

U.S. Figure Skating Committee Chairs Job Descriptions

Adult Skating Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- Create and initiate new programs as they relate to Adult Skating for the benefit of Adult Skating members of U.S. Figure Skating.
- Maintain awareness of I.S.U. activities regarding Adult Skating issues and to integrate these activities into U.S. Figure Skating programs where appropriate.
- Act as an advocate for U.S. Adult Skating and to promote U.S. Adult Skating related programs and activities throughout the U.S. FIGURE SKATING.
- Formulate and generate programs specific to the development of Adult Skating in the United States.

Activities:

- To conduct appropriate number of meetings of committee or sub-committees and to preside at all such meetings.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Adult Skating Committee. (This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.)
- To work in cooperation with the respective Chairs of the Singles, Pairs, Dance and Tests, and Competitions Committees as necessary with regard to the revision/addition of new rules and competitions impacting Adult Skating.
- To review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs.(Bylaws Article XX)
- To generate an appropriate number of ballots annually addressing issues and programs.

Reports to:

- Technical Group Coordinator

Supervises:

- Sectional Vice Chairs

Member of:

- Ex-officio member of Judges, Adult Skating, Competitions, Technical Panel, and Tests Committee

Reporting Requirements:

- To prepare the Adult Skating Committee report for the Technical Group Coordinator to present at meetings of the U.S. Figure Skating Board of Directors and to be included the Governing Council book.
- To outline committee plans and programs for the upcoming year.
- To identify which of the U.S. Figure Skating goals the committee programs support.
- To report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Coordinator and President upon request, financial and Adult Skating Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Adult Skating Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Adult Skating Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Adult Skating Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience on said committee for a minimum of 3 years
- Held Sectional/Regional Vice Chair Position on said committee
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Excel

- Substantial experience in the Adult Skating community (e.g. skater, judge)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

- A significant time commitment including, conference calls, preparation of ballots, and attending skating competitions is estimated. Paperwork and financial reports are estimated at 6 hours per week.

Athlete Development Committee Chair

The Athlete Development Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. Chair is appointed by the President based on the recommendation of the Nominating Committee and the committee includes the chairs of the following committees: Athletes Advisory (plus two additional athletes) Coaches, Dance, International, Pairs, Parents, Singles, Sports Sciences and Medicine.

Duties and Responsibilities:

- Lead the development of programs to bring identified athletes to their full potential consistent with the spirit of the rules, regulations and goals of U.S. Figure Skating
- Develop an overall plan to consolidate the various athlete development programs for the greatest utilization of financial and human resources and rank these programs in order of importance.
- Work with Membership and Headquarters to develop programs that retain athletes beyond their competitive careers
- Work with the treasurer in determining budgets for all programs within each of the above listed committees
- Initiate and hold conference calls and meetings to develop programs

Member of:

- Committees as designated and selected

Reports to: Group Coordinator, Athlete Services

QUALIFICATIONS

Highly Recommended:

- Excellent knowledge of all disciplines of skating
- Strong understanding of all technical rules in all disciplines of skating
- Demonstration of strong leadership qualities
- Good organizational and communication skills
- Must have email accessibility
- Ability to multitask and work on multiple projects simultaneously

Recommended:

- Comprehensive computer skills
- Strong understanding of athlete development programs
- Understanding of the governance structure of U.S. Figure Skating
- Current involvement in U.S. Figure Skating
- Prior Committee Chair of at least one U.S. Figure Skating committee

Expected Time Commitment:

Attendance at Governing Council (3-4 days), availability to answer phone calls and e-mails and network with the athletes, coaches, officials, headquarters and chairs of the other committee chairs (10-20 hours/month)

Athletes Advisory Committee Chair

The Athletes Advisory Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. Chair is elected by the athletes from the Athlete Representatives serving on the Board of Directors pursuant to Article VIII, Section 2.

Duties and Responsibilities:

- Represent the Athletes as a voting member of the BOD
- Attend all BOD meetings and conference calls
- Communicate decisions of the BOD to the Athletes and discuss issues relevant to the U.S. Figure Skating and to the Athletes for representation to the BOD
- Hold and manage monthly conference calls
- Attend the Governing Council
- Ballot the athletes on relevant issues
- Develop recommendations for and manage the election process for athlete representatives to the USOC
- Answer athlete questions and e-mails

Other Activities

- Work with headquarters to set-up AAC ballots
- Develop an agenda for and lead the annual AAC meeting
- Choose athlete liaisons for Jr. Nationals, Nationals, and Synchronized nationals
- Collect team leader evaluations
 - Type up team leader report

- Collect nominee forms for sportsmanship award
 - Set up committee to vote on sportsmanship award
- Organize alumni event at nationals
 - Organize alumni event at Governing Council

Member of:

- International Committee and ICMS
- Athlete Development Committee
- Board of Directors, U.S. Figure Skating

Reports to: Group Coordinator, Athlete Services and the athletes

QUALIFICATIONS

Highly Recommended:

Current or recent past competitive skater elected by the Athletes and have represented the U.S. in an international Figure Skating competition within the preceding ten years.

Recommended:

- Excellent communication skills
- Knowledge of all disciplines of Figure Skating
- Comprehensive computer skills
- Understanding of athlete rules and election procedures
- Understanding of the governance structure of U.S. Figure Skating and ISU
- Current involvement in U.S. Figure Skating
- AAC member for at least 3 years

Expected Time Commitment:

Attendance at Governing Council (3-4 days) and Fall BOD meeting (1.5-2 days) plus monthly conference calls (1-2 hours); availability to answer phone calls and e-mails and network with the athletes (10-15 hours/month)

Audit Committee Chair

The Audit Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. The Audit Committee consists of between three and five members, a majority of whom shall not be members of the Board of Directors. The chair of the committee will be designated by its members.

Duties and responsibilities:

- Provide assistance to the Board of Directors with respect to matters involving the financial reporting, internal control, auditing, tax return and related legal compliance functions of U.S. Figure Skating

Oversight of Activities:

- U.S. Figure Skating financial statements and financial and tax reporting, including review of the financial reporting and accounting standards and principles of the U.S. Figure Skating
- Selection and engagement and independence of the independent auditors
- The performance of U.S. FIGURE SKATING independent and internal audit functions

Reports to:

- The Board of Directors and Governing Council

QUALIFICATIONS

Highly Recommended:

- Demonstrate leadership qualities and must have good communication skills
- Must be U.S. Figure Skating Member in good standing
- Ability to demonstrate independence
- Majority of members are from Board of Directors

Recommended:

- Substantial experience in the skating community (e.g. skater, judge, club officer, parent, etc.)
- Attended at least three Governing Council meetings as a delegate or visitor.
- Served as a Membership sectional or regional vice chair

Estimated time commitments:

The time commitment varies throughout the year but generally is concentrated on audit activities related to the release of financial reports and independent audit reports. Generally not more than 4-5 hours per month.

Coaches Committee Chair

The Coaches Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. The chair is appointed by the President upon the recommendation of the Nominating Committee.

Duties and responsibilities:

- Serve as the liaison with the PSA in order to communicate the information and rule changes of the U.S. Figure Skating and the ISU to the coaching community and assist in their efforts, as the coaches organization, to provide seminars, workshops, conferences, video aids, manuals, and certification for all levels of coaching
- Promote ethical and professional conduct of all coaches and to encourage and advance the instruction of Figure Skating at all levels from basic skills to international competition.
- Involve coaches in the U.S. Figure Skating through committees, Board of Directors and other policy making areas.
- Initiate and hold conference calls and meetings with the Coaches committee to discuss relevant issues.

Member of:

- Athletes Development Committee and others as selected
- Strategic Planning (recommended)

Reports to: Group Coordinator, Athlete Services and the coaches

QUALIFICATIONS

Highly Recommended:

- Minimum of ten years as a professional coach and currently active as a coach
- Experience coaching athletes in international competition
- Excellent knowledge of all disciplines of skating

Recommended:

- Good communication skills
- Comprehensive computer skills
- Understanding of the governance structure of U.S. Figure Skating
- Member of the Coaches Committee for at least two years

Expected Time Commitment:

Attendance at Governing Council (3-4 days) recommended, monthly conference calls (1-2 hours); availability to answer phone calls and e-mails and network with the coaches as their representative.

Collegiate Program Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVI, Section 1).

