



FAR WEST SKI ASSOCIATION

JOB DESCRIPTION MANUAL

April 30, 2006

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FWSA OFFICERS:

PRESIDENT
PAST PRESIDENT
SECRETARY
TREASURER
TRUSTEES, CHAIRMAN OF TRUSTEES
VP of COUNCIL SERVICES
VP of MEMBERSHIP
VP of PUBLIC AFFAIRS
VP of MARKETING
VP of COMMUNICATIONS
VP of RACING
VP of NORTH AMERICAN TRAVEL
VP of INTERNATIONAL TRAVEL

COUNCIL PRESIDENTS

APPOINTED POSITIONS:

NOMINATING COMMITTEE CHAIRPERSON
CONVENTION COMMITTEE CHAIRPERSON
CONVENTION SPONSORSHIP COORDINATOR
SILENT AUCTION COORDINATOR
HOST COUNCIL CONVENTION COORDINATOR
BY-LAWS COMMITTEE CHAIRPERSON
ATHLETIC SCHOLARSHIP COMMITTEE CHAIRPERSON
AWARDS COMMITTEE CHAIRPERSON
FAMILY & YOUTH INVOLVEMENT COMMITTEE CHAIRPERSON
CHARITIES & OUR COMMUNITIES COMMITTEE CHAIRPERSON
COUNCILS' MAN & WOMAN of THE YEAR COMMITTEE CHAIRPERSON
SAFETY COMMITTEE CHAIRPERSON
HISTORY COMMITTEE CHAIRPERSON
THE COUNCILMAN EDITOR
FAR WEST SKIER'S GUIDE EDITOR
WEBSITE MANAGER
DATABASE MANAGER
PARLIAMENTARIAN

General Responsibilities for all Functional VP Positions

- Reports to the Board of Directors under oversight from the President
- Fiduciary responsibility to corporation
- Participate in meetings of the Board of Directors
- Create and maintain a supportive volunteer structure
- Create not later than the midsummer meeting of the Board of Directors a draft annual plan with required resources (budget)
- Draft plans and policies for programs in their portfolio and execute them at the direction of the Board of Directors
- Be always cognizant of the modest resources of the Association
- Prepare an article for each Councilman the Skiers Guide, and the convention delegate book.

PRESIDENT

FUNCTIONS:

1. Manages, directs and controls FWSA affairs, subject to Board control.
2. Presides at General meetings, Board meetings and Conventions.
3. Authorized co-signer on disbursements from all FWSA bank accounts.
4. Ex-officio member of Board of Trustees. (By-laws)
5. Ex-officio member of all committees. (By-laws)
6. Represent the FWSA at external functions.

RESPONSIBILITIES:

1. Sign all contracts that obligate FWSA to act or not act.
2. Appoint Committee chairpersons and Committee members. (Par. 5.4.1 By-laws),
(may be subject to BOD confirmation.)
3. Submit the President's budget estimate and Board of Directors meetings budget to the FWSA Treasurer prior to the summer FWSA Board of Directors meeting.
Assist the Treasurer in preparing the annual budget estimate and funds allocation.
4. Develop and implement action plans based on the long-range goals.
5. Manage the daily activities and functions of the organization.
6. Manage the financial health of the organization.
7. Coordinate the Risk Management/Insurance Program.
8. Work with functional V.P.'s to develop and monitor assigned tasks.
9. Schedule and organize Board of Directors' meetings, issue timely written notices of meetings and agendas.
10. Chair the annual FWSA meeting and the quarterly Board of Directors meeting.
11. Develop working relationships with ski industry personnel. Interface with ski area senior management to promote FWSA agenda.
12. Represent FWSA to media (radio, TV, newspapers) at FWSA Ski Week and other FWSA media opportunities.
13. Prepare an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
14. Present the annual "President's Award" at the FWSA Convention.

PAST PRESIDENT

FUNCTIONS:

1. Provides continuity and acts in an advisory capacity.
2. Ex-officio member of the Board of Trustees. (By-laws)
3. Ex-officio member of all committees. (By-laws)

RESPONSIBILITIES:

1. Advise Board of Directors and Board of Trustees.
2. Participate and/or chair committees as requested by the FWSA President or Board of Directors.
3. Submit the Past President's budget estimate to the FWSA Treasurer prior to the summer FWSA Board of Directors meeting.

