

## **CHAMPLAIN VALLEY SKATING CLUB COMMITTEE AND TEAM POLICY**

### **Purpose:**

The purpose of this policy is to define the working relationship between the Champlain Valley Skating Club (CVSC) and its subordinate working groups.

### **Definitions:**

#### **a. Board of Directors (BOD)**

For the purpose of this policy the BOD shall be the Champlain Valley Skating Club Board of Directors.

#### **b. Team**

A team is defined as a competitive team of skaters approved by the BOD in one of the disciplines recognized by US Figure Skating. Teams shall be governed by Advisory Councils.

#### **c. Committee**

A committee is a group of members of CVSC charged by the BOD with addressing a specific issue. The committee may be standing (remains in place with members appointed for certain duration) or ad hoc (impromptu). Committees shall report back to the BOD according to the time frames established by the BOD. Committees shall be governed by a Chair chosen by the committee members. Other governing members of the committee (Vice-Chair, Secretary, etc.) may be chosen by the committee members depending on the scope of the work to be completed.

#### **d. Advisory Council (AC)**

CVSC teams shall be governed by Advisory Councils. Each team will have a Director or Co-Directors as chosen by the council members and approved by the BOD. The councils shall have the following authority and responsibilities:

- Hire and manage the coach(es) for a given team.
- Manage and report on the financial status of the team.
- Fulfill USFA requirements, e.g. the submission of necessary paperwork.
- Enter competitions as deemed appropriate.

- Set and publish expectations for the members and their families including council meeting times and dates.
- Set and publish expectations for the selection of Advisory Council voting members.
- Take minutes of Advisory Board meetings and make them available to the CVSC membership.
- Represent their team at BOD meetings.

Policy:

- Team Advisory Councils and BOD Committees are subordinate to the CVSC BOD.
- Each AC shall report their monthly financial status to the CVSC Treasurer and shall make a quarterly financial report to the BOD.
- Open communication is recognized as essential to a good working relationship between the BOD and their committees and teams. This will be accomplished through the sharing of minutes, financial reports and in person reporting to the BOD on significant events and concerns at the BOD regular meeting.
- Portions of each meeting of the CVSC BOD and its subordinate committees and teams shall be open to the membership of CVSC for the purpose of hearing any member who wishes to be heard on a topic of concern.
- The CVSC BOD and their committees and Team AC's may, upon a majority vote of present members may move into a closed session for the purpose of discussing sensitive matters. A closed session will include the board, committee, or advisory council members that are present and any persons so invited by the members necessary to facilitate the discussion.