



A 5 year old's beaming smile as they ride up the chairlift for the very first time. A 13 year old volunteer cadet's pride at being by their side and teaching them how to ski. Fulfilling our Summer Adventure Program promise to parents "to return your children at the end of the day tired, happy, and dirty", keeping kids outside and active during summers while they forge new friendships. A family receiving a full scholarship with no questions asked so that they can enjoy our programs even after having one parent laid off from work.

These are all examples of meeting our mission "to promote sustainable, quality programs for all Chester Bowl Park users in a healthy and safe environment". As the non-profit running programming in the City of Duluth Chester Bowl Park, the Chester Bowl Improvement Club (CBIC) is proud to change lives through our winter ski and snowboard program, our Summer Adventure Program, Fall Fest, and through peoples' daily use of the park.

The CBIC has two year round staff and seasonal part time staff, but is heavily supported by volunteers; without our volunteer-driven model, Chester Bowl could not exist in its present form. Our eleven member Board of Directors provides key support to the Executive Director and Program Operations Manager, and is responsible for oversight of all of our programs. Being on the Board is a substantial responsibility and time commitment, and one that can make a huge difference for our community.

We are looking for new Board Members to join our team, using their skills, energy, and passion to ensure that we continue meeting our mission and changing lives. Our Board Members are active volunteers, both through meetings and as program volunteers, and find themselves immersed in the Chester Bowl Community. If you are ready to donate your time to improve your community, and the Board Member job description sounds like a match, this may be the volunteer opportunity for you.

This is an especially important time for Chester Bowl. Our Thom Storm Chalet is over 40 years old and in desperate need of a make-over. We have a Capital Campaign Leadership Team that is leading the efforts to raise \$1.5 million to completely renovate and expand the chalet. Board members will assist this group, but not be directly responsible for the campaign.

To apply, please contact Kevin Rappana (kevin.rappana@gmail.com) for more information or download the application form at <http://www.chesterbowl.org/about/board-of-directors/>.

Do you have the skills and talents to help us continue our positive impact on the families of Duluth? Please consider applying to be part of our Board of Directors.

With thanks for your support of Chester Bowl,
Dave & Kevin

Dave Schaeffer, CBIC Director and Kevin Rappana, Board Member and Nominations Committee Chair
1801 East Skyline Parkway, Duluth MN 55812
dave@chesterbowl.org; 218-724-9832

**Chester Bowl Improvement Club
Board of Directors Member
Volunteer Job Description**

Position Summary: Programming at Chester Bowl is managed by the Chester Bowl Improvement Club (CBIC). CBIC's governing Board of Directors is composed of CBIC members who combine a commitment to the shared vision of CBIC with exceptional leadership and business skills. The board's role is to develop the organization's mission, to ensure that the mission is implemented, to keep the organization in accordance to state and federal laws and regulations, and to comply with the internal policies and bylaws governing the organization.

Chester Bowl Vision Statement: To promote sustainable, quality programs for all Chester Bowl Park users in a healthy and safe environment.

Position Overview:

45% Actively participate in monthly Board meetings, including advance preparations and prompt follow up on assigned tasks

25% Participation in one or more committees

10% Communication with staff and other members between meetings by phone and email as required

20% Volunteer at Chester Bowl events and programs as appropriate

Position responsibilities:

- Ensure that the CBIC fulfills its mission.
- Provide adequate oversight to ensure that CBIC operates in accordance to all applicable laws and regulation, as well as internal policies and bylaws.
- Continually develop CBIC's vision, guiding future direction for programming.
- Serve one full three-year term, with an option of a second three year term.
- Attend all monthly Board of Directors meetings, or report absence in advance.
- Participate in at least one committee or other special group, as interests and skill align.
- Attend special events as able, either as participant and/or as volunteer.
- For Board Officers, responsibilities as outlined in descriptions. Officer roles rotate, and most members serve in an officer role for at least one year.
- For Committee members, tasks as outlined in committee descriptions.
- Committee chairs provide monthly updates to the Board of Directors.
- Directly supervise Executive Director.
- With Executive Director, supervise Program Operations Manager.
- Abide by "Peace in the Parks" philosophy.

Resources provided:

The Board of Directors will receive the support of staff and other Board members. The Board may receive non-monetary benefits, such as preference over members for participation in programs, scholarships, or any other offering by the CBIC. Directors may count hours spent in Board meetings towards committed volunteer hours for program participation.