Duties and responsibilities:

- To encourage and promote Figure Skating in colleges and universities
- To assist colleges and universities and the skaters attending such institutions in the development of skating programs and competitions
- To encourage and promote participation of the colleges and universities in the U.S. Figure Skating governance structure
- Work with Competitions Committee NVC for Collegiate Competitions as appropriate
- Communicate focus and objectives to committee members and appropriate VCs
- Evaluate bids and coordinate and schedule Intercollegiate Team Skating Competitions
- When appropriate, transitions Chair duties and information to incoming Collegiate Program Chair

Activities:

- Identify opportunities and develop programs to encourage Figure Skating, both competitive and recreational, at the college level
- Develop a network with coaches and team leaders at colleges throughout the U.S.
- Work with the U.S. Figure Skating HQ staff to develop programs to encourage continuation of membership as skaters enter the college ranks
- Works with Director, Skating Programs to find opportunities for collegiate skaters
- Promote the Collegiate Membership to the skating community
- Respond to questions and issues related to Committee and coordinates with Director, Skating programs when needed
- Maintain and update Committee information on U.S. Figure Skating web site in consultation with Director, Skating Programs
- Conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings
- Participates in conference calls, email discussions and dialogue
- Appoints the following Collegiate Committee Chairs:
 - National Vice Chair for Intercollegiate Skating
 - National Vice Chair for Collegiate Synchronized Skating
- Review the committee membership and to recommend additions, deletions or replacements (Bylaws Article XX)

- Generate ballots addressing issues and programs as necessary
- Review and update rules as needed

Reports to:

- Membership Development Group Coordinator

Member of:

- n/a

Reporting Requirements:

- To prepare the Collegiate Program report for Membership Development Group Coordinator to present at meetings of the Board of Directors and to be included in the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Membership Development Group Coordinator and
- President upon request, financial and Collegiate Program Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Oversee Collegiate Program Committee budget throughout the fiscal year and stays within approved expenditure limits and programs.

QUALIFICATIONS

Highly Recommended:

- Experience on Collegiate Program committee or other U.S. Figure Skating Committees
- Experience and involvement in the collegiate skating community – intercollegiate championships, intercollegiate and collegiate synchronized skating
- Demonstrate strong leadership qualities and excellent communication and networking skills
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Word and Excel. Good understanding of internet collaboration tools and websites and social media
- Substantial experience in the skating community (e.g. skater, judge, club officer, parent, etc.)
- Attended at least one Governing Council meetings as a delegate or visitor.

Estimated time commitments:

The time commitment varies throughout the year. Average is 1-2 hours/week. Busier times are in August and March (start and end of intercollegiate season) when availability to U.S. Figure Skating staff is necessary. Must be available throughout the year to answer questions and resolve issues and be willing to commit substantial time to networking with college athletic officials and skaters.

National Vice Chair for Intercollegiate Skating

Duties and responsibilities:

- Promotes intercollegiate team skating
- Assists in placement of intercollegiate competitions
- Assists in the yearly updates of Collegiate publications
- Responsible for the Intercollegiate Championships waiver process
- Works with Chair and U.S. Figure Skating Athlete Development Department to find opportunities for collegiate skaters
- Solicits feedback from skaters at the end of season and recommend new programs to the Chair
- Responds to all ballots in a timely manner
- Participates in conference calls, email discussions and dialogue
- When appropriate, transitions Vice Chair duties and information to incoming Intercollegiate Skating Vice Chair
- If available, attends Collegiate Program meeting at GC

Reports to: Collegiate Program Chair

National Vice Chair for Collegiate Synchronized Skating

Duties and responsibilities:

- Promotes Collegiate synchronized team skating
- Works with Chair and U.S. Figure Skating Athlete Development Department to find opportunities for collegiate skaters
- Works with Synchronized Skating Committee and U.S. Figure Skating Headquarters staff
- Responds to all ballots in a timely manner
- Participates in conference calls, email discussions and dialogue
- When appropriate, transitions Vice Chair duties and information to incoming Collegiate Synchronized Skating Vice Chair
- If available, attends Collegiate Program meeting at GC

Reports to: Collegiate Program Chair

Collegiate Program Committee Member

Duties and responsibilities:

- Aware of, promote and participate in collegiate skating in their area
- Respond to ballots in a timely manner
- Goal is 100% response rate for ballots
- Participate in email discussions and dialogue
- If available, attends Collegiate Program meeting at GC

Reports to: Collegiate Program Chair

Competitions Committee Chair

Selection:

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVIII).

Duties and responsibilities:

- Shall supervise the authority and jurisdiction over all competitions granted, Sectional, Regional and non-qualifying competitions granted to the Competitions Committee by U.S. Figure Skating rules.
- May approve exceptions to U.S. Figure Skating general competition rules to fit local conditions in sanctioned competitions and these exceptions must be specified in the announcement.
- Shall serve as an ex-officio member of the committees in charge of all sanctioned competitions in the United States.
- Work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertain to the Competitions Committee. This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.
- Coordinate and oversee the following activities and subcommittees as they relate to the Competitions Committee:
 - Synchronized Competitions Subcommittee
 - Referee and Accountants Education and Development Subcommittee
 - National Collegiate Championships
 - National Vice Chair for Accountants
 - National Vice Chair for Special Projects
 - Other such programs developed by this committee
- Review the committee membership and to recommend additions, deletions or replacements in coordination with the National and Sectional Vice Chairs.
- Coordinate ideas and prepare Competitions Committee report for meetings of the October Board of Directors and the May Governing Council.
- Conduct appropriate number of meetings or conference calls of committee or selected members of committee and to preside over all such meetings.
- Maintain with the communication Technical Group Coordinator and Headquarters Staff Liaison.
- Generate an appropriate number of ballots annually addressing issues and programs.
- Execute the annual Conflict of Interest and Ethical Behavior statement without amendment or alteration.
- Day to day interface with the Technical Panel Committee Chair in regards to staffing and training of officials for events and all issues with ISU and U.S. Figure Skating technical clarifications.

Sanctioning Responsibilities:

- Has the authority to sanction all U.S. Figure Skating Figure Skating competitions held in the United States, except as specified, in conjunction with the appropriate Sectional and Regional Vice Chairs.
- May reject any application for a sanction for any good and sufficient reasons.
- Shall issue the sanction as directed by the Board of Directors for the U.S. Figure Skating Championships, U.S. Junior Olympic Championships, World Team Junior Selection Competition, National Collegiate Championships, Skate America, International and special national competitions. Applications will be provisionally accepted by the Competitions Committee.
- Shall issue the sanctions for the U.S. Synchronized Skating Championships and the Snowflake International Synchronized Competition as directed by the Board of Directors.
- May approve using smaller than standard ice surfaces for non-qualifying competitions after consultation with the appropriate Vice Chair.
- May approve, with the Board of Directors, a smaller size of ice surface to be used for the U.S. Synchronized Skating Championships (CR 44.07).
- Shall receive a financial statement from the LOC of the following competitions:
- Shall receive a financial statement from the LOC for the U.S. Figure Skating Championships, the U.S. Synchronized Skating Championships, Skate America International.
- Shall receive a financial statement for the U.S. Synchronized Skating Championships within 120 days after the last day of the

competition.

- Shall receive a financial statement for the Sectional Synchronized Competitions within 90 days after the last day of the competition.
- Shall receive a copy of all announcements for qualifying competition.

Athlete Determinations:

- Shall receive bye requests from competitors wishing to bypass sectional competitions and advance to the National Championships.
 - Shall grant bye requests with the approval of a majority of the Chair of the Competitions Committee, the appropriate Sectional Vice Chair and the appropriate Vice President for Sectional events with more than four entries.
 - May, in extraordinary circumstances, waive the fourteen-day deadline for application for a bye.
 - Shall automatically grant a Bye to skaters assigned to international competitions which conflict with US Figure Skating Regional and Sectional Championships.
- Shall have the jurisdiction to assign a Regional or Sectional Championship to another Region or Section in the event that a Regional or Sectional Championship cannot be held in the appropriate Region or Section.
- Shall receive applications from non-United States citizens for permission to compete in qualifying competitions.
 - Will establish the competition level that the skater must enter in U.S. Figure Skating qualifying competition for non-U.S. citizens.
 - Shall rule, by majority vote with the SVC of the Competitions Committee and the appropriate Vice President, within 45 days of receipt of a completed application on the application of a non-U.S. citizen.
- Shall receive bye requests from synchronized skating teams that are requesting a Bye to bypass the Sectional Synchronized Skating Championship because of some unusual circumstance.
 - May waive, in extraordinary circumstances the 14 day deadline requirement.
 - A decision shall be delivered to the team within fifteen days of the due receipt of a complete application for such Bye.
 - In the case of denial, shall provide a detailed written explanation of the grounds for denying such Bye to the team and shall cite specific U.S. Figure Skating rules as bases for denying the Bye.
 - Approval of a Bye request shall be granted with the approval of a majority of the Chair of the Competitions Committee, the appropriate Sectional Vice Chair and the appropriate Vice President.

Competition Conduct:

- May divide the events of a Sectional and Regional Championship, with the Sectional Vice President concerned, among different clubs as they see fit.
- Shall receive complaints in writing concerning any referee or judge.
- Shall receive from the Accountant of the Sectional competitions a copy of the final placements of those competitors qualifying for the U.S. Figure Skating Championships and the Junior Olympics.
- Shall review and approve the Protocol for the World Championships and other international competitions when held in the United States.
- Shall approve, in conjunction with the appropriate Vice Chair, additional costs over and above grant monies from the U.S. Figure Skating for the expenses of any sanctioned competition for substitute judges, music coordinators, announcers and/or additional technical or administrative staff.
- Shall receive a financial statement from clubs conducting qualifying competitions.

