

OCSJ Roles and Responsibilities

Position: Cross-County Ski Chair

Reports to: Activities Chair

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1. Monitor ski trips posted on MeetUp. Ensure that all participants are paid OCSJ members.
 - The Membership Secretary will send a list of lapsed members.
 - Check Meetup for the names and delete from the XC group.
2. See that events are also listed on the OCSJ Website and announced in the monthly newsletter.
3. Arrange for a yearly Apres-Ski Party to celebrate the past ski season, announce trips for the upcoming season, and introduce prospective skiers to our activities.
4. Seek, encourage, and support new trip leaders. Provide suggestions on where to go and how to organize a trip.
5. Train new leaders and help them with writing up and conducting their trip.
6. Ensure that leaders properly follow all OCSJ financial procedures if their trip involves using Club money for a deposit to secure a trip venue, and/or they collect money from trip participants.
7. Ensure that new leaders are given leader permission for MeetUp.
8. Provide a list of leaders at the end of the calendar year who qualify for a year of free membership to the Membership Secretary and an invitation to the Leaders' Banquet to the Vice-President.
9. Participate in OCSJ Board meetings.
10. Share XC ski news at Board Meetings and in the monthly newsletter.
11. Collect sign-in sheets and pass them on to the Activity Chair by year-end.