mail listserve, web-site, or other appropriate means
- Maintain all grooming equipment
 - Ensure annual service and proper summer storage at the end of the season for snow-machine and grooming attachments
 - Provide for needed repairs, maintenance, and enhancements to the equipment throughout the grooming season
 - Provide tools, fuel, and supplies needed for grooming operations
- Groom 1-2 shifts per week, as arranged in conjunction with Assistant Groomers
- Provide appropriate guidance to members of the Grooming Team to ensure proper use of the equipment, and proper grooming of the trails according to variable snow conditions

Blackwater Nordic Ski Club

ASSISTANT GROOMER(S) – MULTIPLE POSITIONS

Position Description

The Assistant Groomers are responsible for grooming the trails as directed by the Lead Groomer:

- Groom the trails according to arranged shift schedule, finding a substitute if needed
- Use guidance from Lead Groomer to determine grooming action; report back to Lead Groomer and Grooming Team upon completion of work
- Respond to grooming needs of HS/MS Coaches & BKL Coordinator
- Leave equipment in good working order according to direction of Lead Groomer
- One Person: Serve as Coordinator to ensure Grooming Coverage by Grooming Team
- One Person: Board Member to serve as Liaison between the Board & Grooming Team.

The Groomers may further differentiate responsibilities with respect to the Club's 2 facilities at each the Fairgrounds and the Orchard, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club
BKL COORDINATOR & HEAD COACH
Position Description

SUMMARY: The BKL Coordinator & Head Coach is responsible for coordinating all aspects of a BKL program (~ 40-50 children Grades 1-8). The Director will handle registration for the BKL program, work with the HS Nordic Coach for program on-snow activities, communicate with parents of BKL children, utilize available resources (including NENSA and nearby BKL programs), enlist a team of parent volunteers, and implement a 6-8 week BKL program, including contingencies for no-snow conditions.

TIMEFRAME OF PROGRAM:

- **By 1* week November** – Distribute registration notice to Harold Martin & Maple St. Schools
- **By Thanksgiving** – Hold Registration night
- **Snowfall through February** – Conduct weekly programming at Blackwater Facilities to provide 6-8 weeks of programs for BKL Youth – including no-snow activities if necessary, and December & March session if snow and interest allows. (No programs held during school vacation.)

SPECIFIC DUTIES:

PROGRAM PRE-SEASON ADMINISTRATION, LOGISTICS, & PLANNING

- Coordinate and administer the registration process in November
- Acquire and coordinate volunteer instructors (through HS Nordic program and the community) and volunteer program helpers (to assist with providing hot cocoa and snacks, help with groups of children, manage the Fairy Box)
- Attend one NENSA BKL instructional clinic (fee paid by BNSC)
- Set up and design weekly practice programs by age and ability
- Explore options for new activities and events
- Determine contingency strategy for extended period of no-snow/low-snow to ensure 6-8 weeks of programming; determine contingency in the event the Director is ill and unable to lead a session

PROGRAM IMPLEMENTATION

- Coordinate with NH Nordic Coach to determine plan for HS Team mentoring for 4 sessions
- Be prepared to initiate and manage an alternative no-snow activity (dryland games, winter hike, skating) during an extended (2-week) period of no-snow
- Ensure that the Fairy Box is maintained weekly
- Host (as appropriate) one BKL Race to be held at the Fairgrounds

PROGRAM COMMUNICATION

- Ensure that all parents are receiving updates on the e-mail list
- Provide a pre-season schedule, and provide updates as needed
- Keep parents informed, especially if there are changes or cancellations due to weather; ensure that changes of plan are sent to parents by 6:00 p.m. the evening before an event
- Post information, updates, and news to the BNSC web-site
- Provide reminders of NENSA BKL Festival

Blackwater Nordic Ski Club

BKL ASSISTANT COACH

Position Description

The BKL Assistant Coach is responsible for running supplemental session for BKL kids:

- Hold 1 day/week session to provide additional time on snow for interested BKL skiers
- Coordinate with BKL Head Coach on activities and timing

The BKL Assistant Coach is at the discretion and guidance of the BKL Coordinator & Head Coach.

