

Theatrical Skating Committee Chair

The Chair is appointed by the President upon the recommendation of the Nominating Committee. (Bylaws Article XVII, Section 2).

Duties and responsibilities:

- Create and initiate new programs as they relate to Theatrical Skating for the benefit of the U.S. Figure Skating.
- Lead development of new rules and regulations for Theatrical Skating
- Act as an advocate for Theatrical Skating and promote Theatrical Skating related programs and activities throughout the U.S. Figure Skating.
- Formulate and generate programs specific to the development of Theatrical Skating in the United States.

Activities:

- To conduct appropriate number of meetings of committee or sub-committees and to preside at all such meetings.
- To work in cooperation with the Chair of the Rules Committee regarding those sections of the Rulebook that pertains to the Theatrical Skating Committee. (*This involves making certain that all rules are clearly stated and understandable and that when new rules are passed by the Governing Council that these be documented for inclusion in the Rulebook.*)
- To work in cooperation with the respective Chairs of the Tests and Competitions
- Committees as necessary with regard to the revision/addition of new rules and competitions impacting Theatrical Skating.
- To review the committee membership and to recommend additions, deletions or replacements in coordination with the Sectional Vice Chairs.(Bylaws Article XX)
- To generate an appropriate number of ballots annually addressing issues and programs.
- To oversee the preparation and content of the Theatrical Skating communications (newsletters, e-mails, etc.).

Reports to:

- Technical Group Coordinator

Supervises:

- Sectional Vice Chairs

Member of:

- Theatrical Skating, other committees as selected

Reporting Requirements:

- To prepare the Theatrical Skating Committee report for the Technical Group Coordinator to present at meetings of the U.S. Figure Skating Board of Directors and to be included 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 Coordinator and President upon request, financial and Theatrical Skating Committee issues/activities.

Financial Duties:

- Establish an annual committee budget in consultation with the Vice-Chair(s) that considers all expenditures for programs, administration and other such items under the direction of the committee.
- Prepare Theatrical Skating Committee budget in conjunction with the Headquarters
- Staff liaison and the Finance Committee liaison for presentation to the Finance Committee.
- Oversee Theatrical Skating Committee budget throughout the Fiscal Year and stays within approved expenditure limits and programs.
- Responsible for approving all Theatrical Skating Committee expenditures during the Fiscal Year.

QUALIFICATIONS

Highly Recommended:

- Experience with Theatrical Skating events (i.e., Theater on Ice, Showcase) for a minimum of 3 years as an official, accountant or other relevant position
- Demonstrated 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 Excel
- Substantial experience in the Theatrical 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 leading up to the National competitions and Governing Council, including conference calls, preparation of ballots, and attending skating competitions. Paperwork and financial reports are estimated at 2-6 hours per week during peak activities.