

PSIA/AASI -A

DUTIES

Board Members

President

1. Description

Chairman of the Board of Directors. Represents PSIA/AASI -Alaska, has general charge and authority, subject to the approval of the Board, over the day to day business and affairs of PSIA/AASI -Alaska.

2. Duties of the President

- a. Prepares meeting agenda
- b. Presides over meetings
- c. Serves as Chairperson of the Board of Directors
- d. Acts as Chief Executive Officer of the Executive Committee
- e. Appoints all Ad-Hoc Committee Chairpeople and is directly responsible for their activities
- f. Is the official representative of PSIA/AASI -A in all matters, except at the PSIA/AASI National Board Meeting, and has the power to delegate representation
- g. Is directly responsible for coordination of all current Division activities and assuring that these activities are in line with any and all short-term and long range plans as may be approved by the Board of Directors
- h. By virtue of his/her office, an ex-officio member of all standing committees
- i. Attends PSIA National Presidents Meeting
- j. Presides over elections and appoints the election official
- k. Facilitates transition from the old Board to the new Board by providing each with a list of Board Member Duties & Responsibilities; Policies & Procedures; and By Laws
- l. Appoints replacements for Board Members as needed
- m. Once a year will do an annual report
- n. Writes articles for the newsletter
- o. attends Board meetings in person or via phone

3. Requirements for the Office

- a. Level 3 or Level 2 member of PSI A/AASI in good standing
- Vice President

1. Description

Assists President as needed. Works closely with the Certification Chair and Education Chair on Clinician/Examiner Training, Exam format, and scheduling.

2. Duties

- a. Fills in for President and assumes President's Responsibilities as needed
- b. Keeps current of all policies, responsibilities, and duties
- c. Coordinates with President to keep track of all Ad-Hoc Committee chairpeople and members, and keeps President informed of whether they are performing their responsibilities
- d. Oversees special projects
- e. Writes articles for the newsletter
- f. attends Board meetings in person or via phone

3. Requirements for the Office

- a. Level 3 or Level 2 member of PSI A/AASI in good standing
- Secretary

1. Description

Oversees the administrative functions of the Division. Is responsible for the membership records and properties of PSI A/AASI -Alaska, and keeps record of all meeting minutes. Works closely with PSI A/AASI National to keep member records current and up to date.

2. Duties

- a. Takes minutes at Board Meetings
- b. Distributes minutes to members
- c. Presides over membership and files a membership report at Board meetings.
- d. Responsible for all PSI A/AASI -A business records (including copies of financial records provided by treasurer) and correspondence, meeting minutes, and legal documents as required by

law and non profit status, keeps them on file and makes them easily available to the rest of the Board

- e. Works closely with the President to provide timely, efficient, and professional administrative services to the PSI A/AASI -A Board of Directors and subsidiary committees.
- f. Assists in planning and coordinating all general membership meetings
- g. Assists in planning and coordinating travel arrangements as proposed and budgeted by the PSI A/AASI -A Board of Directors
- h. Provides a focal point for all publications and activity within PSI A/AASI -A
- i. Maintains electronic Division member files, including dues status, original exam documents, and clinic hours. Responsible for keeping PSI A informed as to member status
- j. Forwards appropriate correspondence to individual officers
- k. Responsible for maintaining Division forms and forwarding completed forms to appropriate officers (e.g. reimbursement forms to treasurer)
- l. Processes member school applications
- m. Maintains inventory, purchasing as directed by the Board, storage, and distribution of PSI A items
- n. Writes articles for newsletter
- o. attends Board meetings in person or via phone

3. Requirements for the Office

- a. Level 3 or Level 2 member of PSI A/AASI in good standing

Treasurer

1. Description

Oversees the financial functions of the Division. Is responsible for all actions necessary to maintain the legal existence of the Division, including filing all necessary forms and reports.

