

**POLICIES AND PROCEDURES  
OF THE WESTERN REGION  
CENTRAL DIVISION  
OF THE NATIONAL SKI PATROL SYSTEM, INC.**

Reimbursement of Expenses  
Financial Business Plan  
Awards Committee Procedures  
Western Region Patrols  
Western Region Boundaries  
Job Descriptions

**REIMBURSEMENT OF EXPENSES**

TRAVEL

Mileage to meetings and events will be reimbursed as per the Central Division Policies and Procedures.

LODGING

Hotel costs shall be reimbursed at maximum occupancy room rate per day. With the maximum room rate of \$120.00 plus tax. Exceptions may be allowed with prior approval of the Program Administrator.

MEALS

Meals are reimbursed individually to a per day maximum established by the Board. There is no reimbursement for tipping in excess of 15%.

The maximum per day meal reimbursement effective September 1, 2016 is \$50.00

Note: Receipts for lodging, meals, and miscellaneous expenses must be included with the voucher for reimbursement.

EXPENSE REQUESTS

All expense vouchers for the fiscal year must be submitted by June 1 of that fiscal year to receive payment. Activity in June will be rolled into the next fiscal year.

Expense request vouchers for specific events must be submitted within 60 days after the event. Miscellaneous expense request vouchers should be submitted monthly. Expense request vouchers submitted after these deadlines will be reimbursed at 80% of allowed expenses.

## REGION ADVISOR PROGRAMS

Program fees and other receipts should be itemized and submitted to the Western Region Treasurer in a timely manner. All checks should be drawn payable to the Western Region NSPS

## SPECIAL PROGRAMS

Where hosts, other than the Western Region, are established for special programs such as fall or spring region meetings, the host organization is responsible for a proper accounting within 60 days of the event or from the day of the last submitted bill of the event. Region funds supporting such programs may be requested via an approved expense voucher.

Expenses of guests of the Western Region, invited to meetings or special programs are reimbursed upon approval by the Region Director.

## ADVANCES

Advances may be requested against budgeted line items by submitting a written request to the Treasurer itemizing the reason for the request and the specific amount needed.

(All approved advances must be supported by a voucher within 30 days.)

## COMPLETING THE VOUCHER

The program name and date should be filled in on each voucher.

Expenses should be described and listed in the table. Include dates and reasons for meetings, trips, etc. Meals should be individually listed. Include enough information for the approving officer to understand each expense.

Electronic description of travel distance should be included in expense voucher.

Expense vouchers and program fees/receipts should be submitted monthly to the Region Treasurer.

OEC related expenses must be submitted to the ROA and the Region Treasurer.

## **FINANCIAL BUSINESS PLAN**

Assets maintained in excess of one year's operating expenses are necessary to provide funding for the Western Region Endowment Fund. The Endowment Fund distributions may vary annually according to the educational requirements of the Region's patrollers and possible funding of a one-time event or administrative need not covered by the regular operating budget. An annual budget statement and permanent record of Endowment Fund distributions is maintained

The Region Treasurer will hold funds in reserve equal to the previous year's Operating Expenses. Any funds retained in excess of this reserve amount shall be assigned to the Western Region Endowment Fund. Distributions from the Endowment Fund shall be authorized and recorded by the board as an Appendix to the Region Bylaws. Board authorization for a distribution is valid for a single fiscal year and must be re-authorized annually for long-term commitments

## FINANCIAL OBJECTIVES

1. Maintain a cash balance to meet the needs of Region operations
2. Structure a portfolio of funds to be managed with the goal of providing a competitive total return on the account
3. Maintain a risk level similar to other non-profit organizations
4. Minimize amounts paid on commissions and fees

## RESTRICTIONS:

1. Individual investments, excluding short-term cash, shall be limited to a maximum of 30% of portfolio value at the time of investment
2. Maximum maturity of a fixed income investment shall be 10 years
3. Fixed income investment credit risk shall be investment grade (BAA) or better. U. S. Government Treasury and Agency investments shall be considered investment grade.
4. Equity investments shall have an initial market capitalization of at least 150 million
5. There shall be no investments in options, futures or derivatives
6. Individual investments shall be either U. S. /domestic based or derive greater than 50% of income from domestic operations
7. Investment mix should include not less than 15% cash, 50% bonds and/or 50% domestic stock funds

