

Job title	<i>Vice-President of Members and Resorts</i>
Responsible to	<i>President/CEO</i>

Job purpose

The Vice President of Members and Resorts oversees the day-to-day workings of the CSPs involvement with the organization's zones and divisions with an emphasis on ensuring the effective and efficient delivery of patrol services and programs.

As a member of the National Management Committee (NMC), the VP Members and Resorts has a duty to contribute to the operational management of the CSP based on the CSP's strategic plan.

Reporting Relationship

The VP Members and Resorts is appointed by the President/CEO and confirmed by the Board of Directors of the Canadian Ski Patrol (CSP). The VP Members and Resorts works under the direction of the CSP President and CEO, advises and makes recommendations to the CSP President and CEO on matters related to the VP's portfolio of responsibilities.

The objectives of the Vice-President of Members and Resorts are:

- To ensure the effective and efficient implementation of CSP national policies, procedures, programs, and services by the zones and divisions.
- To increase the number of regular CSP members through member recruitment and retention strategies.
- To actively engage CSP regular members and CSP zone and division leadership in the development and execution of the CSP's national policies, procedures, programs, and services.
- To support the zone's and division's efforts to liaise and foster positive relationships with their respective area operators and their associations.
- Provide mechanisms to adopt operational and organizational renewal programs which are identified in the strategic plan from the board of directors for the CSP.

Duties and responsibilities

The duties and responsibilities of the Vice-President of Members and Resorts include:

Administration

- Serving as the Chair of the CSP Members and Resorts Committee.
- Organizing monthly meetings of the Members and Resorts Committee.
- Preparing the minutes or summary notes from the meeting of the Members and Resorts Committee.
- Participating in monthly divisional presidents' meetings.
- Attending National Management Committee meetings.
- Drafting and evaluating an annual operating budget sufficient to meet the program needs of the Members and Resorts portfolio.
- Preparing quarterly activity reports for the CSP Board of Directors and the CSP President and CEO.
- Attending quarterly meetings of the CSP Board of Directors as required.
- Preparing year-end activity and budget reports for all Members and Resorts activities.

Patrol Operations

- Supporting the Zone and Division Presidents to provide leadership at the zone and division levels.
- Ensuring Zone and Division leadership is engaged in the development, management, delivery, and evaluation of CSP patrol-related programs and services.
- Ensuring national procedures and policies are properly implemented at the zone and division levels.
- Developing, managing, and evaluating initiatives to recruit new members.
- Developing, managing, and evaluating initiatives to retain existing members.
- Supporting the zones and divisions efforts to work with ski area operators and their associations as it pertains to operational partnerships.
- Providing oversight to the implementation of the CSP's national human resources policies.
- Developing national standards for the delivery of non-skiing, "365 event" first aid services.
- Developing, managing, communicating, and evaluating nationally driven CSP safety programs and ensuring they are accessible and implemented in the zones and divisions.

Qualifications

The qualifications for this position are broken into two specific categories. All members of the executive level of the management committee should have the following general qualities:

- An understanding of strategy and ability to create operating plans based on strategy.
- The ability to work in an unstructured, self-directed workplace environment.
- Possess strong written and verbal communication skills.
- The ability to properly manage and chair meetings in electronic as well as in-person formats.
- The ability to positively contribute as a team member in order to formulate programs and solutions that are national in scope.
- The ability to listen to and engage CSP leadership and regular members.
- The ability to resolve interpersonal conflict
- Have basic financial skills including the ability to draft and monitor a budget.
- The ability to think independently.
- The ability to receive and provide constructive feedback to other NMC members, including the CSP President and CEO.
- The ability to use a variety of digital communication and planning tools.
- The ability to discuss and manage expectations and outcomes with committee members from all divisions.
- Good working relationship with all CSP officers, staff and members at various levels.
Good understanding of the governance and operations of the CSP.
- Verbal and written skills in French and English is an asset.

As the Vice-President of Members and Resorts, this position has specific skills and qualifications that may include, but are not limited to:

- Having served as a Zone President or Division President.
- Having detailed knowledge of the existing CSP operations requirements from the level of zone up to the national level.
- Understanding and ability to appeal to different types of members and provide insight to the management team as to the needs of the members.
- Having a familiarity with the Canadian ski resorts and their operations.
- Being an active regular member, with day-to-day patrol experience.
- Having previous experience managing people and projects
- Previous experience as a member of the national members and resorts committee.

Approved by:	<i>President and CEO</i>
Date approved:	<i>March 1, 2019</i>
Reviewed:	

This job description has been evaluated and adopted based on an annual Inventory of activities.

This job description is used for internal posting, review and clarity for volunteer positions. It is not an employment contract for wage.

- The demonstrated ability to co-ordinate operations programs on at least a local level.

A reference letter is required from either your zone or division president.

All qualifications comply with provincial and federal human rights legislation.

Direct reports

Each member of the management committee is appointed by and reports to the President/CEO after confirmation by the board of directors. The positions that currently report directly to the Vice-President of Members and Resorts are:

<ul style="list-style-type: none"> • Division Presidents and Zone presidents 	<ul style="list-style-type: none"> • 365 patrol Events Coordinator
<ul style="list-style-type: none"> • Recruiting and Retention Coordinator 	<ul style="list-style-type: none"> • Critical Incident Stress Management Coordinator
<ul style="list-style-type: none"> • National Safety Coordinator 	<ul style="list-style-type: none"> • Chair, Human Resources Committee

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