2. Duties

- a. Pays bills and deposits revenue in a timely manner. Maintains appropriate backup for each transaction
- b. Keeps nonprofit status current

- c. Files required documents with the IRS and State of Alaska in a timely manner (including but not limited to the Biennial Report, Change of Registered Agent Report, IRS 990)
- d. Prepares annual budget
 - 1. Balance Sheet
 - 2. Profit and loss statement - versus budget
 - 3. Revenue statement
 - 4. Check register
 - 5. Cost analysis as needed
- e. Serves as Financial Manager for the organization. This includes selecting and providing direction to accountants and auditors as necessary and being totally and intimately familiar with such books as the organization may keep
- f. Maintains financial records of the Division in the event that the Division does not retain a bookkeeper
- g. Cross checks financial status of members with the Secretary on a timely basis
- h. Reports financial status of the Division to the Board of Directors on a monthly basis, at the meeting or via email. Provides a Fiscal Year End Report to include a balance sheet, check register, and profit/loss statement.
- i. Assumes responsibility for receiving mail, taking care of all address changes, mail forwarding notifications, and setting up new PO Box as needed.
- j. Writes articles for the newsletter
- k. attends Board meetings in person or via phone

3. Requirements for the Office

- a. Level 3 or Level 2 member of PSI A/AASI in good standing
- b. Must have previous bookkeeping experience at a minimum National Delegate

1. Description

Represents PSI A/AASI -A interests on the National Board. Also undertakes tasks, duties, and assignments of a PSI A Board member.

2. Duties

- a. Serves on the PSI A/AASI -Alaska and PSI A/AASI National Board as provided for in the National and Divisional bylaws

- b. Responsible for reporting PSI A/AASI policy and activities to PSI A/AASI -Alaska
 - c. Other duties as assigned by the Board
 - d. Writes articles for the newsletter
 - e. attends Board meetings in person or via phone
3. Requirements for the Office
 - a. Level 3 or Level 2 member of PSI A/AASI in good standing

Area Representatives

1. Description

The Area Representative is the grass roots contact between the Area Personnel and the Division Board Members. Areas and organizations that could have area representatives: Hilltop, Hillberg, Alpenglow/Arctic Valley, Birch Hill, Moose Mountain, Mt. Aurora Skiland, Eaglecrest, Juneau Ski Club, Challenge Alaska, Alyeska Resort, Mt. Eyak, Northern Warfare Training Unit, Alyeska Ski Club, Spyder, plus invitations to all Heli-ski/snowcat operations.

2. Duties

- a. Attends an orientation meeting, as needed
- b. Is familiar with PSI A/AASI -A Policies and Procedures
- c. Is the contact person responsible for information and presentation of current Policies & Procedures.
- d. Works closely with Education Chair to coordinate clinics in own area.
- e. Compiles list of potential exam candidates. Works with Certification Chair to coordinate exams, and indoor and on-snow clinics.
- f. Meets with non-members at the beginning of each season. Explains benefits of PSI A/AASI membership. Makes a PSI A/AASI presentation as directed by the Board.
- g. Distributes membership packets as needed.
- h. Sells clinic season passes and maintains a receipt book.
- i. Posts clinic calendars in prominent locations.
- j. Attends at least one Board meeting (may coincide with the mini academy, or may be via speakerphone).

- k. Receives a 50% discount for the traditional mini academy (*or rider academy?*)

Committee Chairs

Chairperson, Alpine Certification Committee

- A. Responsible for definition, coordination, and implementation of uniform methods and techniques for certification throughout the Division. The Chair is responsible for all certification examinations administered to alpine ski instructors.
- B. The chair will initiate and/or maintain written examination criteria which are consistent with both Divisional and National requirements.
- C. Responsible for the development of clinicians and examiners and the provision of clear guidelines to achieve this level of proficiency. The chair will be responsible for the development and maintenance of a qualified examiner's corps. The chair will develop and update written mechanisms explaining how interested instructors may apply for and train to be examiners.
- D. The Chair will schedule the date, location, and time for all exams. He/she will coordinate exam logistics with Area Representatives/Ski School Directors when applicable.