## **WESTERN REGION AWARDS COMMITTEE PROCEDURES**

- I. Administration
  - A. Committee shall consist of the following voting members:
    1. Region Director
    2. Section Chiefs
    3. Awards Administrator (Must have a National Appointment (NN) or a leadership Commendation Appointment (LCA)
    4. One Section Representative from each section (to be appointed by the Section Chief – HAVING A NATIONAL APPOINTMENT OR A LEADERSHIP COMMENDATION APPOINTMENT OR APPROVED BY THE REGION DIRECTOR
    5. Immediate past Region Director
    6. Assistant Region Directors
  - B. Term of Membership
    1. Committee membership shall be three years and staggered so all terms of members do not expire simultaneously
    2. Section Representatives shall be appointed or reappointed in accordance with Section Chief elections
    3. It is recommended that Section Representatives be appointed from a Patrol other than the Patrol with which the Section Chief is rostered
    4. Section Representatives must attend 2 of 3 awards meetings annually. A new member will be appointed if the attendance requirements are not met. Other Awards Committee members are also expected to meet the same attendance requirements.

- C. Awards committee is to meet three times a year
  - 1. September at the Region Meeting or an agreed upon date in October
    - a. Review old business
    - b. Organization meeting to begin year
    - c. Receive and review any awards as time permits
  - 2. February/March, date to be determined by the committee within sufficient time to allow for Division award deadlines
    - a. Review old business
    - b. Receive and select Region Outstanding Awards (All awards must be into the Committee by meeting time)
    - c. Receive and review all other awards as time permits
  - 3. April/May, date to be determined by the committee within sufficient time to allow for Division awards deadlines, not to adjourn until all business before the committee is completed
    - a. Review old business
    - b. Receive and review any submitted awards
  
- D. Committee Procedures
  - 1. All available Committee members must review each Candidate application (For Committee members being considered for an award, this can be done by phone, email, or meeting)
  - 2. All votes will be by secret ballot
  - 3. All awards voted on and rejected will not be considered again that season
  - 4. The National Awards Manual and the National Policies and Procedure Manual will be used as a guideline
  - 5. The Awards Committee will only consider fully completed award applications (All spaces must be filled in and Sponsor and/or Patrol Representative's signature on form when sent to the Committee for review, exceptions are with the PR/PD is the nominee)
  - 6. Voting:
    - a. A quorum is defined here as one half of Awards Committee membership plus one
    - b. Two thirds of a quorum, but not less than 9 votes must be cast for each award
    - c. Approval is by simple majority
    - d. Voting on an outstanding award where there are multiple nominations will be by single name selection
    - e. Outstanding awards must receive a majority of the votes cast, if a majority is not reached, the candidate receiving the least votes shall be dropped and another ballot shall be cast. Voting will be done until there is a majority for one candidate.
    - f. A quorum of National Appointments or LCA review and voting is defined as all remaining members of the committee attending the meeting who hold a National Appointment or an LCA
    - g. The Awards Advisor will cast a vote only when the total number of ballots cast is tied.
  - 7. National Appointments
    - a. If a committee member does not hold a National Appointment or LCA, that member cannot be present for discussion or voting
    - b. If a National Appointment Candidate or LCA is held for review, that application form with an explanation for withholding must be placed on file and reviewed within one calendar year of the initial review

8. If an award application is held for review, that application, with an explanation for withholding must be placed on the appropriate form, sent to the submitter, and reviewed within one calendar year of the initial review
9. All Awards nominations are to be received by the Awards Administrator no less than one week prior to the Awards Committee meeting.
10. Any committee member being considered for an award, will not be present during the consideration
11. All sponsors and Patrol Representatives, as appropriate, will be notified in writing upon final approval of an award

## II. AWARDS TO BE CONSIDERED BY THE COMMITTEE

### A. Outstanding

1. Outstanding Alpine Patroller
2. Outstanding Nordic Patroller
3. Outstanding Auxiliary Patroller
4. Outstanding Paid Patroller
5. Outstanding Young Patroller (age 15 – 19)
6. Outstanding Administrative Patroller
7. Outstanding Instructor –OEC
8. Outstanding Instructor
9. Outstanding Alpine Patrol Representative
10. Outstanding Nordic Patrol Representative
11. Outstanding Large Alpine Patrol
12. Outstanding Small Alpine Patrol
13. Outstanding Large Nordic Patrol
14. Outstanding Small Nordic Patrol

Voting Process: Outstanding Awards must receive a majority of the votes cast.