SECRETARY

FUNCTIONS:

1. Officer in charge of minutes, correspondence, and roll of Board members.

RESPONSIBILITIES:

1. Record and publish the minutes from the annual meeting and the quarterly Board of Directors and Board of Trustees meetings.
2. Electronically distribute quarterly Board of Directors & Trustees reports.
3. Handle the formal correspondence of the organization.
4. Maintain a book of current accurate copies of all organizational documents, Board minutes, and correspondence files for the entire organization.
5. Order all required stationary, name badges and business cards.
6. Maintain contact information list for all BOD and BOT members, council presidents, and committee chairs and distribute current information lists to all members on the list and to *The Councilman* Editor before publication of each issue of *The Councilman*.
7. Provide minutes of the previous FWSA Convention for publication in the annual Convention Delegate Book.
8. Submit the Secretary's budget estimate to the FWSA Treasurer prior to the summer FWSA Board of Directors meeting.

TREASURER

FUNCTIONS:

1. Maintain an accurate account of the revenue, gifts, properties and financial transactions of the FWSA, including disbursements, gains, losses and surplus.
2. Authorized co-signer on disbursements from all FWSA bank accounts.

RESPONSIBILITIES:

1. Responsible for reporting on the financial health of the organization to the FWSA Board of Directors and Board of Trustees.
2. Submit recommendations at the summer FWSA Board of Directors meeting for authorized signers for each FWSA bank account and prepare documentation required by banks to support authorized signers.
3. Develop the annual operating budget for the organization for the summer FWSA Board of Directors meeting.
4. Prepare detailed quarterly financial reports.
5. Monitor and report on all investments and bank balances.
6. Control the assets of the organization.
7. Oversee the Convention and Travel financial transactions.
8. Oversee the Convention delegate registration procedures and bank deposits.
9. Prepare or oversee the preparation of the annual tax returns.
10. Prepare an annual financial report (balance sheet and income statement) for the Convention Delegate Book.

TRUSTEES

FUNCTIONS:

1. Provide expertise, guidance and consultation to the Board of Directors.
2. Develop long-range plans for FWSA Board implementation.
3. Oversee financial health of the organization.
4. Plan and implement new FWSA Programs.
5. Review and suggest changes to FWSA By-laws

RESPONSIBILITIES:

1. Responsible for the long-range goals of the organization.
2. Review and recommend changes to organization, goals, planning and structure.
3. Oversee and review association finances and the tax return.
4. Oversee the FWSA By-laws Committee
5. Oversee the FWSA Awards Program.
6. Oversee the FWSA Athletic Scholarship Program
7. Assist in functional programs if necessary.
8. Develop and implement a mentoring program to assist functional officers and volunteers.

CHAIRMAN of THE BOARD of TRUSTEES

FUNCTIONS: Same as all other Trustees.

RESPONSIBILITIES:

In addition to the responsibilities of all other Trustees as listed above, the Chairman of the Board of Trustees will:

9. Preside over meetings of the Board of Trustees.
10. Schedule and organize Board of Trustees' meetings, issue timely written notices of meetings and agendas.
11. Preside over meetings of the Board of Directors in the absence of the President.
12. Submit the Trustees' budget estimate prior to the summer FWSA Board of Directors meeting.
13. Write articles for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book as necessary.

VP of COUNCIL SERVICES

FUNCTIONS:

1. Chairperson of the Council Presidents' Committee
2. Acts as liaison to facilitate interaction between FWSA and Councils.

RESPONSIBILITIES:

1. Conduct Councils' Man & Woman of the Year competition.
2. Chair the Councils' Presidents meetings.
3. Coordinate and execute the FWSA Outreach Program.
4. Oversee Council development.
5. Prepare and conduct an annual performance appraisal of FWSA programs and present results to the Board of Trustees.
6. Coordinate and execute family related events.
7. Encourage the promotion and recognition of healthful year round recreation and fitness programs.
8. Submit the VP of Council Services budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
9. Submit a written report to the President prior to each Board meeting.
10. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

VP of MEMBERSHIP

FUNCTIONS:

1. Solicit and maintain direct membership in FWSA.

RESPONSIBILITIES:

1. Solicit new Direct Members.
2. Mail renewal notices to prior year Direct Members.
3. Process membership applications and issue welcome packages each year to Direct Members.
4. Print FWSA membership cards annually and distribute individually to all Direct Members and in bulk to all Council presidents.
5. Distribute Far West Skier's Guide annually to all Direct Members.
6. Moderate membership panel session at FWSA Convention.
7. Act as Credentials Chairperson at the annual FWSA Convention and oversee a committee formed to count election ballots at the Convention.
8. Produce and distribute Direct Member information via available communications channels which include media or publications.
9. Oversee management of the FWSA Database.
10. Submit the VP of Membership budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
11. Submit a written report to the FWSA President prior to each Board meeting.
12. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