Requirements for Office

- A. Level 3 Certified member in good standing
- B. Recognition of excellence as a working ski instructor throughout the Division

Chairperson, Alpine Education Committee

- A. Responsible for definition, coordination, and implementation of uniform teaching methods/techniques throughout the Division.

- B. Responsible for the technical and educational content of all clinics which may be offered and conducted from time to time by the Division.
- C. The Chair is responsible for all alpine educational activities of the association including written material, and both indoor and on snow clinics. Teaching clinics should be attuned to what is needed by the working professional instructor. Communication with ski school directors is helpful in this regard, especially when dealing with teaching progressions. Clinics will be coordinated with the Certification Committee, to help guarantee correct clinic content.
- D. The Chair should carefully define clinic content for his/her clinic instructors. Clinic content is based on the main theme of the clinic to be taught.
- E. The Chair will assure that all applicable educational material reaches the membership through the newsletter, clinics, or special mailings.
- F. The Chair will help set and maintain clinic instructor standards. Clinic instructors should be periodically evaluated to determine their effectiveness.
- G. The Chair will schedule the dates, locations, and times for all education programs. Clinic instructors for these programs should be scheduled as far in advance as practical. Alternate instructors should be assigned in case of illness. He/she will coordinate program logistics with Area Representatives when applicable.

Requirements for Office

- A. Level 2 or 3 Certified member in good standing
- B. Recognition of excellence as a working ski instructor throughout the Division

Chairperson, Snowboard Certification Committee

A. Responsible for definition, coordination, and implementation of uniform methods and techniques for certification throughout the Division. The Chair is responsible for all certification examinations administered to snowboard instructors.

B. The chair will initiate and/or maintain written examination criteria which are consistent with Divisional and National requirements.

C. Responsible for the development of clinicians and examiners and the provision of clear guidelines to achieve this level of proficiency. The chair will be responsible for the development and maintenance of a qualified examiner corps. The chair will develop and update written mechanisms explaining how interested instructors may apply for and train to be examiners.

D. The Chair will schedule the date, location, and time for all exams. He/she will coordinate exam logistics with Area Representatives/Ski School Directors when applicable.

Requirements for Office

A. Level 3 Certified member in good standing

B. Recognition of excellence as a working snowboard instructor throughout the Division

Chairperson, Snowboard Education Committee

A. Responsible for definition, coordination, and implementation of uniform teaching methods/techniques throughout the Division.

B. Responsible for the technical and educational content of all clinics which may be offered and conducted from time to time by the Division.

C. The Chair is responsible for all snowboard educational activities of the association including written material, and both indoor and on snow clinics.

Teaching clinics should be attuned to what is needed by the working professional instructor. Communication with ski school directors is helpful in this regard, especially when dealing with teaching progressions. Clinics will be coordinated with the Certification Committee, to help guarantee correct clinic content.

D. The Chair should carefully define clinic content for his/her clinic instructors. Clinic content is based on the main theme of the clinic to be taught.

E. The Chair will assure that all applicable educational material reaches the membership through the newsletter, clinics, or special mailings.

F. The Chair will help set and maintain clinic instructor standards. Clinic instructors should be periodically evaluated to determine their effectiveness.

G. The Chair will schedule the dates, locations, and times for all education programs. Clinic instructors for these programs should be scheduled as far in advance as practical. Alternate instructors should be assigned in case of illness. He/she will coordinate program logistics with Area Representatives when applicable.

Requirements for Office

A. Level 2 or 3 Certified member in good standing

B. Recognition of excellence as a working snowboard instructor throughout the Division

Members

A. Keep dues current

B. Attend clinics

C. Improve personal skiing/riding skills

D. Improve teaching skills

E. Strive for excellence