

POSITION DESCRIPTION:



TEST CHAIR

REVIEWED:

1.0 PURPOSE

The Test Chair is responsible for the administration of test days, competitions, dance partnering and record keeping to aid with the operation of the STARSkate Program in the Club. You will facilitate opportunities for achievement by arranging test days and maintaining accurate records. This is important for the successful operation of the STARSkate Program in the Club.

2.0 RESPONSIBILITIES

- Investigate and recommend new promotional activities
- Place advertisements in local media as required (minimum 1 week prior to event)
- Assist at Registration sessions
- Recruit and Direct 'Helper 1 and Helper 2' (as required) to assist throughout the year
- Order Program supplies as required
- Assist President with Parent Information Sessions
- Organize Test Days
- Familiarize yourself with the current Rule Book and the Test Chair's Handbook
- Consult with Club executive, coaches and other Clubs to determine test dates.
- Store records of each skater's passed tests.
- Communicate with other Test Chairs to coordinate centralized Test Days
- Refer to Test Day Procedures
- Distribute Test Day information
- Work with Publicity Coordinator, Helper 1 and Helper 2 to publicize skaters' progress and competition results
- Present reports at Executive Committee Meetings—Tests passed, medals won, percentages, financial reports from Test Days, etc.
- Provide information to the Communications Coordinator for the website/newsletter
- Work with Club Executive when Competitions are hosted
- Respond to concerns of skaters and parents
- Organize and present crests and other items at Wind-up
- Assist with other Club activities
- Monitor club activities while at the arena, provide club information as board representative to club members

3.0 REQUIREMENTS

- Good organizational skills
- Ability to communicate effectively

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TEST CHAIR

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- Access to a computer, internet and word processing programs such as Word and Excel
- Proficient computer skills and access to photocopier and printer
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

4.0 TIME COMMITMENT

- One year term of office; August 1 - July 31
- Estimated time;
 - Annual General Meeting, 2 hours per year
 - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
 - Test Days, 10-12 hours per test day (4-5 per year) / 60 hours per year
 - Distribute and collect competition forms/provide schedules 10 hours per event / 30 hours per year
 - General correspondence, 10 hours per year

Approximate total yearly commitment, 120 hours per year