Dance Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVI, Section 2).

Duties and responsibilities:

- Create and initiate new programs as they relate to dance for the benefit of the U.S. Figure Skating.
- Maintain awareness of I.S.U. activities regarding Dance issues and to integrate these activities into U.S. FIGURE SKATING programs where appropriate
- Maintain and integrate the International Judging System into Dance events and maintain education and awareness of IJS in the dance community.
- To be the advocate for Ice Dancing and to promote dance related programs and activities throughout the U.S. Figure Skating
- To select the pattern dances for novice, intermediate, juvenile and pre-juvenile as well as all adult dance events and announce them no later than the May Board of Directors meeting each year.
- Oversee all working groups to assure that all key points for leveled pattern dances and music specifications are announced each year by Governing Council.
- To monitor any and all ISU rule changes that may have an impact on our software, working closely with the appropriate people to make sure all custom changes are implemented in a timely manner.

Activities:

- To share the responsibility for the selection of qualifying competition music with the NVC for Music of the Dance Committee.
- To conduct appropriate number of meetings (including conference calls) of committee or selected members of committee.

- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Dance Committee. (*This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.*)
- To review the committee membership and to recommend additions, deletions or replacements (Bylaws Article XIX)
- To generate an appropriate number of ballots annually addressing issues and programs.
- To develop and maintain relationships with other international Dance organizations and committees.

Reports to:

- Technical Group Coordinator

Supervises:

- Sectional Vice Chairs

Member of:

- Athlete Development Sub Committee for Dance
- Technical Panel Committee
- Ex-officio member of Judges Committee (*to facilitate collaboration/cooperation between committees as pertains to dance*)
- Ex-officio member of Competitions Committee (*to facilitate collaboration/cooperation between committees as pertains to dance*)
- Ex-officio member of Adult Committee (*to facilitate collaboration/cooperation between committees as pertains to dance*)
- Ex-officio member of Tests Committee (*to facilitate collaboration/cooperation between committees as pertains to dance*)

Reporting Requirements:

- To prepare the Dance Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Group Coordinator and President upon request, financial and Dance Committee issues/activities.

Financial Duties:

- Establish an annual committee budget that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Dance Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Dance Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Dance Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience on said committee for a minimum of 3 years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Solid working knowledge of IJS as well as Technical Panel knowledge.
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with a word processing software, experience with spreadsheets a plus
- Held Sectional Vice Chair Position on said committee (this should be a recommendation since the best candidate may not have served as a VC yet)
- Substantial experience in the dance skating community (e.g. skater, judge)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including, conference calls, preparation of ballots, and attending skating competitions is estimated. Paperwork and financial reports are estimated at 15-20 hours per month.

Ethics Committee Chair

The Ethics Committee Chair is appointed by the President upon the recommendation of the Nominating Committee pursuant to Article XVI, Section 1 of the bylaws.

Jurisdiction and Responsibility:

The Ethics Committee shall have jurisdiction over all matters arising under U.S. Figure Skating Code of Ethics or Code of Conduct.

Duties and Activities:

- Interpret, administer, and apply U.S. Figure Skating Code of Ethics and Code of Conduct, including the development of

principles of ethical behavior and conflict of interest applicable to U.S. Figure Skating members and member clubs and the administration of U.S. Figure Skating conflict of interest annual disclosure process in accordance with GR 1.10

- The chair reviews all matters referred by the U.S. Figure Skating president or vice-president involving and alleged violation of the U.S. Figure Skating Code of Ethics or Code of Conduct.
- The chair is responsible for investigating all matters pertaining to enforcement of the rules and the different membership classifications registered with U.S. Figure Skating.
- The chair determines whether or not violations appeared to have been made and communicates/delivers the Grievance Statement to the respondent, chair of the Grievance Committee and the corresponding Sectional Vice President.
- Because of the nature of some of the matters referred, the Chair must be able to handle complex matters objectively and with complete confidentiality.

Reports to:

- Administrative & Legal Group Coordinator
- Coordinates activities with the Grievance Chair and Sectional VPs

QUALIFICATIONS

Highly Recommended:

- Strong understanding of the U.S. Figure Skating rulebook, Code of Ethics and Code of Conduct
- Member of the Ethics Committee for at least 1 year
- Demonstrated strong leadership qualities and excellent communication skills
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility
- Ability to sort through and interpret complex issues, objectively while maintaining confidentiality

Recommended:

- Good computer skills, experience with MS Office Suite including MS Word and Excel.
- Substantial experience in the skating community (e.g. skater, judge, club officer, parent, etc.)
- Legal background or mediation experience would be very helpful
- Very good interviewing skills

Estimated time commitments:

The time commitment varies based on the timing, number and complexity of matters referred to the Chair. The research, analysis and preparation of the appropriate paper work can be very time-consuming (anywhere from 8-80 hours depending on a single issue). Needs to be aware that some issues are time sensitive and needs to be able to act quickly and efficiently.

Finance Committee Chair

The Finance Committee is a permanent committee pursuant to Article XVI, Section 1 of the US Figure Skating bylaws.

The Finance Committee shall consist of the treasurer (as Chair), the immediate past treasurer and such other committee members as are appointed in accordance with Article XIX of the U.S. Figure Skating bylaws.

Duties and Activities:

- Support the Treasurer with the preparation of the budget for approval by the Board of Directors.
- Assist the Treasurer in development of the report for the results of monthly operations compared to the budget
- Assist the Treasurer with the authorization of expenditures in excess of budget in amounts less than the amount considered material by the CPAs in the most recent audit of U.S. Figure Skating financial statements.
- Assist the Treasurer with the review of proposals for substantial changes in program goals or activities which result in a significant budget deviation and forward them with recommendations to the Board of Directors for approval.
- Assist the Treasurer, as needed, with annual financial statements, audit reports and such other financial reports as may be required.

Activities:

- Attend Finance Committee conference calls, chaired by the Treasurer.

Reports to:

- Treasurer

Member of:

- Finance Committee

QUALIFICATIONS

Highly Recommended:

- Experience in a Financial Reporting, Treasurer, Accountant or Finance position
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, particularly Microsoft Excel
- Experience in the skating community (e.g. skater, judge, club officer, parent, etc.))

Estimated time commitments:

The time commitment varies throughout the year. The summer months will require additional time (4-5 hours per month?) to help with preparation and review of budgets. Calls are generally 60-90 minutes and held as needed

Grievance Committee Chair

The Grievance Committee is a permanent committee pursuant to Article XVI, Section 1 of the US Figure Skating bylaws. The Chair is appointed by the President at the recommendation of the Nominating Committee.

Duties and Responsibilities:

- Responsible for administering the various grievance and hearing processes provided under U.S. Figure Skating bylaws and rules and providing standard hearing and complaint procedures for resolving grievances in a prompt and equitable manner for its members.
- The Grievance Committee has jurisdiction over all grievances filed under the U.S. Figure Skating bylaws Article XXV
- Management and execution of the grievance process (GCR3.01)
- Reviews the Grievance statement after it has been filed to determine whether the allegations, if believed, establish a violation of the U.S. Figure Skating bylaws or rules; whether the statement complies with applicable U.S. Figure Skating bylaws and whether the Grievance hearing panel has the authority to grant relief requested.
- Communicate with the Grievant on the process
- Name the Grievance Hearing Panel and forward Grievance Statement to each member

Reports to:

- Administrative & Legal Group Coordinator

QUALIFICATIONS

Highly Recommended:

- Ability to manage the Grievance process and maintain objectivity
- Strong understanding of the Code of Ethics and Code of Standards
- Member of the Grievance Committee for at least 1 year
- Ability to manage stressful situations
- Demonstrated leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Experience in the skating community
- Legal experience (lawyer, paralegal or other) highly recommended

Estimated time commitments:

The time commitment varies based on the number and complexity of grievances filed. The Grievance process can be very time-consuming (20-30 hours/month). Needs to be aware that some issues are time sensitive and needs to be able to act quickly and efficiently

International Committee Chair

The International Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. The chair is appointed by the President upon the recommendation of the Nominating Committee.

Duties and Responsibilities:

- Lead the International Committee in the process of selecting the U.S. Figure Skating teams that win the maximum number of international medals and berths possible by strategically providing experience to qualified members of the U.S. Figure Skating Team and by identifying and supporting the best qualified future prospects.
- Provide leadership in developing relationships between U.S. Figure Skating with national skating associations and affiliated clubs of foreign countries.
- Determine, with the committee, the criteria proposed and used to select international competitions in singles, pairs and dance.
- Lead the committee in the selection of international competitions, based on the approved criteria.
- Propose the criteria used to select and enter member athletes in all international competitions, ISU Championships, the Olympic Winter Games and the World University Games.
- Oversee the selection and entry of athletes to compete in the ISU Championships and the Olympic Winter Games.
- Oversee the issuance of sanctions for member athletes to participate in skating activities in foreign countries (excluding Canada) in the U.S and for all foreign athletes (except) in the U.S.
- Approve and sign for the release of U.S. athletes to other countries except in the cases where they have medaled in specific

international competitions (in which case the release must be voted on by the U.S. Figure Skating Board of Directors).