If a majority is not reached, the candidate(s) receiving the fewest votes shall be dropped and another ballot shall be cast.

### B. National Awards

1. Distinguished Service Award
2. National Appointments
3. Merit Stars
  - a. Purple Merit Star
  - b. Green Merit Star
  - c. Yellow Merit Star
  - d. Blue Merit Star
4. Leadership Commendation Awards
5. Patroller's Cross
6. Minnie Dole Award

### C. Division Awards

1. Critical Care Certificate
2. Lifetime Achievement

D. Region Awards

1. Super Angel Award
2. Certificate of Appreciation
3. Tenth Mountain Division Award
4. Western Region Outstanding Service Award
5. Western Region Program Director's Award

III. PRESENTATION OF AWARDS

All approved Awards must be presented at the Region Awards Banquet as first priority. If the Award cannot be presented at the Region Awards Banquet, then the Award shall be presented at a Region sanctioned event within one (1) year of the award approval by the National Office at the discretion of the Region Director.

Insert Map

## WESTERN REGION PATROLS

SECTION	#	PATROL NAME
W1	C002	AFTON ALPS
W1	C132	TROLLHAUGEN
W1	C152	WILD MOUNTAIN
W1	C154	CHRISTIE MOUNTAIN
W1	C026	PINEHURST
W2	C046	GIANTS RIDGE
W2	C057	SPIRIT MOUNTAIN / CHESTER BOWL
W2	C066	LUTSEN MOUNTAINS
W2	C073	MONT DU LAC
W3	C296	ANDES TOWER HILL
W3	C098	BUENA VISTA
W3	C125	MT ITASCA
W3	C197	SKI GULL
W3	C202	DETROIT MOUNTAIN
W4	C045	VIKING NORDIC
W4	C294	HIAWATHA NORDIC
W5	C019	BUCK HILL
W5	C105	POWDER RIDGE
W5	C055	THREE RIVERS (Hyland Hills and Elm Creek)
W6	C151	COFFEE MILL
W6	C285	GREAT BEAR
W6	C192	MT KATO
W6	C140	WELCH VILLAGE



## **WESTERN REGION BOUNDARIES**

### **Western Region**

- North: The US/Canadian Border from I-29 to Grand Portage
- East: The shore of Lake Superior from Grand Portage to Duluth and Duluth to Ashland, Wisconsin; Wisconsin County 13 from Ashland Wisconsin to Wisconsin Hwy 10; Hwy 10 west to Hwy 53; Hwy 53 south to County 35; County 35 south to the Minnesota / Wisconsin / Iowa border.
- South: The Minnesota / Wisconsin / Iowa border to South Dakota County road 42; West on South Dakota county 42 to I-29
- West: The intersection of South Dakota County Road 42 and I-29; North on I-29 to the US/Canadian Boarder

### **Section 1**

- North: Intersection of I-35 and County 48; East on County 48 to County 77; East on County 77 to County 13.
- East: Intersection of Wisconsin County 77 and County 13; South on County 13 to Hwy 10.
- South: Intersection of Wisconsin County 13 and Hwy 10; West on Hwy 10 to I-94 in Osseo Wisconsin; Continue west on Hwy 10 to I-94 just east of St. Paul; west on I-94 to I-35W
- West: Intersection of I-94 and I-35W; North on I-35W to I-35; North on I-35 to County 48

### **Section 2**

- North: The US/Canadian border from International Falls to Grand Portage
- East: The shore of lake Superior from Grand Portage to Duluth and Duluth to Ashland, Wisconsin; Wisconsin County 13 from Ashland Wisconsin to Wisconsin County 77.
- South: Intersection of Wisconsin County 77 and County 13; West on County 77 to county 48; West on County 48 to I-35
- West: Intersection of I-35 and County 48; north on I-35 to County 33; North on County 33 to Hwy 53; North on Hwy 53 to International Falls.

