

DIAMOND EDGE FIGURE SKATING CLUB COMMITTEE STRUCTURE

Full Membership

- Recommend changes in policy, goals or By-Laws
- Establish special committees to address issues that require action
- Support the Vision & Goals outlined in Mission Statement
- Annual review & setting of goals

- Participate in regularly scheduled meetings & committees
- Participate in annual elections of Executive Board Members
- Annual review of By-Laws (may be amended, changed, or rescinded by 2/3 majority at any time)



Board of Directors

- Serve at the discretion of the Full Membership
- Focus on long-range vision, strategic plans, & sustainability of the Club
- Monitor and evaluate program progress
- Carry out the policies & procedures set forth
- Prepare & ongoing review of annual budget
- Review & approve expenditures
- Review contracts & govern funds
- Annual review of standing committees

- Approval of job offers & dismissal of non-probationary employees
- Appoint Club Treasurer (volunteer)
- Appoint head Skating Supervisor and alternate (volunteer)
- Review job descriptions & performance
- Negotiate wages
- Develop an annual training plan & schedule of educational events for instructors/assistants/volunteers



Proposed Standing Committee's

Show	Fundraising & Volunteers	Lakes Area Classic Competition	Membership / Marketing	Ice Scheduling / Class Scheduling / Ice Monitor	Testing & Evaluation	Finance & Budget
<ul style="list-style-type: none"> • Work with Board of Directors on annual theme. • Meet regularly and as needed to assure progress of show details and report progress to Board of Directors. • Considers strategic plans to assure all areas of the show are adequately provided for. • Designate a contact person to respond to needs of Full Membership and Board of Directors as needed. • Work closely with Club Treasurer to assure timely and appropriate accounting of fees and related payments. • Establishes sub-committees and ad-hoc committees as necessary to cover the details needed. 	<ul style="list-style-type: none"> • Seek out profitable fundraising opportunities for Club members to participate. • Maintain open communication with Board of Directors and seek approval of fundraising opportunities to be carried out. • Designate a contact person to track volunteer hours and for Club membership to report hours worked and direct questions as needed. • Work closely with Club Treasurer to assure timely and appropriate accounting of related financial transactions. 	<ul style="list-style-type: none"> • Plan and coordinate all aspects of competition (e.g. registration, programs, ice schedules, trophies, novelty areas, etc.) • Maintain open communication with Board of Directors and seek approval of competition budget and activities. • Market competition across state (and outstate) to outside competitors to Willmar area. • Create sub or ad-hoc committees as needed • Designate a contact person to respond to needs of Full Membership and Board of Directors as needed. • Work closely with Club Treasurer to assure timely and appropriate accounting of fees and related payments. 	<ul style="list-style-type: none"> • Market DE in area community education books, newsprint and other advertising vehicles. • Create registration forms and process of dissemination and collection of forms. • Maintain open communication with Board of Directors and seek approval of marketing budget and registration activities. • Designate a contact person to respond to needs of Full Membership and Board of Directors as needed. • Work closely with Club Treasurer to assure timely and appropriate accounting of fees and related payments. • It's Great to Skate open house. 	<ul style="list-style-type: none"> • Work closely with Board of Directors, Willmar Civic Center Staff and other designated committee contacts (e.g. Show, Competition, Testing) to assure the most cost effective use of ice to be scheduled for classes, open/practice times, testing/evaluation, show, show practices, competition, etc. • Designate a contact person to respond to needs of Full Membership and Board of Directors as needed. • Work closely with Club Treasurer to assure accuracy in payment of scheduled ice. • Schedule volunteers to ensure the ice is monitored at each DE sponsored event (e.g. lessons, practice ice, special event, etc.). 	<ul style="list-style-type: none"> • Work closely with Board of Directors on best practice for testing and evaluation process. • Work closely with ice/instructor supervisor and instructors on testing and evaluation process to be carried out. • keep detailed and accurate records of testing, evaluation and level/class lists. • Maintain open communicate and access of testing records with the ice/instructor supervisor. • Designate a contact person to respond to needs of Full Membership and Board of Directors as needed. 	<ul style="list-style-type: none"> • Work closely with Club Treasurer and Board of Directors on budget, investment and financial statements. • prepare bi-weekly (or monthly) payroll for staff and file all appropriate state/federal reports. • Assure that Liability, D/O and Workers Comp Insurance policies are paid and in place annually. • Prepare and distribute year end W2 for staff and vendor 1099 where appropriate. • Assure all year end filing of tax and payroll reports are completely both state/federal.



