

## **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.