### **Section 3**

- North: US/ Canadian Border from I-29 to International Falls.
- East: Intersection of US/Canadian border Hwy 53; South on Hwy 53 to I-35; South on I-35 to I-35W; South on I-35W to Hwy 10
- South: Intersection of I-35W and Hwy 10; West on Hwy 10 to St. Cloud; West on County 23 to I-94; West on I-94 to Hwy 71; South on Hwy 71 to Hwy 55; West on Hwy 55 to Hwy 59; North on Hwy 59 to I-94; West on I-94 to I-29
- West: I-29 from the intersection of I-29 and I-94 to the US/Canadian border

### **Section 4**

Section 4 is comprised of the Nordic Patrols and is NOT geographic.

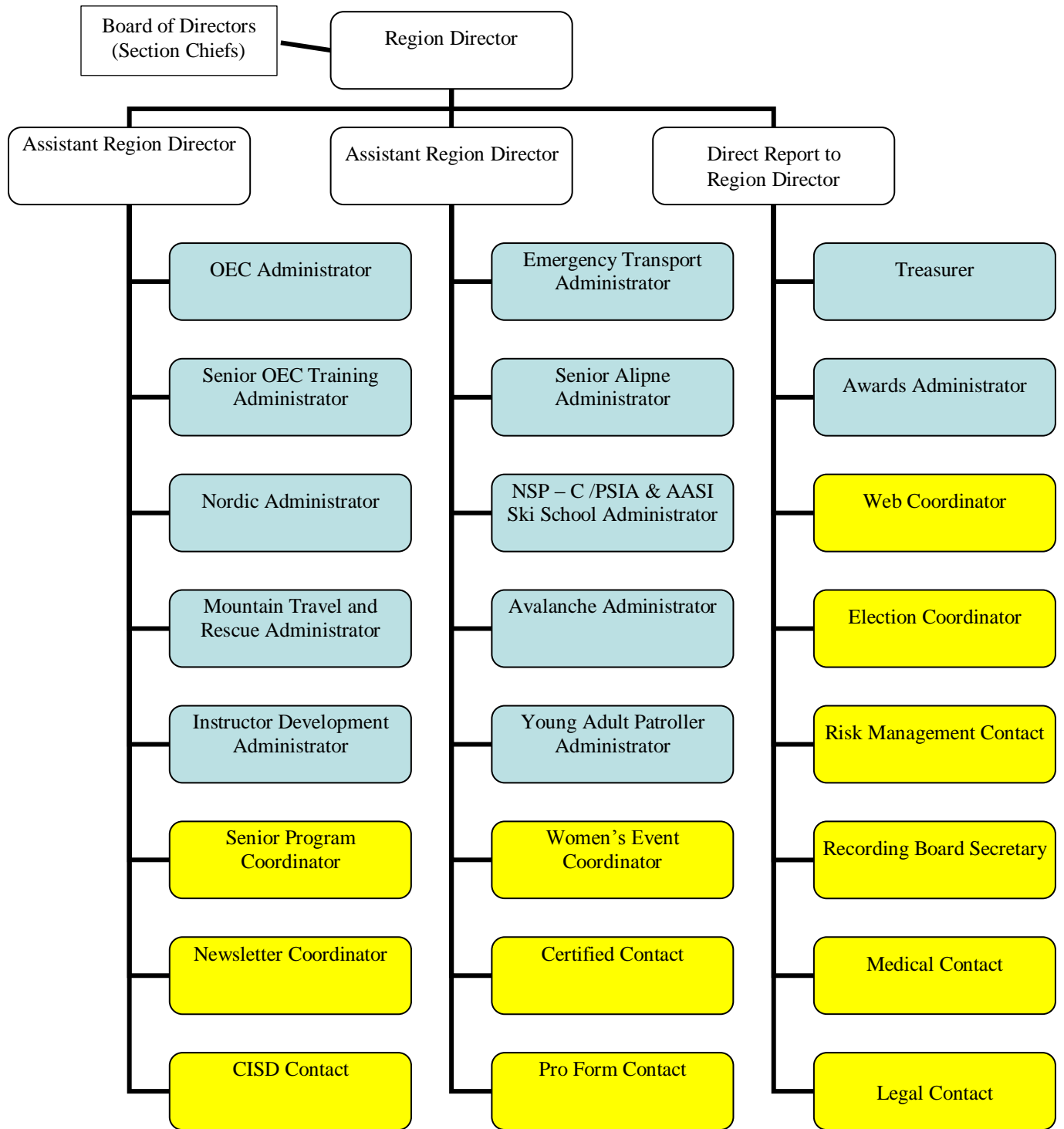
### **Section 5**

- North: the intersection of I-29 and I-94; East on I-94 to Hwy 59; South on Hwy 59 to Hwy 55; South on Hwy 55 to Hwy 71; North on Hwy 71 to I-94, East on I-94 to County 23; East on County 23 to Hwy 10; South on Hwy 10 to I-35W
- East: Intersection of Hwy 10 and I-35W; South on I-35W to I-35E; South on I-35E to I-35; south on I-35 to Hwy 14
- South: Intersection of I-35 and Hwy 14; West on Hwy 14 to I-29
- West: The intersection of Hwy 14 and I-29; north on I-29 to I-94

**Section 6**

- North: The Intersection of I-35W and I-94; East on I-94 to Hwy 10; East on Wisconsin Hwy 10 to I-94 in Osseo, Wi.
- East: Wisconsin Hwy 53 from Wisconsin Hwy 10 Hwy 35; South on Hwy 53 to the Minnesota / Wisconsin / Iowa border.
- South: The Minnesota / Wisconsin / Iowa border; west on the Minnesota / Iowa boarder to South Dakota County road 42; West on South Dakota County 42 to I-29;
- West: The intersection of South Dakota County Road 42 and I-29; North on I-29 to Hwy 14

**WESTERN REGION ORGANIZATIONAL CHART**



## **WESTERN REGION JOB DESCRIPTIONS**

Avalanche Administrator	Recording Board Secretary
Awards Administrator	Risk Management Contact
Critical Incident Stress Debriefing (CISD) Contact	Section Chiefs
Certified Contact	NSP-C/PSIA & AASI Snowsports Administrator
Election Coordinator	Senior Alpine OEC Administrator
Emergency Transportation Administrator	Senior OEC Training Administrator
Instructor Development Administrator	Senior Program Coordinator
Legal Contact	Treasurer
Medical Contact	Web Site Coordinator
Mountain Travel & Rescue Administrator	Women's Event Coordinator
Newsletter Coordinator	Young Adult Patroller Administrator
Nordic Administrator	
OEC Administrator	

### AVALANCHE ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides avalanche courses in the Region

#### DESCRIPTION:

- Organizes Avalanche courses as required in the Region
- Maintains the Region records (historical and current) on course participants
- Runs the courses so that they are financially self-supporting
