

# Eden Prairie Figure Skating Club

## Volunteer Positions Selection Sheet

All parents/guardians must volunteer during every membership year.

Skaters Name: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name: \_\_\_\_\_ Email \_\_\_\_\_

**Select your top 3 areas of interest.**

**This document must be completed and returned for membership renewal.**

### BOARD OF DIRECTORS (attend monthly meetings and hold one other position – 2 year terms)

- President** (run monthly board meetings, sign all EPFSC required forms, etc.)
- Vice President** (assist President with duties and other responsibilities)
- Co-Treasurer** (manage financial aspects of club – 2 positions)
- Secretary** (records meeting minutes, schedules meetings, schedules hotel accommodations)
- Membership** (facilitates EPFSC & USFSA membership)
- Members at large** (must hold one other major EPFSC volunteer position)

### FINANCE / CONTRACTS / BILLING

- Uplifter System Administrator** (maintain and update Uplifter application)
- Skater Billing Coordinator** (work with billing and Uplifter personnel on skater billing and payments)
- Ice Coordinator** (purchases ice and facilitates member ice contracts)
- Rink Monitor Coordinator** (schedule rink monitors/summarize monitor changes)
- Rink Monitor Sheet Reporting Coordinator** (summarize buy-ins for billing, rink monitor tracking, & skating hours for high school lettering programs)
- Volunteer Coordinator** (assigns all volunteer positions)
- Auditor** (review EPFSC financial records)

### TWIN CITIES FIGURE SKATING ASSOCIATION

- TCFSA Representative** (attends monthly TCFSA meetings & report to EPFSC Board – 2 positions)

### TESTING

- Test Chair** (schedule & facilitate testing sessions throughout the year)
- Assistant Test Chair** (assist Test Chair with duties – 2 positions)

### FUNDRAISING

- Fundraising Committee Co-Chair** – Poinsettia sale
- Fundraising Committee Co-Chair** – Magazines
- Fundraising Committee Co-Chair** – Scrip Sales
- Fundraising Committee Co-Chair** – Butter Braids
- Fundraising Committee Co-Chair** – Brat Stand
- Fundraising Committee Co-Chair** – Fundraising tracking and billing
- Fundraising Committee Member** (assist Fundraising Committee Co-Chairs)

### MEMBERSHIP

- Junior Club/New Member Liaison** (assists with Junior Club and other questions, how to rink monitor, etc.)

Please complete and return to Lisa Thoreson. Forms can be dropped off in Lisa's folder in the club room, mailed to 17861 Liv Lane, Eden Prairie, MN 55346 or e-mailed to Lthoreson1@comcast.net

## COMMUNICATIONS / PUBLICITY

- Communication Coordinator** (coordinates member communications through EPFSC website)
- Public Relations Coordinator** (coordinates publication development & submissions to publications)
- Trophy Case & Display Case Coordinator** (keeps trophy case organized, clean & adds trophies as needed)
- Webmaster** (maintain EPFSC website)

## OFF ICE TRAINING

- Off-Ice Training Coordinator** (schedules/coordinates off-ice classes and works closely with EPCC personnel)

## SOCIAL ACTIVITIES

- Social Committee Coordinator** (Coordinates efforts of Social Committee, Duluth party, Banquet)
- Banquet Committee Member** (works with Social Committee Coordinator to plan & execute Banquet)
- Skater Rep Committee Coordinator** (organizes good luck signs, annual yearbook, club display cases)
- Event and Exhibition Chair** (facilitates Exhibitions and other skating events like Spooky Saturday, USFSA Skate, etc.)

## CLUB ROOM

- Locker Assignment Coordinator** (assign club lockers to EPFSC members based on seniority status)
- Club Room Liaison** (keeps locker room clean and organized – up to 2 positions)
- Bulletin Board Liaison** (keep all club room bulletin boards organized and updated – up to 2 positions)

## APPAREL

- Club Apparel Coordinator** (coordinates ordering of club jackets and/or other apparel)
- Dress & Skate Sale Coordinator** (coordinate annual dress/skate sale – up to 2 positions)

## LETTERING PROGRAM(S)

- Eden Prairie High School Lettering Program Coordinator** (facilitates registration, filing, & collecting supporting documentation for lettering program, must have a student enrolled at EPHS)
- Minnetonka High School Lettering Program Coordinator** (facilitates registration, filing, & collecting supporting documentation for lettering program, must have a student enrolled at MHS)
- Chanhassen High School Lettering Program Coordinator** (facilitates registration, filing, & collecting supporting documentation for lettering program, must have a student enrolled at CNHS)
- Benilde-St. Margaret High School Lettering Program Coordinator** (facilitates registration, filing, & collecting supporting documentation for lettering program, must have a student enrolled at BSMHS)
- Prior Lake High School Lettering Program Coordinator** (facilitates registration, filing, & collecting supporting documentation for lettering program, must have a student enrolled at PLHS)
- Holy Family High School Lettering Program Coordinator** (facilitates registration, filing, & collecting supporting documentation for lettering program, must have a student enrolled at HFHS)

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**ICE SHOW COMMITTEE CHAIR** (this sign up is for ice show chair positions, not volunteer shifts during the ice show)

- Ice Show Co-Chair** (work with Show Director, EPCC, & committees to produce Ice Show – 2 positions)
- Ice Show Points Committee** (collect & total points for annual ice show)
- Ice Show Committee Chair Positions**
  - Advertising** (coordinate advertising for ice show program)
  - Good Luck Grams** (coordinate the good luck grams for the ice show program)
  - DVDs** (coordinates photographer(s) for the ice show DVD)
  - Backstage** (assist with moving skaters from waiting rooms to rink during Ice Show)
  - Chaperones** (coordinate skater supervisors for each group number)
  - Costumes** (coordinate selection of costumes for all skater groups & Father/Daughter groups)
  - Flower and Program Sales** (coordinate flower and program sales and volunteers during the Ice Show)
  - Party** (assist with set up, serving, tear down or other activity during Ice Show Party)
  - Pictures** (coordinate photographer, volunteers, and logistics for Ice Show Pictures)
  - Programs** (lay out Ice Show Program including advertising, photos, and printer)
  - Props** (coordinate all props, includes building & painting, set-up & take down prior to & after each performance)
  - Publicity** (coordinate submission of publicity & flyers, work with EPCC communications dept)
  - Senior/Soloist Posters** (coordinate communication, distribution, and display of Senior & Soloist's posters)
  - T-Shirts** (coordinate orders, processing and distribution of Ice Show t-shirts)
  - Ushers** (coordinate shifts for individuals to assist traffic flow during performances)
  - Volunteer Scheduling** (coordinate all Ice Show volunteers, make assignments to committees)

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