



Position: Alpine Chair

Implemented on: June 2006

Position Summary

Serve as a representative of the membership in the on going governance of Snow Valley Racing Association according to the bylaws and policies. Chair meetings of SVRA and provide leadership to other board members.

Specific Accountabilities

Alpine Chair Duties:

- Focus the Board's attention on matters of institutional governance that relate to its structure, role & responsibilities and relationship to management. Ensure the Board adheres to its bylaws and policies to fulfill its responsibilities.
- Chair Board meetings. Encourage Board members participation in meetings and activities and see that the orders and resolutions of the Board are carried into effect.
- Serve as ex officio members of committees and attend meetings.
- Approve Snow Valley Racing Association budget in conjunction with other Board members and committees. Act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Provide leadership to the Board through evaluation of Snow Valley Racing Association's vision, direction and organizational strength. Keep the Board's activities focused on the Snow Valley Racing Association's mission and long-term strategies.
- Train the Vice-Chair for future succession. Work with Vice-Chair to organize training for the Board. Assist in training executive officers for succeeding years.
- Play a leading role in supporting fundraising activities and promote the organization's purpose.
- Maintain in conjunction with the Treasurer administrative files – agendas, minutes, bylaws, correspondence, financial statements.
- Prepare a report for the Annual General Meeting.

Other Board Duties:

- Monitor and improve Snow Valley Racing Association's performance & promote positive relations by soliciting feedback from Board members and representative of sustaining contributors and be responsive to their suggestions.
- Share individual expertise and experience with other Board members to contribute to Snow Valley Racing Association.
- Approve the hiring of the Program Directors and the Program Directors employment contract. Perform an annual review of the Program Directors performance.
- Participate in the development of policies.
- Perform other responsibilities when required.

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Requirements

- Membership with Snow Valley Racing Association and be a member in good standing.
- Act in good faith for the positive betterment of Snow Valley Racing Association
- Attend monthly Board meetings, Annual General Meetings and other meetings relevant to the development of Snow Valley Racing Association.

Useful Skills and Interests

- An interest in Snow Valley Racing Association Activities.
- Well-developed interpersonal skills to deal effectively with a variety of people.
- Negotiation and mediation skills to communicate persuasively, both verbally and in writing.
- General knowledge of methods, principles and practices of Board Governance.
- Ability to remain composed when faced with unexpected problems and stressful situations.
- Ability to organize goals and define projects using problem solving, analytic and decision-making skills.

Authority and Responsibility

The Alpine Chair is a non-voting member of the Board of Directors and may only exercise voting rights in the case of a tie. As a member of the Board, the Alpine Chair acts on behalf of the members in good faith.

Term

The Alpine Chair is elected by the membership at the Annual General Meeting after meeting the nomination process requirements. The Alpine Chair is elected for a term of one (1) year. The Alpine Chair may be released at the end of the elected term, may resign its position with proper written notice or run for re-election in accordance to Snow Valley Racing Association's bylaws.

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