

It's hard to believe that the end of season is near. We have had a fantastic year of figure skating thanks to our coaches, Board of Directors, and all of our skaters and parents. We are 133 members strong and have consistently taught over 40 skaters each class session offered this season at the DeSoto Civic Center! I am looking forward to our end of season show on March 21<sup>st</sup> to celebrate our accomplishments this year.

It is time to look forward to a new club year which will begin on July 1, 2010. With the ending of our season, we must hold an Annual Meeting to elect club officers and seek out volunteers to make the 2010-2011 season even better.

I am happy to report that many of our current board members will seek re-election for the new fiscal year as follows:

- **President: Terri King**
- **Vice President: SEEKING NOMINATION**  
The Vice President will assist the President with overseeing the club's activities and needs.
- **Treasurer: Christina Phipps**  
**Secretary: Lori Weide**
- **Test Chair/Coach Liaison: Rona Mogil**
- **Membership Chair: SEEKING NOMINATION**  
The Membership Chair will work closely with the President/Vice President to maintain club rosters, send out membership applications to current members May – June; collect member apps via our PO Box and emailed forms via the web site; process applications over the web to US Figure Skating; Track missing forms and ensure collection of them; maintain a master roster of members in Excel or another accepted application. The chair will need to check the Germantown Post Office Box throughout the summer months (June – August) at least once per week for applications and processing. Provide membership report to the board at board meetings.
- **Public Relations/Marketing: SEEKING NOMINATION – TWO MEMBERS COULD FILL**  
The PR/Marketing person(s) will create/distribute press releases to the media; invite media to events; take/delegate photo taking at ice sessions and club events; collect club photos; provide photos to media, webmaster, facebook page. Maintain master binder of all media coverage of the Club. Provide news articles to webmaster for web site (or be able to upload articles themselves to web site). Create or delegate creation of club literature such as brochures, flyers, etc. as needed throughout the year. Advise and recommend to the board advertising options and opportunities to promote the club.
- **Member-At-Large: SEEKING NOMINATION** (will advise and attend board meetings; vote on club business)
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Please contact [info@fscmemphis.org](mailto:info@fscmemphis.org) if you wish to nominate or run for any position. We must have at least FIVE board members per our current bylaws with a maximum of 9 board members possible. We must therefore at least have one additional member run for Vice President for the new year. Members may nominate or self-nominate any other member for any position, including positions which already have a current board member running for re-election. Basic Skills members or parents of Basic Skills Members wishing to run will need to upgrade to full club membership for the new fiscal year on or around June 1, 2010.

**Nominations are due back to the current Secretary of the Club, Lori Weide by March 7, 2010 (via email [info@fscmemphis.org](mailto:info@fscmemphis.org) or contact Lori directly).** Elections will be held during our Basic Skills session on Sunday, March 14, 2010 at 2 PM. All current full club members will be asked to vote or submit a vote via mail or email before March 14<sup>th</sup>.

**In addition to elections, we are asking for the FOLLOWING VOLUNTEER ROLES to be filled by ANY MEMBER/PARENT OF A MEMBER.** Please help – some are on day commitments and some are ongoing. Without enough volunteers, your Board of Directors is unable to focus on their specific roles and improve the club offerings and standing.

- **Basic Skills Scheduling**  
Work with coaches and Coach Liaison to handle *secretarial* needs for the Basic Skills program. Maintain coach clipboards – provide attendance and evaluation sheets. Provide class rosters to instructors via the attendance sheets. Coaches and the coach liaison will handle scheduling specific instructors into classes. You will work with the liaison/board members to handle coach absences and fill ins. Communicate with coaches as far as scheduling changes and absences of specific coaches. Contact the Coach Liaison if attendance/evaluation sheets are not completed. Collect sheets at end of sessions. Prepare and organize end of session certificates. Order patches for tests. Record coach attendance at every session. Remain at ice gate entrance at beginning of classes and direct skaters to their instructors (you do NOT need to skate or be on the ice for this). Ensure cones are available for instructors. This will require you to be present at most Basic Skills class sessions or delegate your role to others as needed to fill in for you (for recording attendance, etc).
- **Car Wash Coordinator(s)**  
Volunteer to schedule and organize a car wash – you choose the month/date that fits your schedule; provide information to

the PR person to mass email the club for help; Delegate creation of signs, flyers, etc. Organize volunteers on car wash day. The Club owns car wash supplies. When you volunteer, let us know the timeframe month you wish to use.