VP of PUBLIC AFFAIRS

FUNCTIONS:

1. Plan and execute the FWSA Public Affairs Program, subject to Board approval.
2. Maintain a communication and working relationship with ski area personnel and ski area developers, US Forest Service, state and federal legislators on issues pertaining to the development of new or expansion of existing ski areas and other issues of interest to skiers.

RESPONSIBILITIES:

1. Publish information to alert FWSA members of important skiing related issues.
2. Establish a committee to include task force chairpersons for each region.
3. Provide monthly updates to each Council for publication.
4. Develop relationships with USFS officers and arrange for USFS speakers for the annual FWSA Convention.
5. Draft public comment letters on behalf of the FWSA on key development and other ski related issues.
6. Moderate the Public Affairs panel session at the annual FWSA Convention.
7. Oversee the FWSA Safety Education Program for members and the public.
8. Oversee the FWSA History Committee and the Western Ski Heritage Award program.
9. Submit the VP of Public Affairs budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
10. Submit a written report to the FWSA President prior to each Board meeting.
11. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.
12. Develop Convention Panel Session Handbook.

VP of MARKETING

FUNCTIONS:

1. Develop fund raising programs and actively seek sponsors to support FWSA and FWRA programs.

RESPONSIBILITIES:

1. Educate membership on new trends in show sports activities and services.
2. Develop strategies to increase dollar and product contributions.
3. Develop benefit programs for FWSA and FWRA member clubs and individuals.
4. Develop FWSA and FWRA sponsorships.
5. Develop sponsorship procurement procedures.
6. Maintain a list of all pertinent ski shows and dates.
7. Obtain discounts on products and services for FWSA and FWRA members.
8. Represent FWSA at the annual SnowSports Industries America (SIA) show.
9. Establish and maintain contact with all ski areas and industries such as manufacturers for purposes of procuring member benefits and program sponsorships.
10. Maintain a webpage on the FWSA website to display member benefits.
11. Submit the VP of Marketing budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
12. Submit a written report to the FWSA President prior to each Board meeting.
13. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

VP of COMMUNICATIONS

FUNCTIONS:

1. Provide management and support for *The Councilman* and the FWSA website.
2. Assist in the publication and distribution of the annual *Far West Skier's Guide*.
3. Organize a committee of volunteers to perform the annual judging for the Outstanding Club and Communication Awards.

RESPONSIBILITIES:

1. Oversee and assist in the publications of FWSA including *The Councilman* and the annual *Far West Skier's Guide*.
2. Oversee and assist with the FWSA website.
3. Maintain and update the style guide for each FWSA publication.
4. Assist in design and production of flyers for FWSA programs.
5. Maintain a current database of local, state and regional newspapers and ski publications.
6. Disseminate information vital to FWSA and ski clubs interests to FWSA membership.
7. Issue timely press releases, specifically following the annual FWSA Convention.
8. Organize and execute the judging for the annual Outstanding Club and Communications Awards.
9. Moderate the Communications panel session at the annual FWSA Convention.
10. Submit the VP of Communications budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
11. Submit a written report to the FWSA President prior to each Board meeting.
12. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

VP of RACING

FUNCTIONS:

1. Position held by President of FWRA.
2. Act as liaison between FWSA and FWRA.

RESPONSIBILITIES:

1. Report on the activities of FWRA and member leagues to the FWSA Board of Directors.
2. Work with VP of Marketing to develop sponsorship goals and plans for the FWRA racing program.
3. Submit the VP of Racing budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
4. Submit a written report to the FWSA President prior to each Board meeting.
5. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

VP of NORTH AMERICAN TRAVEL

FUNCTIONS:

1. Provide management, promotion and coordination of FWSA Ski Week and other North American trips, subject to FWSA Board approval.
2. Provide support for any FWSA travel activity.
3. Provide input for standard FWSA travel contract format requirements.
4. Maintain FWSA compliance with California Seller of Travel requirements

RESPONSIBILITIES:

