

Wallace Figure Skating Club Committee List Descriptions

Registration – Coordinate Registration night. Work with the Board of Directors/Committee Chairs for the material that they are to have available to the members, displays they are going to have regarding their activity and the duties that they will be performing during the evening. (August)

Notify the club pros of the date and times of the Registration. Coordinate the volunteers for the evening. Make sure other committees have the necessary information to publicize the event.

General Membership Meeting/Halloween Party – Coordinate the annual GMM and Halloween party in November.

Publicity - Work with Publicity committee contacting local newspapers, schools and other organizations to publicize club events, lessons, competitions, test sessions, show advertising, etc. Must be able to work with the other committees to publicize their events and may require making phone calls, emails, delivering notices, etc.

Exhibition/Open House - Work with Exhibition/Open House Committee with various duties to include publicizing, contacting coaches, organizing skaters, scheduling and working at the event including setup/cleanup, skate rentals, food table, etc. (January)

WallaBear Basic Skills Competition - Work with WallaBear Committee with various duties to include contacting judges, coaches, skaters & parents, and working with other committees to prepare for the event. Working at the competition includes setup and cleanup of the event, making copies, playing music, running results, etc. (January)

Test Session - Work with Test Session Committee with various duties to include contacting judges, coaches, skaters and parents, working with other committees to prepare for the event. Working at the test session includes setup and cleanup of the event, making copies, running results, etc. (February)

Wallace Spring Synchronized Classic - Work with the WSSC Committee with various duties to include contacting judges, coaches, teams, working with other committees to prepare for the event. Working at the competition session includes setup and cleanup of the event, making copies, playing music, hosting teams, running results, etc. (March)

Show - Work with the Show Committee with various duties to include brain storming, planning, organizing, publicizing, and overseeing sub-committees. (All Season)

Fundraising - Work with the Fundraising Committee to research fundraising ideas, coordinate events, etc. (All Season)

Hospitality - Work with the Hospitality Committee to purchase, prepare, or arrange for food for the various club activities. Working at the event would include setup and cleanup of the food, making sure judges, volunteers, etc. needs are taken care of, etc. (All Events)

Newsletter/Website – Using the information discussed at monthly board meetings, articles submitted by Synergy and other information, publish the WFSC monthly Newsletter. Provide applicable documents, information, etc. to the webmaster to upload to website. Periodically visit the website to make sure information is up to date and visibly pleasing. (All Season)