

Probus Ski Legends Executive Responsibilities

Ski Days Coordinator

1. Organizes Ski Days at Blue Mountain and private ski clubs.
2. Distributes weekly Ski Day notifications to general membership.
3. Recruits volunteers to:
 - a. lead members on the hills and
 - b. help with registration at private ski clubs.
4. Manages attendance at private ski hills and distributes vouchers for registrants.

Further Details:

- Organizes Ski Days at Blue Mountain on Tuesdays and Wednesdays to meet with members at the Silver Bullet at 9:30am
- Arranges the dates for Ski Legends to attend and ski at the Private Ski Clubs on six Thursdays during the season.
 - Ensures dates do not conflict with other activities.
- Arranges and manages a support team of volunteers from the Ski Legends Membership.
- Emails weekly Ski Day schedule to all Ski legends Members
- Works directly with the managers of each private club responsible for booking Midweek Ski Groups and arranging for discounted lift passes and snack vouchers
- If required at some Private Clubs, works with a Ski Legends Members who is a member of that Private Club
- Provides the Private Club with a spreadsheet of Ski Legends members attending, at least 2 days prior to the event, including if they are purchasing a lift ticket, are a member of that club, or have an exchange ticket or another pass
- At private Club ski days:
 - Arranges to have a current Membership list to track attendance.
 - Arranges to have cash on hand, from the Treasurer, to reimburse members (currently \$10) who have paid for their lift tickets.
 - Pay the caterer for the total of the food vouchers used that day.

- Provide the Executive committee with a report of the Private Club ski day including attendance numbers and receipts for the treasurer to support the day's expenses.
- Report to the General Committee an overview of each Ski Days activity.
- Provides current information and updates on all activities to Communications Coordinator for Web Site posting and e-mail distribution.

Rev. August 2025. R.D.