1. Identify and price North American trips and obtain Board of Directors approval for execution.
2. Establish FWSA annual Ski Week bid procedures and oversee the Ski Week bid process.
3. Conduct an annual FWSA North American Ski Week.
4. Develop and present for Board of Directors approval an operating budget for all North American trips.
5. Follow standard accounting procedures for North American travel activities.
6. Submit a full report to the Board of Directors on “product” donations as related to North American travel.
7. Present a complete and accurate trip financial statement at the first Board meeting following each trip.
8. Oversee all official FWSA North American familiarization (FAM) trips.
9. Submit annual forms to register FWSA with California Seller of Travel Program
10. Submit the VP of North American Travel budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
11. Submit a written report to the FWSA President prior to each Board meeting.
12. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

VP of INTERNATIONAL TRAVEL

FUNCTIONS:

1. Provide management, promotion and coordination of FWSA international trips, subject to FWSA Board approval.
2. Provide support for any FWSA travel activity.
3. Provide input for standard FWSA travel contract format requirements.

RESPONSIBILITIES:

1. Identify and price international trips and obtain Board of Directors approval for execution.
2. Establish FWSA international ski trip bid procedures.
3. Conduct an annual FWSA International Ski Week.
4. Develop and present for Board of Directors approval an operating budget for all international trips.
5. Follow standard accounting procedures for international travel activities.
6. Submit a full report to the Board of Directors on “product” donations as related to international travel.
7. Present a complete and accurate trip financial statement at the first Board meeting following each trip.
8. Oversee all official FWSA international familiarization (FAM) trips.
9. Submit the VP of International Travel budget estimate to the Treasurer prior to the summer FWSA Board of Directors meeting.
10. Submit a written report to the FWSA President prior to each Board meeting.
11. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

COUNCIL PRESIDENTS

FUNCTIONS:

1. Act as direct liaison between their Council and member clubs and FWSA.
2. Participate in discussions and decisions of FWSA Board of Directors.
3. Each Council President has one vote on the BOD when present.

RESPONSIBILITIES:

1. Attend all FWSA Board meetings and Council Presidents' meetings.
2. Execute FWSA programs within their respective councils.
3. May be asked to serve on a committee or as a committee chairperson.
4. Submit a written report to the FWSA President prior to each Board meeting.
5. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

NOMINATING COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Prepare a slate of candidates for open elected positions at the Annual Meeting.
2. Reports to the FWSA President.

RESPONSIBILITIES:

1. Recruit viable candidates for the open elected positions from club and council officers and leaders.
2. All positions are open to any club member in attendance at the Annual Meeting who wishes to run for office subject to procedures established by the FWSA By-laws.
3. Provide all candidates with job descriptions for the open elected positions.
4. Advise all candidates about the procedures for campaigning and the schedule for giving speeches to the Delegates.
5. Conduct the presentation of the candidates, speeches and voting for candidates at the Annual meeting. This involves coordination with the VP of Membership acting as Credential Chairperson at the Annual Meeting. The VP of Membership will distribute ballots to Delegates, oversee the counting of the ballots and certify election results.

CONVENTION COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the planning and execution of the annual FWSA Convention.
2. Solicit and evaluate Proposals for future FWSA Conventions.
3. Reports to FWSA President.

RESPONSIBILITIES:

1. Prepare and send out RFP's for future FWSA Conventions.
2. Review and evaluate Proposals for future FWSA Conventions.
3. Assist with the preparation of annual Convention budgets at the July BOD meeting.
4. Review hotel contracts for compliance with FWSA specification requirements for a successful Convention. Advise FWSA President.
5. Develop delegate registration forms and instructions and mail to club and council Presidents in February. Prepare pages for posting to the FWSA website.
6. Provide advice and oversight to the Host Council Convention Committee regarding all Host Council Convention activities and responsibilities.
7. Submit a written report to the FWSA President prior to each Board meeting.
8. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

CONVENTION SPONSORSHIP COORDINATOR

FUNCTIONS:

1. Procure sponsorships for Convention programs and activities.
2. Reports to FWSA President and FWSA Convention Committee Chairperson.