- Help formulate rules, policies and procedures covering the matters within its jurisdiction, and of keeping said rules, policies and procedures current.
- Work with Teams Coordinator to assemble the International Committee notebook containing the necessary information for athlete selection meetings which take place at Nationals.
- Work with Teams Coordinator and Chief Referee to set up logistics for International Committee meetings which take place at Nationals.
- Attend U.S. Figure Skating Championships.
- Attend Synchronized Skating Championships (recommended).
- Attend U.S. Figure Skating Champs Camp (recommended).
- Lead the International Committee in approving the criteria to name athletes to the Team Envelope (ICMS names the athletes to the Team Envelope based on the approved criteria).
- Work with Senior Director of Athlete High Performance and Teams Coordinator to determine the budget in the fall for all international competitions and the committee for the following year.
- Work with Selections Chair and Group Coordinator to determine candidates for Team Leader assignments.
- Provide input and participate on conference call to determine Team Medical assignments.
- Coordinate summer monitoring of athletes and alternates assigned to international competitions with ICMS.
- Draft summer letter to Team Envelope athletes and coaches and others being considered for international assignments outlining competition readiness expectations.
- Arrange, with Teams Coordinator, all logistics (travel, housing, team apparel, etc.) for each of the U.S. Figure Skating Team's competitions.
- Provide fall and spring committee reports to the Board of Directors.
- Provide interim reports as needed to the Group Coordinator.
- Initiate and hold conference calls and meetings with the International Committee to discuss relevant issues.

Member of:

- International Management Subcommittee (ICMS)
- Synchronized Skating Management Subcommittee
- International Judges and Officials Committee
- Selections Committee
- Athlete Development Committee
- Others as selected

Reports to: Group Coordinator, Athletes

QUALIFICATIONS

Highly Recommended:

- Minimum of ten years experience in international competition as a skater or official
- Member of the International Committee for at least two years
- Excellent knowledge of all disciplines of skating
- Strong understanding of the current status of Novice, Junior and Senior competitors who could be potential international competitors
- Good relationships with the skaters, coaches and officials
- Attendance at U.S. Championships

Recommended:

- Good communication skills
- Good computer skills
- Understanding of the governance structure of U.S. Figure Skating and the ISU
- International business experience with exposure to Europe and Asia

Expected Time Commitment:

Attendance at major non-qualifying competitions (est. 6-8) through summer and fall in order to assess potential international competitors. Attendance at Governing Council (3-4 days) recommended monthly conference calls (4-6 hours); availability to call ad-hoc meetings, particularly prior to and during the international competition season, answers phone calls and e-mails on a very responsive basis (10-20 hours/week leading up to and during the competition season).

International Judges & Officials Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- To fulfill the responsibilities of the committee as outlined in the duties of the International Judges & Officials Committee
- To execute the annual Conflict of Interest and Ethical Behavior statement without amendment or alteration

Activities:

- Review annually the list of referees, judges and other technical officials appointed for renomination to the ISU
- Maintain records required to maintain, evaluate and recommend appointments, promotions, demotions and removals

- Review annually all prospective candidates for addition to or promotion within the ISU and present those recommendations to the Board of Directors for nominations to the ISU
- Review annually the level of activity of all International and ISU officials
- Monitor changes in activity level among officials and identify opportunities for promotion
- Conduct the evaluation and review process of candidates for promotion to International of
- ISU judge when appropriate (written evaluations and conference calls)
- Facilitate training required by the ISU for ISU referees, judges and other technical officials per ISU regulations
- Facilitate the resolution of issues identified by the ISU pertaining to the performance of ISU judges, referees and other technical officials
- Communicate with International and ISU judges throughout the season regarding rule updates, feedback from competitions, assessments, etc.
- Facilitate Selection Committee assignments based on officials' re-nomination and appointment requirements
- Update the strategic plan for maintaining the optimum number of International and ISU judges and officials
- Maintain communication with judges in all disciplines, listen to their concerns, and address any issues that may arise and bring them to the attention of the IJOC

Reports to:

- Technical Group Coordinator

Member of:

- Selections
- International

Reporting Requirements:

- Preparation of International Judges & Officials Committee report for Board of Directors and Governing Council Meeting Books by the publishing deadlines.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Oversight Official and President upon request.
- Reports progress of committee to assigned Headquarters Staff Liaison and the Finance Committee Liaison.

Financial Requirements:

- Establish an annual committee budget in consultation that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare International Judges & Officials Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee International Judges & Officials Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all International Judges & Officials Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience on International Judges & Officials Committee, Judges Committee,
- Selections Committee or International Committee for a minimum of 2-3 years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS
- Substantial experience in the skating community (e.g. skater, judge, official)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including, conference calls, preparation of ballots, and attending skating competitions is estimated. Paperwork and financial reports are estimated at 40 hours per month. Time commitment varies throughout the year; somewhat cyclical.

Judges Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVIII).

Duties and responsibilities:

Applications, Appointments and Resignations

- May originate applications for appointment as a U.S. Figure Skating judge.
- To present all candidates for National judge to the Board of Directors, whether recommended or not, and shall direct the sectional Vice Chair to notify the candidate of the Board's action.
- Shall receive all judges' appointments.
- To reappoint former U.S. Figure Skating judges upon receipt of an application. Gold or higher level appointments require the approval of the Board of Directors.
- To present a candidate's name, recommendation and record in nomination to be a World and International Judge to the Board of Directors for approval.
- Shall receive resignations from judges desiring to resign their appointments and report such action to the Board of Directors for National level judges. Lower level resignations are directed to the appropriate SVCs.
- Shall receive resignations from judges desiring to resign their I.S.U. appointments and after consideration by the International judges and officials committee (IJOC) report their recommendations to the Board of Directors.
- To review applications to trial judge Nationals and select candidates, in conjunction with the Chair of the JETs committee and the appropriate SVCs.

Judges Roster

- To work with HQ to be responsible for making and maintaining on a current basis permanent records of activity and agreement in the judging and practice judging of tests by all judges.
- To recommend National, National Dance, and National Synchronized Skating judges who have resigned or who have been inactive as test or competition judges for Honorary National Judge appointments to the Board of Directors with supporting documentation provided by the appropriate Sectional Vice Chair.
- To recommend for nomination as an Honorary I.S.U. Judge from among those present or former World Judges or World Dance Judges who have actually acted as a judge for I.S.U. Championships, have retired and have served the I.S.U. well.
- Shall permit a guest judge to judge or referee one or more events of a National, Sectional or Regional Championship with the unanimous consent of the Chair of the Competitions Committee and the President.

Complaints and Reviews

- To receive complaints concerning any judge or referee in writing within proper time constraints.
- Shall be notified of referees who fail to comply with requirements of referee's examination by the Chair of the Competitions Committee
- Shall coordinate, in conjunction with the Chair of the JETs committee and the Chief Referee at Nationals, an event review after the judging of the Championship, Junior and Novice Singles, Pairs, and Free Skating/Dance events at the U.S. Figure Skating Championships.
- Shall recommend to the Chief Referees of Regional, Sectional, and National championships information, including but not limited to important rule changes and judges' conduct that should be discussed with judges prior to judging events.

Rules and Committee Administration

- To review the committee membership and to recommend additions, deletions or replacements in coordination with the National and Sectional Vice Chairs.
- To coordinate the ideas and to prepare and present the Judges Committee report for the Board of Directors and the Governing Council Book.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Judges Committee. This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.
- To conduct appropriate number of meetings of committee, conference calls or selected members of committee and to preside at all such meetings.
- To maintain open and regular communication with the Technical Coordinator and Headquarters Liaison staff.
- To generate an appropriate number of ballots annually addressing issues and programs.
- To execute the annual Conflict of Interest and Ethical Behavior statement without amendment or alteration.

Trial Judging and Education

- To work in conjunction with the JETs committee to determine, review, and update the requirements trial judges need to meet for promotion to the next level of judging.
- To coordinate and oversee the following activities and subcommittees as they relate to the Judges Committee:
 - Judges Education and Training Subcommittee
 - Judges Development Subcommittee
 - Other such programs developed by this committee

Reports to:

- Technical Coordinator

Member of:

- Selections Committee
- International Committee
- Technical Panel Committee

Supervises:

- Judges Education & Training Subcommittee
- Judges Development Subcommittee
- Other such programs developed by this committee

Reporting Requirements:

- Preparation of Judges Committee report for Technical Coordinator for Board Meetings and
 - Governing Council meeting books by the publishing deadlines.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the said committee programs support.
 - To report on committee activities during the past period.
- Report progress of committee to assigned Headquarters Staff Liaison and the Finance Committee Liaison.

Financial Requirements:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Judges Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Judges Committee budget throughout the Fiscal Year and stay within approved expenditure limits and programs.
- Responsible for approving all Judges Committee expenditures during the Fiscal Year.