- Maintains a cadre of volunteers of adequate skill to assist in training and examining
- Actively solicits the Patrol Representatives to obtain candidates
- Establishes and maintains communications as appropriate with the Division and National Avalanche Advisors
- Acts on any decisions from the Board concerning the avalanche courses.
- Maintains course materials and keep updated on the latest techniques and requirements
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## AWARDS ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Manages the Region's awards and recognition program

### DESCRIPTION:

- Encourages patrols to submit award applications to recognize achievements and efforts of the patrol and the patrollers
- Ensures patrols are notified in adequate time to submit award applications within the established time lines
- Establishes the Region award
- Updates the perpetual awards and obtain the individual awards for presentation at the award ceremony
- Forwards all Region outstanding awards to Division for further consideration as Division awards
- Forwards all Region approved National appointments to Division for final approval
- Maintains the Region records (historical and current) on award recipients
- Establishes and maintains communications as appropriate with the Division and National award advisors
- Operates the awards committee per Region Award Committee Policies and Procedures
- Acts on any decisions from the Board concerning awards
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## CRITICAL INCIDENT STRESS DEBRIEFING (CISD) CONTACT

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Advises Region patrollers of CISM/CISD options that are available within the Region

### DESCRIPTION:

- Identifies CISM/CISD support options throughout the Western Region
- Advises Patrol Representatives on procedures that can be established within their patrols to activate the system
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## CERTIFIED CONTACT

TERM OF OFFICE: Appointed by the Region Director

QUALIFICATIONS: Must be a current Certified Patroller

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Primary contact for Region Certified activities, schedules Region Certified clinics with Region and Division, attends Region and Division testing and qualification events

### DESCRIPTION:

- Schedules and manages Certified clinics / evaluations within the Region
- Attends Region and Division testing and qualification events
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## EMERGENCY TRANSPORTATION ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides Emergency Transportation training resources