Show Sub/Ad-hoc Committees

Music & Show Order	Costumes	Advertising/ Marketing	Photography / Programs	Tickets	Novelty Sales & Schedules	Sponsorship & Raffle	Lighting, Sound & Communication Technology	Backstage & Dressing Rooms
<p>Select music for each level/class to coordinate with theme of show.</p> <p>Make sure music is cut to length and CD's are burned for each instructor choreographing a number.</p> <p>Make sure a CD is forwarded to the sound person.</p> <p>Work closely with costume committee to assure coordination of costuming/ music.</p> <p>Create show order and forward to Program contact to be included in show program.</p> <p>Make sure show order is copied and supplied to instructors, backstage coordinator, adult attendants, and posted in each dressing room.</p>	<p>Work closely with the music committee on the selection of costuming to coordinate with music as well as be age and class level appropriate.</p> <p>Be aware of selection in costume closet to best utilize what is available at no additional cost.</p> <p>Keep ordered costumes at a cost minimum for members purchase.</p>	<p>Send news releases to area press outlets (newspapers, radio stations, community billboards, etc.)</p> <p>Prepare and create a radio ad to air at least two to four weeks prior to show date.</p> <p>Work with show chairs and Board of Directors on budget for ads and radio air time.</p> <p>Send town specific articles to highlight skaters from individual areas (e.g. NLS, ACGC, KMS, etc.)</p> <p>Set up skater interviews with local DJ's on the Loon and Q102.</p>	<p>Set up photographer to take group and individual skater pictures.</p> <p>Coordinate a schedule and distribute to full membership to assure all skaters have the correct information.</p> <p>Designate a program contact to work with the set-up and printing of show programs.</p> <p>Coordinate group photo's and label with skater names to be forwarded to program contact.</p> <p>Program contact will work closely with sponsorship and raffle committee to assure the ad placement in show program.</p> <p>Create schedule of volunteers to walk stands/lobby to sell programs at show.</p>	<p>Create / print and set up dissemination process for ticket sales.</p> <p>Communicate with Full Membership the guidelines and expectations of ticket sales for Club members.</p> <p>Work with the marketing committee on radio give-aways and promotional advertising.</p> <p>Create schedule of volunteers to take tickets and a window seller for each performance.</p>	<p>Work with Board of Directors on approved list of flowers and novelty sales.</p> <p>Set up display tables prior to show with list of items with cost properly displayed.</p> <p>Create schedule volunteers to sell items during the show.</p> <p>Create schedule of volunteers to walk stands to sell programs and raffle tickets</p>	<p>Contact area businesses and service organizations for sponsorship of show and Club in general.</p> <p>Contact area businesses and service organizations for Raffle donations at show.</p> <p>Designate a contact to work with the Program contact.</p> <p>Designated contact will work closely with Program contact to assure the ad placement in show program.</p> <p>Create large signage with list of raffle items as well as 1/2 sheet flyer versions for display and dissemination at show.</p> <p>Create schedule of volunteers to walk stands/lobby to sell raffle tickets at show.</p> <p>Send timely personalized thank you notes/letters to sponsors with copy of program at conclusion of show.</p>	<p>Work with Board of Directors on needed items and budget.</p> <p>Assure the timely delivery of needed items.</p> <p>Assure the proper set up of specialty lighting and spot lights.</p> <p>Assure the proper set up and wiring of sound boards and that show CDs work properly with equipment prior to show.</p> <p>Assure the proper set up of headsets and communication between backstage, announcers, lighting and sound people.</p>	<p>Designate backstage coordinator.</p> <p>Call for gender appropriate adult volunteers to help change and prepare younger skaters for performances.</p> <p>Create schedule of dressing rooms and adult attendants prior to show.</p> <p>Post dressing room list on each door with a master list given to backstage coordinator.</p>