QUALIFICATIONS**Highly Recommended:**

- Experience on International Judges & Officials Committee, Judges Committee, Selections Committee or International Committee for a minimum of 2-3 years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Word, PowerPoint, Excel
- Substantial experience in the skating community (e.g. skater, judge,
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including, conference calls, preparation of ballots, and attending skating competitions is estimated. Paperwork and financial reports are estimated at 40 hours per month. Time commitment varies throughout the year; somewhat cyclical.

Membership Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVI, Section 1). Jurisdiction of the Membership Committee is described in Article XVII of the bylaws.

Duties and responsibilities:

- To enforce and carry out the official rules related to Membership
- To maintain and administer rules governing applications for membership and the investigation of such applications
- To approve or disapprove of applications for membership categories
- To present the recommendation to the Governing Council of applicant clubs for provisional and/or full club membership
- To approve of change of name and/or of principal skating headquarters of member clubs
- To place member clubs in an inactive status
- Mediate issues between clubs prior to grievances being filed
- To develop programs designed to provide growth in all membership categories
- To provide assistance to member clubs with respect to their relationships with their rinks
- Appoints the following chairs:
 - National Vice Chair for Basic Skills
 - National Vice Chair for Member Recognition

- Vice Chair for Rules and Policies
- Vice Chair for Councils and Associations
- Appoints the Membership Sectional Vice Chairs
- When appropriate, transitions Chair duties and information to incoming Membership Chair

Activities:

- Establish goals and objectives with Group Coordinator and communicate focus and direction for the year to all Vice Chairs and the Membership Committee
- Conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- Work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Membership Committee. (*This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.*)
- Review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs. (Bylaws Article XX)
- Generate ballots addressing issues and programs as necessary
- Respond to questions related to Membership issues and problems and work to resolve those problems without escalation, if possible.
- Work with headquarters to track and report on membership levels in all categories
- Generate welcome letters to the committee
- Generate other membership letters to clubs as appropriate
- Assist with the updating of Membership documents and the website if called upon
- May be called upon to participate in webinars and seminars
- Appoints NVCs for Basic Skills and member recognition

Reports to:

- Membership Development Group Coordinator

Member of:

- Strategic Planning Committee

Reporting Requirements:

- To prepare the Membership Committee report for Membership Development Group Coordinator to present at meetings of the Board of Directors and to be included in the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Membership Development Group Coordinator and President upon request, financial and Membership Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Oversee Membership Committee budget throughout the Fiscal Year and stay within approved expenditure limits and programs.
- Responsible for approving all Membership Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Must have a working knowledge of a successful Figure Skating club
- Active experience on U.S. Figure Skating committee for a minimum of 3 years
- Demonstrate leadership qualities and must have good communication skills
- Works globally to find solutions and implement problem resolution strategies
- Patience...
- Must be U.S. Figure Skating Member in good standing
- Must have served as a regional or sectional vice-chair of a U.S. Figure Skating Committee
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Word and Excel.
- Substantial experience in the skating community (e.g. skater, judge, club officer, parent, etc.)
- Participated in U.S. Figure Skating Governance opportunities.
- Served as a Membership vice chair

Estimated time commitments:

The time commitment varies throughout the year. Must be available throughout the year to answer questions and resolve issues and work with HQ staff. Time commitment fluctuates depending on club and membership issues. There may be periods where a minimum 20-30 hours per month communicating, resolving issues and working with headquarters is needed.

Memorial Fund Committee Chair

The Memorial Fund Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. The chair is appointed by the President upon the recommendation of the Nominating Committee

Duties and Responsibilities:

- Provide leadership in the administration of the Memorial Fund ("the Fund"), fund raising activities and program development related to the supporting the Fund
- Communicate to and with, a wide range of sources for potential fund raising including to member funds, skaters and their families and other potential donors
- Send application forms on an annual basis to all eligible skaters and to all member clubs.
- Work with headquarters to coordination the application evaluation process
- Lead the evaluation process for selection and amount of scholarship awards
- Serve as a member of the Memorial Fund Operating Committee to develop operating budgets and policies, which is responsible for their implementation and interpretation in accordance with Article XX, Section 4 of the U.S. Figure Skating bylaws

Member of:

- Athlete Development Committee and other committees as selected

Reports to: Group Coordinator, Athletes

QUALIFICATIONS

Highly Recommended:

- Experience on Memorial Fund committee for a minimum of 2-3 years
- Demonstrated leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Good communication skills
- Comprehensive computer skills
- Understanding of the governance structure of U.S. Figure Skating
- Experience with fund raising

Expected Time Commitment: Attendance at Governing Council (3-4 days) recommended; availability to answer phone calls and e-mails and network with other committee members. Significant time for fund-raising activities and supporting the application process (10-20 hours/month).

Pairs Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- To be primarily responsible for information included in the rulebook and posted on the U.S. Figure Skating website regarding pairs skating.
- To maintain awareness of I.S.U. activities regarding Pairs issues and to integrate these activities into U.S. Figure Skating programs where appropriate
- To be the advocate for Pairs Skating and to promote pairs related programs and activities throughout the U.S. Figure Skating.
- To partner with Athlete Development (Pairs) as well as Athlete High Performance to develop, implement and support programs that relate to pairs (developmental through elite) for the benefit of Figure Skating.

Activities:

- To conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- To work in cooperation with the Chair of the Rules Committee and Technical Panel Committee regarding those sections of the Rulebook that pertains to the Pairs Committee. (*This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.*)
- To review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs.(Bylaws Article XX)
- To generate an appropriate number of ballots annually addressing issues and programs.
- To develop and maintain relationships with other international organizations and committees.

Reports to:

- Technical Group Coordinator

Member of:

- Ex-officio member of Judges, Adult Skating, Competitions, Technical Panel, Singles, Dance, and Tests Committee (*to facilitate collaboration/cooperation between committees as pertains to Pairs and mutual interest*)
- Athlete Development Committee

Reporting Requirements:

- To prepare the Pairs Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included in the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Report status and progress of committee activities to Technical Group Coordinator and President upon request, financial and Pairs Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Pairs Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Pairs Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Pairs Committee expenditures during the Fiscal Year.

QUALIFICATIONS**Highly Recommended:**

- Experience on said committee for a minimum of 3 years
- Held position on said committee
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility
- Must have significant pair skating experience and, at minimum, be a National level technical specialist, controller, judge or referee.

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Word and Excel.
- Substantial experience in the pairs skating community (e.g. skater, judge)
- Attended at least three Governing Council meetings as a delegate or visitor.
- Technical experience is important but not mandatory.

Estimated time commitments:

The time commitment varies throughout the year. The summer months can be especially busy with website updates, ballot preparation, rulebook proofing, attending summer competitions. When preparing request for action for Governing Council can be somewhat time consuming.

Parents Committee Chair

The Parents Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. The chair is appointed by the President upon the recommendation of the Nominating Committee

Duties and Responsibilities:

- Lead a proactive effort to foster and promote parent education
- Serve as the liaison between parents and U.S. Figure Skating Parents Network
- Recommend parent representatives to serve on the committee
- Assign duties and functions to the members.
- Lead the development of FOCUS articles for parents in SKATING magazine
- Review of material and links for the Parents portion of the U.S. Figure Skating website and Facebook page; and revision of the Parents Survival Guide publications.
- Hold and lead conference calls or meetings with Parents Committee members to discuss relevant issues, communicate rule changes or other issues.
- Develop parent education seminars or webinars.
- Provide support and assistance to LOC's at qualifying competitions or other U.S. Figure Skating camps or programs relating to parent issues or questions.

Member of:

- Other committees as selected

Reports to: Group Coordinator, Athletes and the parents

QUALIFICATIONS**Highly Recommended:**

- Parent of a competitive athlete in any discipline, who has competed at the National level
- Knowledge of all disciplines of skating
- Strong communication skills

Recommended:

- Good computer skills
- Understanding of the governance structure of U.S. Figure Skating
- Member of the Parents Committee for at least two years
- Attendance at one or more Governing Council meetings

Expected Time Commitment: Attendance at Governing Council (3-4 days) recommended quarterly conference calls (1-2 hours) or when necessary; availability to answer phone calls and e-mails and network with parents as their representative.

Program Development Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVI, Section 1).

Duties and responsibilities:

- To create and initiate new programs that address particular needs of U.S. Figure Skating in order to grow membership and keep skaters in the sport
- Experiment with ideas and concepts and develop implementation plans for new programs.
- Create a plan for continuance and growth of successful programs
- Works in tandem with other committees to foster growth and retention
- Communicate focus and objectives to committee members and appropriate VCs
- When appropriate transitions Chair duties and information to incoming Program Development Chair
- Appoints NVCs for Scholastic Honors and School programs

Activities:

- Develop ideas and proposals for consideration by the Committee for new membership categories and/or programs to develop, promote and retain membership
- Work with the U.S. Figure Skating HQ staff to develop programs to encourage continuation of membership and keep skaters in the sport
- Works with Director, Skating Programs to support and grow ongoing programs as well as implement new programs
- Respond to questions and issues related to Committee and coordinates with Director, Skating programs when needed
- Coordinate efforts with headquarters to determine the feasibility of new membership ideas or potential programs
- Conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings
- Maintain and update Committee information on U.S. Figure Skating web site in consultation with Director, Skating Programs
- Participates in conference calls, email discussions and dialogue
- Appoints for following Program Development Committee Chairs:
- National Vice Chair for Scholastic Honors
- National Vice Chair for School Programs
- Review the committee membership and to recommend additions, deletions or replacements (Bylaws Article XX)
- Generate ballots addressing issues and programs as necessary

Reports to:

- Membership Development Group Coordinator

Member of:

- n/a

Reporting Requirements:

- Prepare the Program Development report for Membership Development Group Coordinator to present at meetings
 - of the Board of Directors and to be included the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to the Membership Development Group Coordinator

Financial Duties:

- Establish an annual committee budget that considers all expenditures for programs, administration and other such items under the direction of the committee.