RESPONSIBILITIES:

1. Responsible for procurement of industry sponsorships for all Convention activities.
2. Assist with the preparation of annual Convention budgets at the July BOD meeting.
3. Develop materials including webpage on FWSA website for solicitation of Convention sponsorships.
4. Establish and maintain contact with all ski areas and industries such as manufacturers for purposes of procuring sponsorships.
5. Review hotel contracts for compliance with FWSA specification requirements for a successful Convention. Advise FWSA President and FWSA Convention Committee Chairperson on contract negotiations.
6. Work with hotel staff to properly execute hotel banquet event orders.
7. Coordinate with the Database Manager to provide fulfillment to Convention sponsors.
8. Submit a written report to the FWSA President prior to each Board meeting.
9. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book

SILENT AUCTION COORDINATOR

FUNCTIONS:

1. Plan and execute the Silent Auction at the annual FWSA Convention.
2. Reports to FWSA President and FWSA Convention Committee Chairperson.

RESPONSIBILITIES:

1. Responsible for procurement of donations for the Annual Silent Auction.
2. Assist with the preparation of annual Convention budgets at the July BOD meeting.
3. Develop materials including web pages on FWSA website for industry registration and solicitation of Convention Silent Auction donations.
4. Establish and maintain contact with all ski areas, tour operators and industries for purposes of procuring Silent Auction donations.
5. Review hotel contracts for compliance with FWSA specification requirements for a successful Convention. Advise FWSA President and FWSA Convention Committee Chairperson on contract negotiations.
6. Work with hotel staff to properly execute hotel banquet event orders.
7. Provide staffing and supervision for Silent Auction set up, bid pickup and payments.
8. Assist FWSA President with coordination of Travel Expo.
9. Coordinate with the Database Manager to provide fulfillment to Convention donors.
10. Submit a written report to the FWSA President prior to each Board meeting.
11. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

HOST COUNCIL CONVENTION COORDINATOR

FUNCTIONS:

1. Oversees the local aspects of running a successful FWSA Convention.
2. Reports to FWSA President and the FWSA Convention Committee Chairperson.

RESPONSIBILITIES:

1. Chair all meeting of Host Council Convention Committee.
2. Recruit volunteers to execute all local activities and functions designated by the FWSA President and the FWSA Convention Committee Chairperson.
3. Monitor activities of all Host Council volunteers to ensure that all activities and functions are being planned and executed as expected by the FWSA Board of Directors.
4. Prepare activity flyers for Convention events before January 1.
5. Prepare registration information in a format suitable for inclusion in the Convention Registration packet and for posting on the FWSA website before February 1.
6. Obtain mailing labels for all club presidents from Database Manager by February 1. Verify accuracy with Council presidents.
7. Mail out Convention Registration packets to all club and Council presidents before February 15.
8. Attend all FWSA Board of Directors meetings in the year prior to the Convention.
9. Provide Convention budget estimates to the FWSA Treasurer prior to the summer FWSA Board of Directors meeting. Assistance will be provided by the FWSA Convention Committee Chairperson, the Silent Auction Coordinator and the Convention Sponsorship Coordinator.
10. Submit a written report to the FWSA President prior to each Board meeting.

BY-LAWS COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Propose By-law changes to the FWSA Board of Directors and if approved, submit By-law changes to the Delegates at the Annual Meeting in accordance with the procedures established in the By-laws.
2. Reports to Chairman of Board of Trustees

RESPONSIBILITIES:

1. Review resolutions made at previous FWSA Annual Meetings to address all issues that would involve changes to FWSA By-laws.
2. Review FWSA By-laws to determine if sections are out of date or in need of change.
3. Bring all proposed By-law changes to a vote of the FWSA Board of Directors at the December Board meeting.
4. Notify the General Membership of all proposed By-law changes that will be voted on at the Annual Meeting in accordance with the procedures for notification established in the By-laws.
5. Identify speakers for the Annual Meeting who will make arguments either “for” or “against” the proposed By-law changes.
6. Conduct the presentation of the proposed By-law changes and the voting by the Delegates “for” or “against” the changes at the Annual Meeting.

ATHLETIC SCHOLARSHIP COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the FWSA Athletic Scholarship Program.
2. Reports to Chairman of Board of Trustees.

RESPONSIBILITIES:

1. Develop objectives and guidelines for the FWSA Athletic Scholarship Program.
2. Develop materials and forms to solicit applications for the FWSA scholarships.
3. Prepare a time table each year for approval by the Board of Trustees.
4. Mail materials to selected organizations to solicit applications for the FWSA scholarships.
5. Receive applications, collate and send out to judges with instructions for judging.
6. Evaluate judges voting and determine scholarship winners. Notify winners.
7. Provide committee budget estimates to the FWSA Treasurer and the Chairman of the Board of Trustees prior to the summer FWSA Board of Directors meeting.
8. Submit a written report to the FWSA Board of Trustees prior to each Board meeting.
9. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

AWARDS COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the FWSA Awards Program.
2. Reports to Chairman of Board of Trustees.

