

*Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at [www.SkiFederation.org](http://www.SkiFederation.org). Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.*

## SPORTS CHAIRPERSON JOB DESCRIPTION

1. Plan and organize sports activities within the club. Activities may include, but is not limited to the following:
  - A. Men's and/or women's softball
  - B. Coed softball
  - C. Coed volleyball (Summer: May through September)
  - D. Coed wallyball (Winter: October through April)
  - E. Football
  - F. Soccer
  - G. Skiing
2. Plan, organize and enter teams in organized sports leagues.
3. Plan and organize trips to sporting events featuring local professional and college teams. Coordinate all of these activities with the Social Committee. Such trips may include, but are not limited to the following:
  - A. Tigers
  - B. Red Wings / Vipers
  - C. Pistons
  - D. Lions
  - E. College Football (U of M and/or MSU)
4. Responsible for Skiwi Ski Club sporting equipment. Must report inventory of equipment to the Vice-President at the beginning, middle, and end of the "Board year".
5. Interact and coordinate sports activities with the Social and Skiing Committees.
6. Communicate those activities and events, which could be included on the MDSC Hotline, with the Skiwi MDSC Representative at the beginning of each month.
7. Strive to offer a wide range of sporting activities to appeal to everyone in the club. Plan to have at least one Sports activity every month.

8. Responsible for managing funds received or disbursed relating to sporting events, equipment, etc...
9. Offer or request assistance for purchase of tickets, bus reservations, sporting facility reservations, etc...
10. Plan or assist in one event/activity that will generate an excess of funds.
11. Plan/Organize activities 2-3 months in advance to ensure timely notification to our members. Coordinate with the Publicity Committee to ensure that events are posted on our hotline. Coordinate with the Editors so that flyers/articles about sporting events/activities are submitted for publishing in our Skiwiport.
12. Be on time to, and prepared for Board Meetings. Report briefly to the Board on activities that are currently taking place and on upcoming events.
13. Be on time to, and prepared for General Meetings. Report briefly and enthusiastically on current and upcoming sporting events/activities.
14. Interact with guests and members regarding club functions and activities. Make guests feel welcome and assist them when possible.
15. Be open to suggestions, be positive and be creative!! Most of all, have fun!!