Time commitment:

5 hrs each month for board meetings, committee meetings, and

3 hours per month on average for other responsibilities and events

Special events such as Fall Fest may require longer shifts of volunteering

Preferred traits and qualifications:

- Passion for Chester Bowl
- Commitment and dedication to the organization and the volunteer commitment
- Technology
 - Comfortable working with email
 - Comfortable utilizing Word, Excel, and Powerpoint for basic purposes
- Soft skills
 - Collaboration skills, works effectively with the other Board Members, presentation skills, organized, attention to detail, creative, team motivator, trustworthy, follow through
- Management experience and/or understanding of non-profit operation

Executive Committee Board Officers:

- Board Chair: The chair shall convene regularly scheduled board meetings, shall set and distribute copies of the agenda for those meetings, shall send out announcements for special meetings, and shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice- chair, secretary, treasurer.
- Vice Chair: The vice-chair shall chair committees on special subjects as designated by the board.
- Secretary: The secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, distributing copies of minutes to each Director, and assuring that corporate records are maintained.
- Treasurer: The treasurer shall make a report at each Board meeting. The treasurer shall be the chair of the finance committee, assist in the preparation of the budget, and make financial information available to board members and the public.
- Vice Treasurer: The vice-treasurer shall fulfill the obligations of the treasurer in their absence, including facilitating meetings of the Finance Committee and reporting to the Board. The vice-treasurer shall be a member of the Finance Committee. The vice-treasurer is not a member of the Executive Committee.

Committees:

- Executive Committee: There shall be four officers of the board, consisting of the chair, vice-chair, secretary and treasurer that serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and bylaws, the Executive Committee shall have all the powers and authority of the Board in the intervals between meetings of the Board, and is subject to the direction and control of the full Board.
- Finance Committee: The treasurer is the chair of the Finance Committee, which will be made up of at least three members, will be chaired by a director, and includes at least one other Director, the vice-treasurer, and may include other members that do not need to be Directors. The Finance Committee is responsible for developing and reviewing fiscal procedures and the annual budget with staff and other Directors. The Board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the Board or the Executive Committee. The fiscal year shall run from May 1st to April 30th of the following year. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, Directors, and the public.

- **Development Committee:** The Development Committee will be made up of at least 3 members, and will be chaired by a Director. The Development Committee will primarily work on raising funds and other resources for CBIC, through grants, endowments, and appeals to the membership, the City and the public. Any effort that enacts commitments upon CBIC must be approved by the board or the Executive Committee.
- **Nomination Committee:** The Nomination Committee will be made up of at least 3 members, and will be chaired by a Director. The Nomination Committee shall be responsible for recruiting and nominating qualified candidates for the position of Director, both to the participants for the annual election and to the Board to fill midterm vacancies. Working with board members, and accepting self-nominations and instigating conversations in advance of the annual meeting, the Nominations Committee shall propose a slate of officers to present at the annual meeting. The Nomination Committee is also responsible for overseeing Board self-assessment to determine needed skills and attributes to better serve CBIC and recommending appropriate educational training or other skill development.
- **Programs Committee:** The Programs Committee will be made up of at least 3 members, and will be chaired by a Director. The Programs Committee shall be responsible for reviewing program offerings with staff and other committees and to make sure that they align with the mission and making suggestions for any significant changes. Any effort that enacts commitments upon CBIC must be approved by the board or the Executive Committee.
- **Human Resources Committee:** The Human Resources Committee will be made up of at least 3 members, and will be chaired by a Director. The Human Resources Committee shall be responsible for reviewing all HR policies and procedures, leading the hiring effort for all management level positions, consulting with staff for hiring of other positions, providing an annual review for the Executive Director, and assisting the Executive with an annual review for other management positions, and working with the Board of Directors to set compensation levels for all management staff.

Annual Calendar of Events

Fiscal year begins- May 1

Board Members elected at annual meeting, second Monday of the Month

Summer Camp (Day Camp)- Early June through Late August, Monday through Thursday

Chester Creek Concert Series (free)- June through August, 10 weeks

Fall fest- third Saturday in September

Fall Camp- Day camp over MEA break

Ski lottery- late October

Skis, Suds, & Slices- significant fundraiser in late Fall

Equipment Fittings- most weekdays in November, Mon-Thurs

Ski and Snowboard season- Early December through late March

Ski and Snowboard Camp- December 26th-30, lessons offered daily

Races (6)- Five Sundays and one Friday night, January through March

End of season event- March/April- awards and potluck

Ski returns- mid-April

April 30, Fiscal Year ends, board terms end