### DESCRIPTION:

- Provides Emergency Transportation training clinics for senior candidates to assist them in preparing for the senior hill test.
- Provides Toboggan Enhancement Seminar opportunities for the patrol membership at large
- Provides Emergency Transportation instructor certification seminars throughout the Region
- Establishes uniform standards of training throughout the Region
- Maintains a cadre of volunteers to assist in running seminars
- Establishes and maintains communications as appropriate with the Central Division and National Ski Patrol training and testing advisors.
- Acts on any decisions from the Board concerning the training clinics
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## INSTRUCTOR DEVELOPMENT ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides training resources for all disciplines within the National Ski Patrol System (OEC, Transportation, Avalanche, Instructor Development, and Mountain Travel and Rescue.)

### DESCRIPTION:

- Organizes Instructor Development courses as required in the Region
- Maintains the Region records (historical and current) on course participants
- Runs the courses so that they are financially self-supporting
- Maintains a cadre of volunteers of adequate skill to assist in training and examining
- Actively solicits the Patrol Representatives to obtain candidates
- Communicates with all disciplines about the mentoring process
- Establishes and maintain communications as appropriate with the Division and National Instructor Development advisors
- Acts on any decisions from the Board concerning the Instructor Development courses
- Maintains course materials and keeps updated on the latest techniques and requirements
- Submits appropriate articles to the Region newsletter
- Performs any other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post



## LEGAL CONTACT

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Advises the Region on any legal matters associated with the National Ski Patrol System and/or the Western Region and its patrols

### DESCRIPTION:

- Advises on any legal matters that occur within the Region and/or any of its patrols
- Gives a legal opinion on any documents served on or created by the Region as part of carrying out its obligations to the National Ski Patrol System
- Establishes and maintains communications as appropriate with Division and National legal advisors
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## MEDICAL CONTACT

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides medical advice and guidance to the Region

### DESCRIPTION:

- Provides the appropriate medical input to the Region as applicable (statistics, technology, etc.)
- Establishes and maintains communications with the Division and National medical advisors
- Provides assistance with any medical questions arising from the OEC procedures and contacts the appropriate people as necessary
- Acts as liaison between EMS services medical directors and the National Ski Patrol System - Western Region
- Works with the Region CISD Contact
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## MOUNTAIN TRAVEL & RESCUE ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides Mountain Travel and Rescue (MTR) courses in the Region

### DESCRIPTION:

- Organizes MTR courses as required in the Region
- Maintains the Region records (historical and current) on course participants
- Runs the courses so that they are financially self-supporting
- Maintains a cadre of volunteers of adequate skill to assist in training and examining
- Actively solicits the Patrol Representatives to obtain candidates
- Establishes and maintains communications as appropriate with the Division and National MTR advisors.
- Acts on any decisions from the Board concerning the MTR courses
- Maintains course materials and keep updated on the latest techniques and requirements
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## NEWSLETTER COORDINATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Edits and publishes the Region newsletter

### DESCRIPTION:

- Solicits material for the newsletter
- Collects the material, edits and arranges the newsletter in web ready form
- E-mails newsletter to Web Coordinator for publishing to the Region website
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## NORDIC ADMINISTRATOR

Term of Office: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

Responsibilities: Manages the Nordic program within the Region

### Description:

- Organizes Nordic related events and courses as required in the Region
- Maintains the Region records (historical and current) on course participants
- Runs the courses so that they are financially self-supporting
- Maintains a cadre of volunteers of adequate skill to assist in training and examining
- Actively solicits the Patrol Representatives to obtain candidates
- Establishes and maintains communications as appropriate with the Division and National Nordic advisors
- Acts on any decisions from the Board concerning the Nordic courses
- Maintains course materials and keep updated on the latest techniques and requirements
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## OEC ADMINISTRATOR (ROA)