- Oversee Program Development Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.

QUALIFICATIONS

Highly Recommended:

- Experience on Program Development or other U.S. Figure Skating Committee for a minimum of 3 years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Word and Excel.
- Experience in the skating community (e.g. skater, judge, club officer, parent, etc.)
- Participated in U.S. Figure Skating Governance structure

Estimated time commitments:

The time commitment varies throughout the year depending on the start and end dates of programs. Average is 3-5 hours/week. Must be available throughout the year to answer questions and resolve issues.

Rules Committee Chair

The Rules Committee is a permanent committee appointed by the President in accordance with Article XVI, Section 1 of the U.S. Figure Skating bylaws. The Rules Committee consists of the chair, a vice-chair for skating standards which pertain to ISU rules and such other members as are appointed in accordance with Article XIX of the U.S. Figure Skating bylaws.

Duties and Activities:

- Review and recommend the specific language of all proposals for changes in the U.S. Figure Skating bylaws.
- Be available to member clubs and committees of the U.S. Figure Skating for the purpose of preparing the specific language of proposals for changes in the U.S. Figure Skating bylaws and official rules to be submitted for a vote of the Governing Council,
- Board of Directors or a committee of the U.S. Figure Skating.
- Prepare the proposed rule changes forty-five (45) days prior to any special meeting for the Governing Council.
- Prepare the language of rule changes voted on by the Governing Council for inclusion in the next version of the rule changes.
- Upon ISU rule changes, develop the specific language changes required to update the U.S. Figure Skating rulebook and for communications of those rule changes

Reports to:

- Administrative & Legal Group Coordinator

Member of:

- n/a

QUALIFICATIONS

Highly Recommended:

- Must have a thorough understanding of the current U.S. Figure Skating rulebook
- Must be proficient in the use Microsoft Word and e-mail accessibility
- Demonstrate strong communication skills
- Must be detail-oriented.
- Must be U.S. Figure Skating Member in good standing

Recommended:

- Experience in the skating community
- Participated in at least three Governing Council meetings

Estimated time commitments:

The time commitment is fairly substantial for the 45-60 days up to and including the Governing Council meeting. Substantial availability to answer questions, provide advice and resolve issues during the preparation of bylaws and rule changes leading up to the Governing Council. Post-Governing Council up through final draft of the rulebook will also require significant time to finalize the specific language of rule changes. When ISU rules are changed the Rules Chair must also be able to quickly review the rules and translate specific language for communications to the membership.

Sanctions & Eligibility Committee Chair

The Chair of the Sanctions committee is appointed by the President on the recommendation of the Nominating Committee in accordance with Article XVIII of the U.S. Figure Skating bylaws. All carnivals, exhibitions, appearances and entertainment of any kind by eligible skaters must be sanctioned or otherwise approved in writing by U.S. Figure Skating.

Duties and Activities:

- Protect athlete eligibility by approving or revoking sanctions as necessary
- Answer questions related to the sanctioning of events
- Help select and manage the vice chairs and sanction officers
- Interpret rules where activities are not specifically covered by an existing rule
- Identify requirements for potential rule changes and develop proposals for rule changes
- Work with the Chair of the Competitions Committee to resolve any issues related to eligibility of participants
- Identify potential violations and initiate the disciplinary process if required
- Issue orders of further sanctions or approval of contracts or refuse to issue these to any eligible skater who has
- been charged with a violation of the Sanctions and Eligibility rules

Reports to:

- Administrative & Legal Group Coordinator
- Works very closely with U.S. Figure Skating headquarters and the Competitions Chair

Reporting Requirements:

- Reports status and progress of committee activities, including sanctions issued, to the Administrative & Legal Group Coordinator on a regular basis

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for administration and other such items under the direction of the committee.

QUALIFICATIONS**Highly Recommended:**

- Must have served on the Sanctions Committee for at least two years, preferably in a Section Vice-Chair role
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have a good understanding of the U.S. Figure Skating rules
- Must have e-mail accessibility
- Excellent communication skills

Recommended:

- Substantial experience in the skating community, preferably including club activities and experience working on exhibitions, competitions (local, qualifying, etc.).
- Ability to handle detail and be well-organized

Estimated time commitments:

The time commitment varies throughout the year but will require substantial availability to answer questions, provide advice and resolve issues, particularly late summer/fall and spring when competitions, carnivals and exhibitions are most frequent. Position requires accessibility and responsiveness to inquiries and may require 10-20 hours/month during the busy periods.

Selections Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- To create, initiate and/or maintain Selections of officials for U.S. Figure Skating National Competitions, and International Competitions.
- To coordinate the thought process in creating/maintaining Selections that address particular needs of the Association and to gather a general consensus of support of the committee.
- To coordinate the ideas of Selections Committee for presentation to the Technical Group Coordinator, Board of Directors, Officers and Governing Council.

Activities:

- To conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- To coordinate and oversee all activities as they relate to the Selections Committee.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Selections Committee. This involves making certain that all rules are clearly stated and understandable and that when the
- Governing Council passes new rules that these be documented for inclusion in the Rulebook.
- To review the committee membership and to recommend additions, deletions or replacements.
- To generate an appropriate number of ballots annually addressing issues and programs.
- Maintain a current list with coordination by Headquarters Staff of all officials selected for U.S. National Championship competitions and International competitions.

- Review rotation of officials used at U.S. National Championship and International Competitions.

Reports to:

- Technical Group Coordinator

Member of:

- No additional committee membership as part of being Selections Chair. Works closely with International Chair to coordinate team leaders and officials assignments for International Competitions.

Reporting Requirements:

- To prepare the Selections Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included in the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Group Coordinator and President upon request, financial and Selections Committee issues/activities.

Financial Duties:

- Establish an annual committee budget that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Selections Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Selections Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Selections Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience on Selections committee for a minimum of 2-3 years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS
- Substantial experience in the skating community (e.g. skater, judge)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including, conference calls, preparation of ballots, and attending skating competitions is estimated. Paperwork and financial reports are estimated at several per week/month. Preparation for slate for Governing Council takes more preparation and time in late spring. Ongoing ballots and updates throughout the year.

Singles Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- To create and initiate new programs as they relate to singles for the benefit of the U.S. Figure Skating.
- To be primarily responsible for information included in the rulebook and posted on the U.S. Figure Skating website regarding singles skating.
- To maintain awareness of I.S.U. activities regarding singles issues and to integrate these activities into U.S. Figure Skating programs where appropriate
- To be the advocate for Singles Skating and to promote Singles related programs and activities throughout the U.S. Figure Skating.

Activities:

- To conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Singles Committee. *(This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.)*
- To review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs.(Bylaws Article XX)
- To generate an appropriate number of ballots annually addressing issues and programs.
- To develop and maintain relationships with other international organizations and committees.
- To work closely with the Chair of the Technical Panel Committee regarding IJS rules and the application to Singles rules.

Reports to:

- Technical Group Coordinator

Member of:

- Ex-officio member of Judges, Adult Skating, Competitions, Technical Panel, Pairs, Dance, and Tests Committee (*to facilitate collaboration/cooperation between committees as pertains to Singles and mutual interests*)
- Athlete Development Committee

Reporting Requirements:

- To prepare the Singles Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included in the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
- To report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Group Coordinator and President upon request, financial and Singles Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Singles Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Singles Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Singles Committee expenditures during the Fiscal Year.

QUALIFICATIONS**Highly Recommended:**

- Experience on said committee for a minimum of 3 years
- Held position on said committee
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility
- Must have competitive single skating experience and, at minimum, be a National level judge and/or referee, or coaching experience.

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Word and Excel.
- Substantial experience in the Singles skating community (e.g. skater, judge, coach)
- Attended at least three Governing Council meetings as a delegate or visitor.
- Technical experience is important. Must have a complete understanding of technical rules, as they have a direct effect on Singles rules.

Estimated time commitments:

The time commitment varies throughout the year. The summer months can be especially busy with website updates, ballot preparation, rulebook proofing, attending summer competitions. When preparing request for action for Governing Council can be very time consuming.

Special Olympics/Therapeutic Skating Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVI, Section 1).