Blackwater Nordic Ski Club

OUTREACH & EVENTS COORDINATOR

Position Description

The Outreach & Events Coordinator is responsible for all coordinating all programs and events held by the Club:

- Organize Thursday night skiing publicity and volunteer coverage (ensuring that keys are available, providing instructions for turning on/off lights, providing instructions for opening/closing the warming hut and making hot drinks)
- Consider hosting 1-2 ski clinics
- Consider other community Nordic events
- Arrange for publicity for community events
- Ensure helpers to collect fees and signed waivers if appropriate

The Outreach & Events Coordinator works closely with the Web-site Coordinator and may fill that role, and may also be a good fit for the Clerk, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club
FACILITIES & PROGRAM EQUIPMENT MANAGER
Position Description

The Facilities Manager is responsible for ensuring that all Club facilities are in order:

- Take care of all aspects of the Club's facilities (buildings, trails, parking):
 - Determine needs for building maintenance and coordinate maintenance activities through volunteers or contractors
 - Determine needs for trail maintenance and coordinate maintenance activities through volunteers
 - Hold annual Autumn work day to address needed facilities and trail maintenance
 - Determine needs for annual signage and snow fencing at Orchard and install before the ground freezes
 - Ensure snow plowing (and sanding if needed) of parking lot at each the Odd Fellows and the Orchard
- Take care of all Program Equipment (Race Materials; BKL equipment) with annual inspection, maintenance, organization, inventory list, and storage. These items are:
 - HS/MS race materials and course v-boards
 - BKL Props and Game Items
 - BKL Skis, Poles, and Boots

The Facilities Manager works closely with the Community Liaison and may also fill that role, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club
MEMBERSHIP COORDINATOR
Position Description

The Membership Coordinator is responsible for managing all Membership logistics for the Club:

- Manage Oasys online membership system and process manual registration
 - Set up membership programs in Oasys database (verify email for Automated Registration Alerts)
 - Create all membership forms and keep updated (application and liability waiver)
 - Verify online and manual memberships for accuracy and reconcile issues
 - Author and publish help documentation
 - Provide membership and contribution updates at board meetings
 - Identify new manual BKL registrations as they occur, run report, export and send to BKL director
 - Review bimonthly Oasys financial reports for any major discrepancies
 - Forward checks received to treasurer
- Manage membership registration renewal, incentives, acknowledgement and notification
 - Notify members via email when registration is available and send out periodic reminders
 - Send application and liability form to present and past members. (Create mailing labels and send via USPS)
 - Acknowledge all new and renewal memberships received via email
 - Create membership cards and email to members for S&W Sports discount
 - Acknowledge charitable donations, send tax deduction letter of receipt and notify treasurer
 - Create, publish and manage surveys as required

The Membership Coordinator works closely with each the Treasurer and the Web-site Coordinator, and may fill those roles, depending upon volunteer capacity, expertise and capacity at any given time.

Blackwater Nordic Ski Club

WEB-SITE COORDINATOR

Position Description

Responsible for publishing website content. Can be managed by someone with a minimal understanding of web development or some level of computer literacy, aptitude & willingness to learn.

- Manage yearly internet domain renewal
- Work with Oasys to resolve problems and receive help with development questions
- Solicit information and publish in order to ensure that website is a valuable resource including:
 - Club general information and contacts
 - Membership / BKL information and registration help
 - Grooming conditions
 - Calendar
 - Photos and videos
 - News and events
 - Links to external sites and news feeds
 - For sale / wanted listings
 - Club affiliates
- Work in parallel with BKL, Outreach & Events Coordinator and other positions as needed to ensure club PR on website, town announcements, and newspaper
- Monitor website usage via Google Analytics