**TERM OF OFFICE:** Appointed by Division OEC Supervisor with input from Region Director or Division Director

**HIERARCHY:** Reports to the Division OEC Supervisor and Region Director or their designee

**REPORTS:** Provides an annual report, as directed, to the Board

**BUDGET:** Submits an annual budget and when approved by the Board, controls the expenditures within that budget

**RESPONSIBILITIES:** Organizes and manages the OEC program within the Region

### **DESCRIPTION:**

- Facilitates program implementation by working with the Region and Patrol line officers to establish financial budgets and an effective communications network with the OEC program administration, medical advisors, and instructors
- Establishes a distribution method for a schedule of dates for area OEC courses and refreshers within the Region
- Compiles the annual region OEC refresher/class calendar for distribution to the OEC Instructor Trainer's (IT's)
- Meets with OEC IT's annually
- Works with the Division OEC Supervisor to establish an agenda for OEC Instructor Re-certification clinics
- Schedules Annual Region OEC Instructor Re-cert clinics
- Works with the OEC Instructor Trainers to implement the Region's annual OEC Instructor Re-certification clinics
- Works with the Division OEC Supervisor to recruit and train OEC Instructor Trainers
- Functions as an OEC IT and/or instructor within the limitations necessary to accomplish prescribed duties
- Work with the OEC IT's and local patrols to recruit and maintain an adequate number of OEC Instructors
- Works with the Division OEC Supervisor and OEC IT's to establish and administer a quality management program within the Region
- Follow up on OEC records as needed
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## RECORDING BOARD SECRETARY

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides a written account of all Western Region Board of Governor proceedings.

### DESCRIPTION:

- Provides (by direction of Region Director) Agenda for scheduled meetings of the Board
- Attends and provides a written account of scheduled meetings of the Board
- Performs other related duties as assigned by the Region Director or Assistant Region Director
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## RISK MANAGEMENT CONTACT

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Coordinates annual Risk Management seminar

### DESCRIPTION:

- Coordinates with appropriate industry partners to offer an annual Risk Management Seminar
- Keeps updated on latest risk management issues within the ski industry
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## SECTION CHIEFS

TERM OF OFFICE: Three years voted in by the Patrol Representatives as per Central Division By-Laws

HIERARCHY: Voting members of the Board of Governors

REPORTS: Provides an annual report, as directed, at Board meetings

BUDGET: Controls the expenditures within budget set by the Board

RESPONSIBILITIES: Provides administrative assistance to the Section Patrol Representatives and Region Director

### DESCRIPTION:

- Attends Board of Governor Meetings (BOG) as a voting member
- Attends the PR Retreat as a Section Representative
- Ensures Patrol registration information is forwarded to the patrols within their Section
- Assists the Patrol Representatives (PRs) with operational questions they may have
- Works with Patrol Representatives and Program Supervisors to schedule NSP Programs in their Section
- Visits each Area in their Section at least once each calendar year
- Attends the Awards meetings
- Attends the Annual Awards Banquet
- Works with each PRs in their Section and assist the PRs in writing Awards
- Educates the PRs and patrollers in their section on all NSP Programs
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post



## NSP-C/PSIA & AASI REGION SNOWSPORTS ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

QUALIFICATIONS: Shall be a registered Senior or Certified Patroller. A member in good standing with NSP-C Ski School and currently a PSIA/AASI certified instructor.

RESPONSIBILITIES: Promotes opportunities for patrollers to improve their skiing and snowboarding skills through Ski and Snowboard Enhancement Seminars. (SES) Coordinates and runs SES events in the Western Region.

### Description:

- Promotes the Region NSP-C Snowsports School and their use of the PSIA/AASI instruction standards and methodology throughout the Region
- Coordinates and promotes Ski and Snowboard Enhancement Seminars
- Maintains appropriate record keeping for all Ski and Snowboard Enhancement Seminars
- Attends the annual Division Ski Trainers Workshop to be re-calibrated and receive updated information for Region events
- Attends Region meetings to represent the Western Region Ski School
- Promotes PSIA & AASI development opportunities as needed throughout the Region; both through the PSIA & AASI and through Region staff instruction
- Serves as a PSIA liaison and general resource to the Western Region patrolling community
- Coordinates senior Ski and Snowboard Enhancement Seminars
- Assists with senior ski/snowboard and toboggan pre courses and evaluations
- Maintains Region records on all NSP-C Instructors
- Maintains personal PSIA/AASI certification and educational credits
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## SENIOR ALPINE ADMINISTRATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides training and testing resources for the Senior Ski, Snowboard and Toboggan Program

### DESCRIPTION:

- Provide training clinics as needed for personnel who participate in Senior Ski, Snowboard and Toboggan evaluations
- Works towards uniform standards of training at all clinics and evaluations
- Maintains a cadre of qualified volunteers to assist at pre-courses and evaluations
- Establishes and maintains communications as appropriate with Region and Division and National advisors
- Files appropriate course completion records with the National office
- Works with Senior program Coordinator to keep candidate records up to date
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## SENIOR OEC TRAINING ADMINISTRATOR

