

# **High Plains Board Board of Directors**

## **Summary of Board Operations and Responsibilities**

*Last Revised February 28th, 2021*

### **Mission Statement**

As a division of US Ski and Snowboard, our mission is to promote, develop, and expand cross-country skiing within the US Ski and Snowboard High Plains Division (Wyoming, Eastern Montana, and the Dakotas). We accomplish this by working with ski teams, other nordic entities, and directly with our membership.

*We accomplish this mission by:*

- Maintaining a calendar of events, and coordinating race schedules
- Attracting new individuals and groups to XC racing
- Developing junior athletes through our sanctioned race series, camps, and trips
- Selecting a team to represent the division at the USSS Cross-Country Skiing Junior Nationals
- Providing support and developmental opportunities to new teams and athletes who are not attached to a team within the division

### **Board Officer Roles and Responsibilities**

#### ***President***

- Facilitate monthly HPB meetings
- Work with the HPB to set annual program of work and delegate associated tasks to the appropriate committees and board members
- Track work of the whole board and ensure the board is in alignment with all necessary timelines to execute the organizations intended program of work during the fiscal year
- Ensure all work performed by the HPB is in alignment with the HP mission and by-laws
- Ensure work performed by the HPB is in alignment with the national direction set forth by USSS - Send at least two HP reps to the USSS congress meetings annually

#### ***Vice-President***

- By default, act as Chair of the Competition Committee unless otherwise determined by that committee
- Assist president in all roles and responsibilities splitting duties as determined cooperatively.

#### ***Treasurer***

- By default, act as Chair of the Finance Committee unless otherwise determined by that committee
- Prepare complete Treasures Reports for each full board meeting

#### ***Secretary***

- By default, act as Chair of the Administrative Committee unless otherwise determined by that committee.
- Take meeting minutes for all full HPB meetings

## **Committee Roles and Responsibilities**

*Delegation of the following responsibilities will fall to the chair of each committee. Committees main responsibilities are to bring forward motions to the board during monthly all member meetings. **All actions worked on and proposed by the committees must be approved by a motion, second and vote of the whole board.***

### ***Administrative Committee Roles and Responsibilities***

- Develop and manage all outward communication with members
  - Website, Email (constant contact), Social Media
- Ensure all relevant HPB document and ensure they are stored in a centralized and accessible system
- Maintain and update organizational framework documents and operating procedures as necessary
- Develop and improve membership benefits
- Work to advise and host 3 advisory committee meetings annually - preseason, midseason and postseason
- Network and provide opportunities for the development of TD's and Coaches within HP through certification with USSS
- Work with Athlete and UW reps to effectively reach out and communicate with athletes

### ***Finance Committee Roles and Responsibilities***

- Assist treasurer in preparation of monthly treasurer's reports
- Establish update annual "fixed costs" to inform board conversation
- Identify and coordinate fundraising opportunities
- Ensure all annual costs and fees are submitted and paid on time
  - USSS Club Registration Fee, Liability Insurance, Website Registration, Constant Contact
- File annual federal and state taxes
- Work with JN's planning committee to ensure all logistics for the annual trip to Junior Nationals are
- Perform a financial audit every other year (odd years) of HP

### ***Competition Committee Roles and Responsibilities***

- Work with other regional entities (WY HS, WY MS, RMN, IMD, etc.) to set annual competition/qualification event schedule
  - Develop U14 and Master Race Series
- Revisit qualification criteria annually for national level race events and camps to ensure it still works and is in alignment with HP and USSS goals
- Revisit wax protocol annually for national level race events and camps to ensure it still works and is in alignment with HP and USSS goals

- Solicit and evaluate competition venue host bids for NRL/Qualifier Races
- Develop and maintain annual summer training camps

### **Athlete and UW Rep Roles and Responsibilities**

#### ***Athlete Rep***

- Determine an effective way to solicit feedback and suggestions from fellow athletes
- Host at least one virtual or in person HP athlete event annually - aimed at creating a sense of community and connecting athletes from around the division.
- Manage social media posts for HP
- Solicit fellow athletes to backfill athlete rep position and sit on the HP advisory committee
- *Encourage athletes to join high plains and provide ideas to increase athlete registration in high plains*

#### ***University of Wyoming Rep***

- Work with UW Coaches and UW athletes who are interested in attending JNs
- Determine what is a reasonable for UW athletes to qualify for the JN team
- Facilitate UW to HP athlete engagement - possible ideas include athlete to athlete mentorship program, providing information sessions on how to ski in college for HP athletes (virtual or in person)
- Work to identify opportunities for a HP Qualifier/USCSA race overlap annually

### **Coach/Parent Rep Roles and Responsibilities**

#### ***Parent Rep***

- Communicate with fellow ski parents to determine any parent concerns and bring them forward to the HPB constructively
- Solicit and recruit fellow parent for the HP Advisory Committee

#### ***Coach Rep***

- Communicate with fellow ski parents to determine any coach concerns and bring them forward to the HPB constructively
- Solicit and recruit fellow parent for the HP Advisory Committee

### **High Plains Nordic Advisory Committee**

#### ***Overview***

This is a non-voting body that serves to better inform the decision making of the High Plains Board of Directors. This committee will meet up to 3 times annually (pre-season, mid-season, post-season) for up to 1.5 hours via a zoom call. The meeting will be a round table discussion format.

#### ***Committee Make-Up***

At a minimum the High Plains Board President and a representative from each working committee (Admin, Competition, and Finance) will be in attendance.

A coach, parent and athlete representative from each nordic organization from within the division are encouraged to attend. Please limit attendance to just one of each of these reps per organization to keep meetings to a reasonable size. Representatives may be selected by a given community any way that community sees fit or solicited directly by the High Plains Board of Directors.

***Meeting Structure***

Meetings will consist of a brief but comprehensive report/update from the attending representatives of the High Plains Board. The board will solicit feedback on current decision points. Following this conversation will take place in an open format and will allow committee members to bring up questions or topics they see as important or relevant.

***Outcomes***

While this is a non-voting body, the ultimate goal for this committee is to give the constituency of High Plains Nordic a voice and an opportunity to give the High Plains Board Feedback. This committee may make official recommendations to the board that will be weighted heavily.