AASI-I Snowboard Committee: Roles and Responsibilities

Job Descriptions Updated: May 2020

Summary: The Intermountain Division (IMD) AASI DECL members have created a committee (“Committee”) that has distributed the roles of the Snowboard Manager into several unique positions. The Committee oversees and directs IMD’s Snowboard program and oversees IMD’s Snowboard DECL team.

Committee Member Qualifications
- Member of PSIA-AASI Intermountain Division (IMD) in good standing
- Specific Committee member requirements are outlined under each committee position
- High school diploma or equivalent; bachelor’s degree preferred
- Strong management, interpersonal and leadership skills
- Good business acumen; attention to detail; able to meet deadlines
- Proficient e-mail and Microsoft Office (Word, Excel and PowerPoint) skills
- Strong communications skills; able to positively interact with association members and staff, and represent the Division with professionalism and integrity
- Able to develop and manage in a team environment that holds true to IMD’s mission
- Able to make tough decisions that may not be popular, but are in the best interests of the Division
- If you don’t feel like you meet the specific committee position requirements but want to participate, please reach out to us

Committee Member Duties and Responsibilities
- Reports to IMD Board of Directors (BOD)
- Positions require flexible work hours; duties must be completed according to IMD’s Operations calendar and on an “as needed” basis
- Meets all Snowboard Program curriculum, organization and financial objectives – as set by the BOD
- Manages IMD Snowboard DECL staff, budget and event schedule on an on-going basis:
  - Delivers the Discipline’s proposed budget for review prior to the Spring BOD meeting
  - Submits the Discipline’s certification and educational event calendar to the Division Office by Sept 1 each year
  - Appends the Program’s event calendar and clinician scheduling, as needed
- Directs IMD’s Snowboard Program curriculum in accordance with the discipline’s National Standards
- Fosters an environment of culture and facilitates a culture of exchange
- Communicates with the membership in a timely manner regarding all discipline matters
- Committee members are held to varying work loads depending on what seat they hold. Most seats are volunteer and unpaid. Members are expected to be available for two committee meeting annually.
- New committee members will be mentored by current chair holders.

Committee Positions

BOD Liaison
- Serves as the point-of-contact for the BOD
- Communicates with all Committee members and creates program reports for the BOD
- Summarizes and communicates BOD meeting proceedings to the Committee
- Coordinates and presents proposals to the BOD (through a Board member)
- Oversees the Snowboard program budget (in conjunction with other Committee members)
- Attends all BOD meetings
- Attends IMD’s Snowsports School Director Committee meetings
- Position Recommendations: Strong interpersonal, public relations and presentation skills; business background preferred
- Minimum Requirement: 3 years - Snowboard DECL
Communications Chair
- Facilitates program communications to the appropriate parties – i.e., members, DECL staff, BOD, Office, Snowsports School directors, and Committee chairs
- Assists (with the rotating Committee Chair) to coordinate meetings
- Measures and facilitates Snowboard sub-committee progress
- Recommendations: Strong interpersonal and organizational skills; ability to remain objective
- Manages the Snowboard program’s assessment and clinic schedule, and works/communicates with IMD’s Event Coordinator Specialist on all event logistics
- Works with the Education and Certification chairs to prioritize staffing for all events
- Communicates with the DECL staff on event assignments, including priority, clinic lead, et al.
- Coordinates with the Snowboard Certification Chair on staff reviews, and delivers certification event feedback
- Works with IMD’s Event Coordinator Specialist to monitor event participation to appropriately staff events and stay within the approved budget
- Uses CRM and CST2 (Snow Pro portal) on an on-going basis for event management and staffing
- Works with a sub-committee consisting of the Snowboard Education, Certification and Internal Liaison Chairs to add new events to the schedule
- Minimum Requirement: 3 years – Snowboard DECL. Attention to detail & ability to meet deadlines, required. Adaptability with scheduling software and Office software programs, and strong organizational and communication skills, recommended.