Duties and responsibilities:

- To develop rules and regulations and suitable programs for submission to the Special Olympics Sports Rules Committee
- Work in conjunction with Special Olympics, Inc. to encourage and promote Figure Skating within the Special Olympics concept.
- Chair selects the SO/TS skater to exhibit during the US Championships Skating Spectacular
- Work with Basic Skills Chair to help develop Special Olympics Basic Skills curriculum
- Communicate focus and objective to committee members
- Works with Coaches Committee and other Committee as needed to develop Therapeutic Skating programs
- When appropriate, transitions Chair duties and information to incoming Special Olympics/Therapeutic Skating Chair
- Coordinate with the NVC for Basic Skills

Activities:

- Conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- Works with Director, Skating Programs on opportunities for special needs skaters

- Answer questions relating to SO/TS skating activities and programs
- Review and update rules as needed
- Encourage clubs to provide competitive programs to special needs skaters
- Maintain and update information on SO/TS on U.S. Figure Skating website
- Participates in conference calls, email discussions and dialogue
- Generate ballots addressing issues and programs as necessary
- Review the committee membership and to recommend additions, deletions or replacements (Bylaws Article XX)
- Maintain and update Committee information on U.S. Figure Skating web site in consultation with Director, Skating Programs

Reports to:

- Membership Development Group Coordinator

Member of:

- n/a

Reporting Requirements:

- Prepare the Special Olympics committee report for Membership Development Group Coordinator to present at meetings of the Board of Directors and to be included in the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to the Membership Development Group Coordinator

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.

QUALIFICATIONS

Highly Recommended:

- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Experience in the skating community
- Experience and involvement in the special needs community

Estimated time commitments:

The time commitment varies throughout the year. Average 1-2 hours a week.

Sports Sciences and Medicine Committee Chair

The Sports Sciences and Medicine Committee Chair is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws. The chair is appointed by the President upon the recommendation of the Nominating Committee

Duties and Responsibilities:

- Coordinate and recommend team medical personnel to international competitions **and evaluate their performance**
- Lead the education and outreach at multiple levels for the communication of relevant applicability of **scientific and medical research and knowledge as it relates to Figure Skating. Such efforts will be collaborative with HQ staff, PSA and relevant external organizations such as ISU and national/international sports science and medicine societies**
- Advise skaters and coaches on doping control, banned substances and other issues related to doping.
- Provide medical oversight and **name of designated medical liaison** for **national** championships and other competitions **if applicable**
- Coordinate the following three sections of the committee
 - **High performance:** Provide professional service and education in Figure Skating sports medicine and sports science for enhancement of performance and prevention of injuries of figure skaters. **Work is done collaboratively with HQ staff- Director of High Performance and Director of Sports Science and Medicine**
 - **Research and Education** **Coordinate the committee to design and implement the annual scientific meeting at nationals which is geared to educate healthcare professionals, scientists, interested coaches, parents and skaters on cutting edge focused topics in sports science and medicine**
 - **Research and Education :** Coordinate the committee to set the research agendas, solicit research proposals, assist with proposal development and funding, ensuring definable and practicable outcomes of research and disseminating resulting information.
 - **Medical Services: Coordinate the committee to set medical event coverage policies, and collect medical information at events and while traveling such that annual rates of injury and other medical information can be analyzed and trends can be identified for future research proposals and preventive initiatives**
- Provide status reports to the Group Coordinator for the Fall Board meeting and for Governing Council
- Initiate and hold conference calls and meetings with the Sports Science and Medicine committee, the three subcommittees,

three vice chairs (steering committee) and international team medical staff to discuss relevant issues.

Member of:

- Athletes Development Committee, others as selected

Reports to: Group Coordinator, Athletes

QUALIFICATIONS

Highly Recommended:

- Certified physician or other medical professional
- Experience working with athletes in international competition as the team doctor or physiotherapist
- Member of this committee for at least three years

Recommended:

- Strong communication skills
- Good computer skills
- Team doctor, team leader or physiotherapist for at least 3 competitions, one of which is a championship event
- Member of the Sport Science and Medicine Committee for at least 4-5 years

Expected Time Commitment:

Attendance at Governing Council (3-4 days) required, monthly conference calls (1-2 hours); availability to answer phone calls and e-mails and network with skaters, officials and coaches (10 hours/month).

State Games Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVI, Section 1).

Duties and Activities:

- Encourage and promote the participation of Figure Skating in the individual State Games programs and in those State Games supported and recognized by the USOC
- When appropriate, assists in the selection of judges for the State Games
- Encourage and promote recognition of U.S. Figure Skating as the sanctioning body for Figure Skating in the U.S. with State Game organizers, the National Congress of State Games and other bodies
- Provide direction and support regarding specific criteria relating to Figure Skating to State Games organizers to assist in their recognition of sanctioning and other related rules, including eligibility requirements
- Develop and implement plans and procedures to refine participation requirements for State Games to encourage further involvement of Figure Skating
- Works the National Congress of State Games in support of National Congress of State Games policies
- Works with Director, Skating Programs on State Games opportunities
- Coordinate with Competitions Committee RVCs with regard to State Games completion dates
- Works with SGA Chairs to coordinate announcement and sanctioning process and ensure SGA events match U.S. Figure Skating event structure
- When appropriate transitions Chair duties and information to incoming State Games Chair
- Communicate focus and objectives to committee members and appropriate VCs
- Participates in conference calls, email discussions and dialogue
- Generate ballots addressing issues and programs as necessary
- Appoints the Sectional Vice Chairs
- Review the committee membership and to recommend additions, deletions or replacements (Bylaws Article XX)
- Review and update rules as needed
- Respond to questions and issues related to Committee and coordinates with Director, Skating programs when needed
- Maintain and update Committee information on U.S. Figure Skating web site in consultation with Director, Skating Programs

Reports to:

- Membership Development Group Coordinator

Reporting Requirements:

- Prepare the State Games committee report for the Membership Development Group Coordinator to present at meetings of the Board of Directors and to be included the Governing Council book.
- To outline committee plans and programs for the upcoming year.
- To report on committee activities during the past period.
- Reports status and progress of committee activities to the Membership Development Group Coordinator

Financial Duties:

- Establish an annual committee budget that considers all expenditures for programs, administration and other such items under the direction of the committee.

QUALIFICATIONS

Highly Recommended:

- Must have participated in at least two State Games as an official, referee, organizer or participant

- Must have served on a U.S. FIGURE SKATING Committee for at least three years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Experience in the skating community
- Participated at least three to five State Games

Estimated time commitments:

The time commitment varies throughout the year. Average is 4-5 hours a month.

Strategic Planning Committee Chair

The Strategic Planning Committee is a permanent committee pursuant to Article XVI, Section 1 of the U.S. Figure Skating bylaws.

Duties and Activities:

- The primary duty of the Strategic Planning Committee is to develop a workable plan to ensure the future and stability of U.S. Figure Skating in all areas of its involvement.
- Gather information and assimilate the ideas and concepts regarding the future of the association to develop and maintain a plan to assure that U.S. Figure Skating will continue to execute its charter effectively and efficiently in the future.
- Update the plan on an annual basis and submit to the Board of Directors for approval.
- Develop the processes and financial concepts necessary for consideration, adoption and implementation into operation.
- Analyze trends and develop strategies accordingly to provide recommendations to the Board of Directors
- Develop bylaws and rule changes which support the implementation of the Strategic Plan
- Identify Strategic Planning Committee members that will contribute to the development and implementation of the Strategic Plan
- Hold monthly (minimum) phone calls or meetings to discuss items related to the development and/or support of the strategic plan

Reports to:

- Administrative and Legal Group Coordinator

Reporting Requirements:

- Prepare the Strategic Plan for submission to the Board of Directors
- Reports status and progress of committee activities to the Administrative and Legal Group Coordinator

Financial Duties:

- Establish an annual committee budget in consultation with the Group Coordinator that considers all expenditures for administration and other such items under the direction of the committee.

QUALIFICATIONS

Highly Recommended:

- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Significant experience in the skating community
- Experience with strategic planning in a corporate environment
- Member of the Strategic Planning committee for at least 1 year

Estimated time commitments:

The time commitment varies but at minimum, includes 1-2 hour phone calls per month and preparation time to update the Strategic Plan.

Synchronized Skating Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- Create and initiate new programs as they relate to Synchronized Skating for the benefit of the U.S. Figure Skating.
- Maintain awareness of I.S.U. activities regarding Synchronized Skating issues and to integrate these activities into U.S. Figure Skating programs where appropriate.
- Promote Synchronized Skating and its related programs and activities throughout the U.S. Figure Skating.
- Formulate and generate programs which are specific to the development of Synchronized Skating.
- Communicate issues and updates to committee members through correspondence and teleconferences.

