
PP06 Committee Roles and Responsibilities

In addition to the responsibilities outlined in the Constitution Objects and Rules, the executive shall also have the following roles and responsibilities:

1. Chair

- a. Chair all committee meetings
- b. Project manager for all major events and competitions and be responsible for the delegation of associated duties
- c. Relay FSANT decisions to Ice Skating Australia as required
- d. Representing FSANTs best interest at the Ice Skating Australia Annual General Meeting
- e. Providing policy input to Ice Skating Australia as required
- f. Liaison with rink to build partnerships

2. Vice Chair

- a. Chair committee meetings when the Chair is unable to be in attendance
- b. Assist the Chair in the liaising with rink and Ice Skating Australia
- c. Coordinate member protection issues with Member Protection Officers and report back to committee

3. Treasurer

- a. Manage the finances of the association including paying bills and issuing invoices
- b. Prepare a monthly financial statements
- c. Prepare a yearly budget and report regularly on actual spending compared to budgeted expenditure
- d. Facilitate the auditing of the books each financial year
- e. Assist the coordinators as required by providing financial reports and advice as required

4. Secretary

- a. Take minutes at all meetings and provide them to committee in a timely manner
- b. Receive, document and respond to all communication received through the Secretary email address. This includes delegation of emails to appropriate people for them to respond to.
- c. Be the nominated person to consumer affairs and lodge the yearly returns.
- d. Coordinate the registration of FSANT members including:
 - i. Manage the Ice Skating Australia Proof of Age process (POA) and input this data into the membership database as required
 - ii. Manage the membership and events registration platform
 - iii. Report monthly on membership changes
 - iv. Provide assistance to skaters with membership registration and renewals

In addition to the above elected positions, the Committee will divide the below roles and responsibilities on as required:

5. Athlete Development Coordinator

- a. Manage all aspects of State Squad in consultation with the committee including:
 - i. Selection of athletes
 - ii. Coordination and scheduling of sessions
 - iii. Liaise with the Officials and judging coordinator to ensure judges are scheduled for sessions as required
- b. Report monthly on skaters competing interstate and internationally
- c. Maintain the list of athletes who have obtained qualification scores
- d. Work within the constraints of the yearly budget as designated by the Treasurer

6. Officials and Judging Coordinator

- a. Schedule judges, technical panels and support roles for all events endorsed by FSANT
- b. Liaise with local organising committees to assist with scheduling around judging requirements
- c. Coordinate the ISU Judging System data load for all events endorsed by Ice Skating Victoria

7. Communications and Media Coordinator

- a. Assist the Secretary with the distribution of information to members
- b. Sharing athlete competition results as highlighted by the Athlete and Development Coordinator
- c. Publish ISV communications via the appropriate communications channels including:
 - i. Social media
 - ii. Emailing the membership database
 - iii. Website
- d. Distribute media releases to relevant media agencies under the direction of the Chair

8. Merchandise Coordinator

- a. Manage online merchandise sales platform
- b. Ordering of merchandise from suppliers and distribution
- c. Design of merchandise range and sourcing of suppliers
- d. In consultation with the Treasurer set prices of merchandise range

9. Fundraising and Grants Coordinator

- a. Search for, and prepare grant applications to assist in the development of figure skating in the NT under the direction of the Committee
- b. Investigate and arrange fundraising opportunities for FSANT

10. Volunteer Coordinator

- a. Build a database of NT volunteers
- b. Schedule volunteers for FSANT events
- c. Maintain current records of Working With Children Checks

11. Test Session Coordinator

- a. Coordination and scheduling of test sessions in the NT
- b. Provide recommendation to committee on quantity of test sessions required for each year
- c. In consultation with the Treasurer set pricing for test sessions and ensure payment receipts
- d. Liaise with the Officials Coordinator to ensure judges are scheduled for each event
- e. Complete and return Quarterly Test Returns – coordinating payment through Treasurer
- f. Setup of event registrations including:
 - i. Test sessions
 - ii. Competitions
- g. Keep relevant policies accurate and up to date

12. Technology Coordinator

- a. Maintain and update FSANT ISU Judging System and have it available for all FSANT endorsed events
- b. Administrate the FSANT Google Suite account (email and data storage)
- c. Provide technical assistance, security and design updates for the FSANT website
- d. Manage the web hosting for the main website and results website
- e. Provide appropriate training to committeelors and volunteers as required on various systems