Education Chair
- Oversees all Snowboard clinics
- Prioritizes staff for clinics; responsible for communicating staff updates with the Committee’s Scheduler
- Works with the Snowboard Training Chair to select Fall Conference attendees
- Reviews all Snowboard clinic feedback forms, delivers feedback to staff, and tracks staff performance
- Communicates with the Snowboard Training Chair to address education concerns with the DECL staff
- Coordinates product/content with the Snowboard Certification Chair to best support the membership through the education and certification process
- Coordinates with the Snowboard Certification Chair to develop educational videos for member use
- Convenes a Snowboard Program Task Force, as needed
- Reviews and works with the Snowboard Web Chair to: (1) develop web content relevant to the program, and (2) update the Snowboard team’s Dropbox folder with educational and time-sensitive event materials
- Works with the BOD Liaison, Certification Chair, and Scheduler to manage the program’s budget
- Minimum Requirement: 5 years active experience - Snowboard DECL
Certification Chair

- Oversees all Snowboard assessments
- Prioritizes staff for assessments; responsible for communicating staff updates with the Committee’s Scheduler
- Reviews all Snowboard assessment feedback forms, delivers feedback to staff, and tracks staff performance
- Communicates with the Snowboard Training Chair to address education concerns with the DECL staff
- Coordinates product/content with the Snowboard Education Chair to best support the membership through the education and certification process
- Coordinates with the Snowboard Education Chair to develop certification videos for member use
- Convenes a Snowboard Program Task Force, as needed
- Manages and updates the Program’s assessment scoresheets, as needed
- Oversees the Program’s research project (RP), and communicates with the RP Developer and Education Chair regarding updates and issues
- Reviews and works with the Snowboard Web Chair to: (1) develop web content relevant to the program, and (2) update the Snowboard team’s Dropbox folder with certification and time-sensitive event materials
- Works with the BOD Liaison, Certification Chair, and Scheduler to manage the program’s budget
- Minimum Requirement: 5 years active experience - Snowboard DECL

Training Chair

- Oversees the Snowboard Program’s Education Development Squad (EDS)
- Develops and coordinates all aspects of DECL Training with the program’s Education Development Squad (EDS) leaders
- Coordinates training activities with the Education and Certification Chairs, and communicates to the Snowboard team in a timely manner
- Oversees the Snowboard program’s “Train-the-Trainer” program
- Manages the Snowboard program’s training budget
- Works with the BOD Liaison, Certification Chair, Education Chair and Scheduler to manage the program’s budget
- Communicates with the Snowboard Education and Certification Chairs to address education concerns with the DECL staff
- Minimum Requirements: 5 years active experience - Snowboard DECL
Web Chair
- Coordinates with the Office regarding all Snowboard Program updates for the Division’s website
  - Manages and updates the Snowboard Program’s Dropbox account in conjunction with the Education and Certification Chairs
- Works with the Office to develop content for specific AASI-I web identity
- Responsible for the Program’s social media efforts, including, but not limited to:
  - YouTube Channel
  - Facebook
  - Instagram
  - Twitter
  - Other emerging social outlets
- Minimum Requirement: Self-motivated web designer/programmer. Ability to work on-demand and under deadline.
- Preferred: Familiarity with HTML5, JAVA, PHP, Adobe Creative Suite, and other computer languages such as C/C++, Python, Ruby, JavaScript & SQL.

Physical Demands and Work Environment
- For all committee members except the Web Chair: Expected to work outdoors and demonstrate DECL-level riding proficiency in all weather, snow, and terrain conditions. Able to lift at least 40-50 lbs.

Hiring Process and Term of Service
- The Committee selects their positions through a formal hiring process – with the committee members subject to BOD approval. The term of appointment shall be three (3) years. The standing committee members may re-apply to continue in their assignment.
- The Committee will accept applications, review all applicants and select a new chair during the Committee meetings.
- If you wish to apply, please send an email outlining your credentials, how you think you could serve the division as a Committee member, what assets you would bring to the Committee and a little about yourself and your career as an instructor. Please send applications to the current Communications Chair: Jess King at jbking44@gmail.com.
- The Committee is the best way to influence the course of the division and the education and certification processes. Recognize that your opinions and ideas are not only valued but essential to AASI-I’s progress. If you wish to be a part of building a safe, fair and educational future for our members, we look forward to receiving your letters of application and any attachments that support your request for consideration.

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<th>Training Chair</th>
<th>Ed Chair</th>
<th>Cert Chair</th>
<th>Web Chair</th>
<th>BOD Liaison</th>
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<td>2014-2015</td>
<td>Lane Clegg</td>
<td>John Pohl</td>
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