Activities:

- Conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- Work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Synchronized Skating Committee. (*This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.*)
- Review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs.(Bylaws Article XX)
- Generate an appropriate number of ballots annually addressing issues and programs.
- Work with Headquarters liaison on the content and distribution of communications regarding synchronized skating to teams, coaches and officials, including four newsletters, technical documents and team support materials.
- Maintain contact with other committees which have an impact upon Synchronized Skating, most specifically, Competitions Committee, International Committee and Judges Committee.
- Provide input to Chair-Synchronized Skating Competitions Subcommittee, Chair- Synchronized Management Subcommittee, Chair-Synchronized Development Subcommittee, National Vice Chair for Synchronized Judges, and Vice Chair for Synchronized Skating Technical Panel

Reports to:

- Technical Group Coordinator

Member of:

- Ex-officio member of Judges, Competitions, and Technical Panel Committees (*to facilitate collaboration/cooperation between committees as pertains to Synchronized Skating and mutual interest*) (STSCR 2.03).
- Member of Synchronized Competitions Subcommittee, Synchronized Management Subcommittee, and Synchronized Development Subcommittee

Reporting Requirements:

- Prepare the Synchronized Skating Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included the Governing Council book.
 - Outline committee plans and programs for the upcoming year.
 - Identify which of the U.S. Figure Skating goals that the committee programs support.
 - Report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Group Coordinator and President upon request, financial and Synchronized Skating Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Synchronized Skating Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Synchronized Skating Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Approve all Synchronized Skating Committee expenditures during the Fiscal Year.

QUALIFICATIONS**Highly Recommended:**

- Experience on a Synchronized Skating-related committee for a minimum of 3 years
- Held Chair or Sectional Vice Chair Position related to Synchronized Skating
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including Power Point
- Substantial experience in the Synchronized Skating community (e.g. skater, judge, team manager, etc.)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including, coordination of programs, strategic planning, conference calls, preparation of ballots, and attending skating competitions is estimated at 5-10 hours per week.

Technical Panel Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- Coordinate the development and maintenance of Technical Panel Committee programs that address particular needs of the Association and to gather a general consensus of support of the committee.

- Coordinate the ideas of Technical Panel Committee for presentation to the Technical Group Coordinator, Board of Directors, Officers and Governing Council.
- Coordinate all Technical Panel Seminars and Continuing Education Schools for appointment and education of technical panel officials.
- Make recommendations to the Competitions Committee for technical panel assignments for qualifying competitions as submitted by the Vice Chairs.
- Identify the needs for Technical Panel Officials.
- Produce, in coordination with the respective committee chairs, related technical notifications and calling guidelines for Singles, Pairs, Dance, and Adult Skating.
- Organize and conduct annual conference call(s)/webinar(s) to prepare technical panel officials assigned to qualifying competitions.
- Oversee the development of continuing education opportunities and/or requirements for technical panel officials.
- Coordinate with Professional Skaters Association with regard to technical materials to be presented at coaches' meetings, PSA Seminars, and PSA Webinars.

Activities:

- Serve as liaison to U.S. Figures Skating Headquarters and related committees to advise them on issues pertaining to the computer equipment and the operations of the technical panel.
- Conduct appropriate number of meetings of committee or selected members of committee and to preside, or otherwise delegate leadership, at all such meetings.
- Work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertain to the Technical Panel Committee. This involves making certain that all rules are clearly stated and understandable and that when the Governing Council passes new rules that these be documented for inclusion in the Rulebook.
- Review the committee membership and recommend additions, deletions or replacements.
- Generate an appropriate number of ballots annually addressing issues and programs.
- Plan for ongoing training and appointment of Technical Panel Officials.

Reports to:

- Technical Group Coordinator

Supervises:

- Technical Panel Committee Sectional Vice Chairs;
- National Vice Chair of Education and the Education Vice Chairs for Ice Dancing, Singles, Pairs, Synchronized Skating, and Data & Video;
- National Vice Chair of Rules and the Rules Vice Chairs for Ice Dancing, Singles, Pairs, and Synchronized Skating;
- Vice Chair for Synchronized Skating Comps

Member of:

- Competitions Committee
- Judges Committee
- International Judges and Officials Committee
- Works closely with Chairs of Competitions and Judges Committees to facilitate collaboration/cooperation between committees as pertains to Technical Panel Committee and mutual interest.

Reporting Requirements:

- Prepare the Technical Panel Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included the Governing Council book.
 - Outline committee plans and programs for the upcoming year.
 - Identify which of the U.S. Figure Skating goals that the committee programs support.
 - Report on committee activities during the past period.
- Report status and progress of committee activities to Technical Group Coordinator and President upon request.

Financial Duties:

- Establish an annual committee budget that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Technical Panel Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Technical Panel Committee budget throughout the Fiscal Year, staying within approved expenditure limits and programs.
- Responsible for approving all Technical Panel Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience on said committee for a minimum of 2-3 years

- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite
- Substantial experience in the skating community (e.g. skater, judge, coach)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including conference calls/webinars, preparation of ballots, clarification of rules, preparation of technical notifications, attendance at competitions and tech panel schools, oversight of officials' exams and candidate feedback. Paperwork and financial reports are estimated at 6-10 hours per week. Workload increases depending upon time of year.

Tests Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- Maintain Test programs as they are mandated by the Singles, Pairs, Dance and Adult Committees.
- Coordinate the thought process in creating/maintaining programs that address particular needs of the Association and to gather a general consensus of support of the committee.
- Coordinate the ideas of Tests Committee for presentation to the Technical Group
- Coordinator, Board of Directors, Officers and Governing Council.

Activities:

- To conduct appropriate number of meetings of committee or selected members of committee and to preside at all such meetings.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Tests Committee. This involves making certain that all rules are clearly stated and understandable and that when the Governing Council passes new rules that these be documented for inclusion in the Rulebook.
- To review the committee membership and to recommend additions, deletions or replacements. (Bylaws Article XX)
- To generate an appropriate number of ballots annually addressing issues and programs.
- To update U.S. Figure Skating Guide for Test Chairs
- To oversee the Tests Committee web page
- To assist headquarters staff in answering test questions and deciding rule violations
- To work with the Chair of the Competitions Committee in placing foreign skaters moving to the US

Reports to:

- Technical Group Coordinator

Member of:

- Ex-officio member of Dance, Judges, Singles, Pairs, and Adult Committees. *(to facilitate collaboration/cooperation between committees as pertains to Tests and mutual interest)*

Reporting Requirements:

- To prepare the Tests Committee report for Technical Group Coordinator to present at meetings of the Board of Directors and to be included the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Coordinator and President upon request, financial and Test Committee issues/activities.

Financial Duties:

- Establish an annual committee budget that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Tests Committee budget in conjunction with the Headquarters Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Tests Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Tests Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience on said committee for a minimum of 2-3 years
- Demonstrate leadership qualities
- Must be U.S. Figure Skating Member in good standing

- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Excel.
- Substantial experience in the skating community (e.g. skater, judge)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment including, conference calls, preparation of ballots, and attending skating competitions and test session is estimated. Paperwork and financial reports are estimated at 2-4 hours per week

Theatrical Skating Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- Create and initiate new programs as they relate to Theatrical Skating for the benefit of the U.S. Figure Skating.
- Lead development of new rules and regulations for Theatrical Skating
- Act as an advocate for Theatrical Skating and promote Theatrical Skating related programs and activities throughout the U.S. Figure Skating.
- Formulate and generate programs specific to the development of Theatrical Skating in the United States.

Activities:

- To conduct appropriate number of meetings of committee or sub-committees and to preside at all such meetings.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Theatrical Skating Committee. *(This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.)*
- To work in cooperation with the respective Chairs of the Tests and Competitions
- Committees as necessary with regard to the revision/addition of new rules and competitions impacting Theatrical Skating.
- To review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs.(Bylaws Article XX)
- To generate an appropriate number of ballots annually addressing issues and programs.
- To oversee the preparation and content of the Theatrical Skating communications (newsletters, e-mails, etc.).

Reports to:

- Technical Group Coordinator

Supervises:

- Sectional Vice Chairs

Member of:

- Theatrical Skating, other committees as selected

Reporting Requirements:

- To prepare the Theatrical Skating Committee report for the Technical Group Coordinator to present at meetings of the U.S. Figure Skating Board of Directors and to be included the Governing Council book.
 - To outline committee plans and programs for the upcoming year.
 - To identify which of the U.S. Figure Skating goals that the committee programs support.
 - To report on committee activities during the past period.
- Reports status and progress of committee activities to Technical Coordinator and President upon request, financial and Theatrical Skating Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Theatrical Skating Committee budget in conjunction with the Headquarters
- Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Theatrical Skating Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Theatrical Skating Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience with Theatrical Skating events (i.e., Theater on Ice, Showcase) for a minimum of 3 years as an official, accountant or other relevant position
- Demonstrated leadership qualities
- Must be U.S. Figure Skating Member in good standing
- Must have e-mail accessibility

Recommended:

- Strong computer skills, experience with MS Office Suite including MS Excel
- Substantial experience in the Theatrical Skating community (e.g. skater, judge)
- Attended at least three Governing Council meetings as a delegate or visitor.

Estimated time commitments:

A significant time commitment leading up to the National competitions and Governing Council, including conference calls, preparation of ballots, and attending skating competitions. Paperwork and financial reports are estimated at 2-6 hours per week during peak activities.