- **Ice Monitor Coordinator**  
Create a signup sheet for ice monitoring for the season as the schedule is released. Contact members via email and at sessions to request them to volunteer for at least one day to check in skaters at the check in table. Provide master calendar. Email reminders to volunteers prior to their sign up date. Ensure coverage of the desk and notify the board of vacancies.
- **Web Site Maintenance**  
Work with Terri King to maintain the web site and/or create graphics and other needs. Help maintain the club Facebook page, photos page, etc.
- **Sponsorship Committee**  
Contact potential sponsors locally and elsewhere to consider sponsoring the club. Devise sponsorship benefits to potential sponsors (with board approval). This position is largely busy during off season months – spring and summer to seek sponsors for the new season
- **Grant Writers**  
Seek out and write grants that the club may be eligible for throughout the season. This position is more busy during off season months preparing for possible grants for upcoming season.
- **Club Apparel Coordinator**  
Devise club/team apparel and other logo merchandise for members and/or work with existing apparel vendors. Prepare club apparel order form options for members prior to season start. Work with sponsorship committee to seek out sponsors to potentially cover the cost of a club t-shirt for members. Provide ordering options to webmaster.
- **Summer Social**  
Host/organize summer social event for members such as a barbecue, pool party, park day, redbirds game, etc. This event must be low/no cost. You pick the date/timeframe sometime between June – August.
- **Butter Braid Fundraiser Coordinator**  
Butter Braid was VERY successful this season. Coordinate fundraiser to run October – November next season. Select dates. Work with vendor and distribute fundraising materials to members. Collect back order forms/money. Arrange for delivery of orders at the rink.
- **Consignment Sale Coordinator**  
Arrange collection of consignment sale merchandise for periodic consignment sales at the rink – always one to be held either prior to or on start date of season; and starts of each Basic Skills class sessions offered. Organize eBay listings of merchandise on club's behalf. Staff table to sell items at each event or manage the table yourself.
- **Disney on Ice Fundraiser**  
Work with Fed Ex Forum/Disney on Ice for the Disney on Ice Ticket Sale fundraiser for summer/early fall show if scheduled in the area.
- **Holiday Social**  
Host/organize holiday social event for members in the holiday months (Nov-Dec) – you pick the date/time/place. This could be as simple as we held last year (craft and cookies for members after an ice session) or a party at a member's home, etc.
- **Club Historian**  
Work with current and past members to collect history about our club. Provide written timeline of club as well as a historical written bio for the club. You will need good communication skills to work with members (current and past); seek out past members; and possibly contact USFSA for club information (such as dates for chartering, etc.) Timelines, bio will be posted on the club web site and possibly be used in club printed materials.
- **Photography Scheduler**  
Work with photographer for each end of Basic Skills session (up to 3 dates per season total). Schedule photographer to take photos. Obtain class rosters and scheduled class times for photos. Provide class roster and email information for students/parents to photographer 2 weeks prior to session. Help get classes to photographer stand on photo day. Help photographer with poses and shots as needed. We could split this role into 1-3 volunteers if you only want to volunteer for session 1, 2 or 3.
- **Do you have another idea/role to suggest/volunteer for?**  
Perhaps you have a fundraising idea you want to implement and oversee. Or perhaps there is another need you see we haven't named. Submit your idea and volunteer to chair it.
- **Citipass Fundraiser Coordinator**  
Work with Citipass to create ad for next season. Work with Citipass vendor to get books in August; Solicit members to sell books; Maintain file of books sold/check out to be sold by members; collect money/books back from sellers; Return unsold books to vendor when closing out fundraiser for season.

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

What board position OR volunteer position would you be able to help with? Or, use this space to nominate another member for a board position (they will have to accept the nomination).

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