

Roles and Responsibilities – AASI Committee

Communications

- Facilitating information to appropriate parties - Membership, Ed staff, BOD, office, directors
- Assist rotating Committee Chair to coordinate meetings
- Facilitates progress of subcommittees
- Recommended: strong organizational skills herding cats, ability to remain objective.
- Minimum Requirement: standard requirement for committee members

Education

- Oversee all clinic related topics including proposing new events
- Prioritize staff for clinics – communicate with scheduler
- Work with Training Chair to select Fall Conference participants
- Review clinic feedback forms and deliver feedback to staff and track performance
- Communicate with Training Chair to address education concerns with staff
- Coordinate content with Cert Chair to best support membership through Ed/Cert process
- Coordinate with Cert Chair to develop current videos for Ed process. Convene task force as needed.
- Oversee RP, communicate with RP Developer and Cert Chair for issues/updates
- Review and work with Web Chair for web content and to update Dropbox folder with Ed materials
- Work with BOD and Cert Chairs and Scheduler to manage budget
- Minimum Requirements: DECL with 5 years active experience

Certification

- Oversee all exam related topics
- Prioritize staff for exams – communicate to scheduler
- Review exam feedback forms and deliver feedback to staff
- Communicate with Training Chair to address education concerns with staff
- Review and work with Web Chair for web content and to update Dropbox folder with Cert materials
- Coordinate content with Ed Chair to best support membership through Ed/Cert process
- Coordinate with Ed Chair to develop current videos for cert process. Convene task force as needed.
- Oversee RP, communicate with RP Developer and Ed Chair for issues/updates
- Develop and update scoresheets
- Work with BOD and Ed Chairs and Scheduler to manage budget
- Minimum Requirements: DECL with 5 years active experience

Training

- Develop and Coordinate continuity of DECL Training
- Oversee EDS Program and work with EDS Managers to develop training
- Coordinate with Chairs and distribute agenda to staff in a timely manner
- Oversee Train the Trainer Program
- Create and oversee training budgets
- Work with BOD to manage training budget
- Communicate with Cert and Training Chairs to address Ed/Cert concerns with staff

- Minimum Requirements: DECL with 5 years active experience

Scheduler

- Create the seasonal schedule – working with resorts to find appropriate dates/locations
- Work with Ed/Cert to prioritize staffing for each event
- Communicate with staff about priority, assign lead for each event
- Monitor event participant numbers to appropriately staff each event – adding or clearing staff from event as needed
- Monitor event participation to make sure that we stay within the approved budget
- Working with a subcommittee made up of: BOD, Ed, Cert and IL, add new events to the schedule
- Communication with the office to make sure everyone is on same page
- Communicate with resort contact to facilitate events
- Recommended: strong organizational and communication skills.
- Minimum Requirement: 3 years DECL. Adaptability/familiarity with scheduling software and office computer programs.

Web

- Coordinating information for website
 - Managing content of dropbox
 - Communicating with Ed/Cert for content
- Work with office to develop content for specific AASI-I web identity
- Social Media
 - YouTube Channel
 - Facebook
 - Instagram
 - Other emerging Social outlets
- Recommendations: self-motivated, JAVA, HTML5, other computer language
- Minimum Requirement: Ability to work with social media platforms, various software and web design and content management.

BOD Liaison

- Communicate with all committee positions and create report to BOD
- Develop summary of BOD meeting distributed to committee
- Coordinate and present BOD proposals
- Attend all BOD meetings
- Oversee snowboard budget
- Attend School Management Committee meetings
- Point of contact for BOD
- Recommendations: Public relations and presentation skills along with patience
- Minimum Requirement: 3 years DECL.

Internal Liaison

- Facilitate culture of exchange
- Foster environment of culture
- Coordinate with Ed Chair to review staff and deliver feedback for Educational Events
- Coordinate with Cert Chair to review staff and deliver feedback for Certification Events
- Internal auditor

- In the event of both Ed and Cert chairs being filled by people from the same region, this person will be from other region to help moderate decisions.
- If both Ed and Cert chairs change during this tenure, efforts will be made to maintain regional equality between positions.
- Recommendations: Conflict resolution skills, strong conceptual skills, historical and forward thinking perspective.
- Minimum Requirement: 5 years DECL.