RESPONSIBILITIES:

1. Develop objectives and guidelines for the FWSA Awards Program.
2. Develop materials and forms to solicit nominations for the FWSA Awards.
3. Prepare a time table each year for approval by the Board of Trustees.
4. Mail materials to select database of FWSA officers and previous award recipients to solicit nominations for the FWSA Awards.
5. Receive nominations, collate and send out to the voting group with instructions on voting deadline and procedures.
6. Tabulate ballots and determine Award winners.
7. Order plaques for Award winners for presentation at the FWSA Convention.
8. Assist in the presentation of the awards at the FWSA Convention.
9. Provide committee budget estimates to the FWSA Treasurer and the Chairman of the Board of Trustees prior to the summer FWSA Board of Directors meeting.
10. Submit a written report to the FWSA Board of Trustees prior to each Board meeting.
11. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

FAMILY & YOUTH INVOLVEMENT COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Sustain and grow the sport of snow skiing by attracting and building the family and youth market.
2. Reports to VP of Council Services.

RESPONSIBILITIES:

1. Develop programs and services to welcome families and youth into our ski organizations.
2. Build interest in family ski outings through events hosted at the Council levels.
3. Develop a volunteer base of members interested in planning and leading family activities.
4. Develop a multi-day or week long FWSA family ski trip by 2007.

CHARITIES & OUR COMMUNITIES COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the FWSA Charities & Our Communities Program.
2. Reports to VP of Council Services

RESPONSIBILITIES:

1. Determine charities & community service programs that may qualify for FWSA designation. Present information to FWSA Board of Directors for approval.
2. Publish procedures and contact information to assist clubs and councils wanting to get involved in one or more of the FWSA designated charities. Assist clubs and councils in coordinating activities in any FWSA designated charity.
3. Obtain information from clubs and councils on their charity and community service projects.
4. Moderate the Charities & Our Communities panel session at the FWSA Convention.
5. Provide committee budget estimates to the FWSA Treasurer and the VP of Council Services prior to the summer FWSA Board of Directors meeting.
6. Submit a written report to the FWSA President prior to each Board meeting.
7. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

COUNCILS' MAN & WOMAN of THE YEAR COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the annual Councils' Man & Woman of the Year Award.
2. Reports to VP of Council Services.

RESPONSIBILITIES:

1. Develop objectives and guidelines for the Councils' Man & Woman of the Year Award.
2. Develop materials and forms to solicit nominations for the Councils' Man & Woman of the Year Award.
3. Prepare a time table each year for approval by the Board of Trustees.
4. Mail materials to Council Presidents to solicit nominations for the Councils' Man & Woman of the Year Award.
5. Provide judges with the rules for voting on candidates for the annual Award.
6. Oversee the annual interview process and voting of the judges.
7. Order plaques for Award winners for presentation at the FWSA Convention.
8. Assist in the presentation of the awards at the FWSA Convention.
9. Provide committee budget estimates to the FWSA Treasurer and the VP of Council Services prior to the summer FWSA Board of Directors meeting.
10. Submit a written report to the FWSA President prior to each Board meeting.
11. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

SAFETY COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the FWSA Safety Program.
2. Oversee the annual FWSA Safety Award Program.
3. Reports to VP of Public Affairs.

RESPONSIBILITIES:

1. Develop strategies and materials to promote skier safety in the Western U.S.
2. Prepare articles for publication in newsletters and on websites of member clubs and councils.
3. Oversee the distribution of the FWSA Safety Poster.
4. Solicit nominations for the annual FWSA Safety Award and oversee the selection of the winner. Assist in the presentation of the award at the FWSA Convention.
5. Provide committee budget estimates to the FWSA Treasurer and the VP of Public Affairs prior to the summer FWSA Board of Directors meeting.
6. Submit a written report to the FWSA President prior to each Board meeting.
7. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

HISTORY COMMITTEE CHAIRPERSON

FUNCTIONS:

1. Oversee the FWSA History Program.
2. Oversee the annual FWSA Western Ski Heritage Award Program.
3. Reports to VP of Public Affairs.