TERM OF OFFICE: Selected by Region OEC Administrator and Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides training and testing resources for the Senior OEC Program

### DESCRIPTION:

- Provide training clinics as needed for personnel who participate in Senior OEC evaluations
- Works towards uniform standards of training at all clinics and evaluations
- Maintains a cadre of qualified volunteers to assist at pre-courses and evaluations
- Establishes and maintains communications as appropriate with Region and Division and National advisors
- Works closely with ROA to schedule, plan and conduct Senior OEC pre-courses and evaluations
- Works with Senior Program Coordinator to keep candidate records current
- Maintains close communication with the Region OEC Administrator
- Files appropriate course completion records with the National office, and Region OEC Administrator
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## SENIOR PROGRAM COORDINATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Provides centralized service for registering and tracking participants in Region senior events

### DESCRIPTION:

- Compiles applications of candidates for each component of the Senior program
- Maintains centralized records of completed components for each Senior applicant
- Establishes and maintains communications as appropriate with the Division and National training and testing advisors.
- Forwards names of those candidates that pass any or all Senior components to the Web Site Coordinator to be posted on the Western Region Website.
- Acts, as directed, on any decisions from the Board concerning the Senior program
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## TREASURER

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Maintains control of all incomes and expenditures for the Region

### DESCRIPTION:

- Administers the Region expenditures through the region checkbook.
- Controls the Region investments and endeavors to place the investments so as to maximize their returns without undue risk
- Maintains a running balance and publishes copies to the executive committee monthly during the ski season.
- Presents a balance sheet at the Board meeting as directed
- Presents a trial budget at the spring board meeting as directed
- Hires a CPA to do an audit of the Financial Status after each Region Director election, and appoints a Financial Review Committee to review to financial records in the non-election year
- Conducts a follow-up on checks not cashed 90 days or more from the date of issue
- Reimburses approved expenditures made by program administrators, advisors, contacts and Region officers
- Establishes and maintains communications as appropriate with the Division and National Treasurers
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## WEB COORDINATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Maintains the Region Web site; coordinates e-mailings and registrations

### DESCRIPTION:

- Maintains the Region event calendar, various staff rosters, on-line event sign-up programming, and other sections of the Region Web site in cooperation with the Region Director and Program Supervisors in a timely way such that the Region Web site is a current, definitive information resource for the Western Region
- Renews annually the Region Web site URL's and "web forwarding" function.
- Pays the monthly Web site charge
- Prepares the on-line registration form and programming to process the registrations for Region meetings, events, and programs
- In cooperation with the Region Treasurer, maintains the Region's PayPal account, and initiates timely transfers of monies to the Region's Wachovia bank account set up to receive monies collected via PayPal
- Assists with mass e-mailings to the Region patrollers.
- Assists the Newsletter Editor with electronic distribution when required
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## WOMEN'S EVENT CONTACT

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to an Assistant Region Director and/or the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Organizes and manages Women's Events within the Region

### DESCRIPTION:

- Coordinates Region Women's Events
- Keeps a cadre of ski, snowboard, and toboggan trainers to assist with events
- Keeps updated on latest women's issues within the ski industry
- Establishes and maintains communications as appropriate with the Division and National Women's Advisors
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post

## YOUNG ADULT PATROLLER COORDINATOR

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: Reports to and Assistant Region Director and/or the Region Director

REPORTS: Provides an annual report, as directed, to the Board

BUDGET: Submits an annual budget and when approved by the Board, controls the expenditures within that budget

RESPONSIBILITIES: Organizes and manages Young Adult Patroller Events within the Region

### DESCRIPTION:

- Coordinates Region Young Adult Patroller Events
- Keeps a cadre of ski, snowboard, and toboggan trainers to assist with events
- Assists Patrol Representatives with recruiting Young Adult Patrollers or establishing local Young Adult Patrol programs
- Keeps updated on latest young adult patroller issues within the ski industry
- Establishes and maintains communications as appropriate with the Division and National Young Adult Patroller Advisors
- Submits appropriate articles to the Region newsletter
- Performs other related duties as required
- If needed, appoints an assistant to help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post