RESPONSIBILITIES:

1. Document the history of skiing in the Western U.S.
2. Document the history of Far West Ski Association.
3. Prepare articles for publication in newsletters and on websites of member clubs and councils.
4. Solicit nominations for the annual FWSA Western Ski Heritage Award and oversee the selection of the winner. Assist in the presentation of the award at the FWSA Convention.
5. Chair the History Committee meeting at the annual FWSA Convention.
6. Provide committee budget estimates to the FWSA Treasurer and the VP of Public Affairs prior to the summer FWSA Board of Directors meeting.
7. Submit a written report to the FWSA President prior to each Board meeting.
8. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

THE COUNCILMAN EDITOR

FUNCTIONS:

1. Editor and publisher of the FWSA newsletter, *The Councilman*
2. Reports to VP of Communications.

RESPONSIBILITIES:

1. Edit, publish and distribute three issues of *The Councilman* annually, one in July after the annual FWSA Convention, a second in December as the Winter issue, and the third in April to promote the annual FWSA Convention.
2. Set deadlines for FWSA officers, committee chairs and Council Presidents to submit articles for each *Councilman*.
3. Prepare a draft of each Councilman and provide to FWSA webmaster to post on the FWSA website for restricted access to review and submit corrections.
4. Print approved copy of each Councilman, mail to designated recipients and provide to the FWSA webmaster to post on the FWSA website for public access.
5. Provide *The Councilman* budget estimates to the FWSA Treasurer and the VP of Communications prior to the summer FWSA Board of Directors meeting.
6. Submit a written report to the FWSA President prior to each Board meeting.

***FAR WEST SKIER'S GUIDE* EDITOR**

FUNCTIONS:

1. Editor and publisher of the annual *Far West Skier's Guide*
2. Reports to the FWSA President and VP of Communications.

RESPONSIBILITIES:

1. Responsible for procurement of advertising sales for annual *Far West Skier's Guide*.
1. Edit, publish and distribute the annual *Far West Skier's Guide*.
2. Set deadlines for FWSA officers, committee chairs and Council presidents to submit articles and other information for the annual *Far West Skier's Guide*.
3. Contract with Certified Folder Display (with FWSA Board approval) to distribute the *Far West Skier's Guide* in the six western states serviced by FWSA.
4. Arrange for distribution of the *Far West Skier's Guide* through Council presidents.
5. Provide *Skier's Guide* budget estimates to the FWSA Treasurer and the VP of Communications prior to the summer FWSA Board of Directors meeting.
6. Submit a written report to the FWSA President prior to each Board meeting.

WEBSITE MANAGER

FUNCTIONS:

1. Maintains the FWSA website.
2. Reports to VP of Communications.

RESPONSIBILITIES:

1. Responsible for payment of hosting, domain name and other fees associated with the website. Request reimbursement from the FWSA Treasurer.
2. Update the website promptly for changes submitted by FWSA officers, committee chairs and Council presidents.
3. Update the website promptly for registration information, activities and sponsors prior to the annual FWSA Convention.
4. Update the website promptly after the annual FWSA Convention to report on activities and FWSA award winners.
5. Provide website budget estimates to the FWSA Treasurer and the VP of Communications prior to the summer FWSA Board of Directors meeting.
6. Submit a written report to the FWSA President prior to each Board meeting.

DATABASE MANAGER

FUNCTIONS:

1. Maintains the FWSA Database.
2. Reports to VP of Membership.

RESPONSIBILITIES:

1. Keep the FWSA Database current, making updates as received.
2. Provide mailing labels as requested, with the approval of the FWSA President.
3. Submit the Database Manager's budget estimate to the Treasurer and the VP of Membership prior to the summer FWSA Board of Directors meeting.
4. Submit a written report to the FWSA President prior to each Board meeting.
5. Write an article for each *Councilman*, *Far West Skier's Guide* and the Convention Delegate Book.

PARLIAMENTARIAN

FUNCTIONS:

1. Act as a resource to the FWSA President and Delegates at the FWSA Annual Meeting in all matters relating to parliamentary procedures.

RESPONSIBILITIES:

1. Must attend the FWSA Annual Meeting.
2. Must have a current working knowledge of Robert's Rules of Order and widely accepted parliamentary procedures.
3. Advise FWSA President and VP of Membership on Credentials and Elections at the FWSA Annual Meeting.
4. Advise FWSA Board of Directors and Board of Trustees on By-law revisions.
5. Provide parliamentary opinions when there are disputes regarding parliamentary procedures at the FWSA Annual Meeting.