**Hoofer Ski & Snowboard Club**

**Position Descriptions**

**Adult Education Director ------------ Page 4**

The Education Director works with the Assistant Education position to plan and execute the club’s lessons program. They reserve and schedule University fleet vehicles, hire student instructors, and carpool these instructors every Thursday and Saturday during Spring semester to Tyrol Basin. They also plan additional educational events, such as guest seminars and clinics.

**Alpine Ski Team Director ------------ Page 6**

The Alpine Ski Team Director runs the Alpine Team. They organize team trips, competitions, fundraisers, practice, recruiting, etc. The Alpine Director also coordinates the team’s contributions to the club’s annual Resale.

**Nordic Team Director ------------------ Page 8**

Oversee and manage all happenings of the Nordic Ski Team. This includes planning trips, competitions, practices, recruiting, and team events.

**Resale Director -------------------------- Page 10**

The Resale Director is responsible for planning the annual Resale, the club’s main revenue-generator. This includes coordinating the Resale Team (4 assistants), contacting vendors, planning marketing, working with the Union to ensure the event runs smoothly, and working closely with the club President and Hoofer Advisor.

**Assistant Resale Director ------------- Page 13**

There are 4 Assistant Resale Directors, each with varying duties as part of the Resale Team. The duties are usually Marketing, Vendors, Volunteers, and Food. These are decided by the team based on preference. They begin working with the Resale Director once elected, communicated throughout the summer, and meet weekly up until Resale (first weekend in Dec.). During the actual event, they help set-up and are present for most of the event.

**Freestyle Team Director -------------- Page 15**

Director of the SNS Freestyle team who is responsible for organizing weekly freestyle practices, competition trips, and The Hoofer Rail Jam. He is to also provide the team with the necessary coaching and training for the teams athletes on the road to PyeongChang 2018.

**Marketing Director -------------------- Page 17**

Reach as many members, prospective members and alumni with innovative strategies for sharing information about events offered by the clubs. Coordinate with event leaders and media outlets to increase member participation

**Midwest Trips Director --------------- Page 19**

The Midwest Trips Director is in charge of planning our weekend-long Midwest trips. The majority of the planning happens in the fall semester (reserving hotels, group lift passes, etc.) and then trips have occurred during winter break, Mardi Gras and an appropriate weekend during the Spring.

**Weekend Trips Director -------------- Page 21**

The Weekend Trips Director plans and operates the club’s local trips to Tyrol Basin on weekends. They reserve and schedule University fleet vehicles during Fall semester, and take the trips out every Saturday and Sunday during Spring semester.

**Weekday Trips Director --------------- Page 23**

The Weekday Trips Director plans and operates the club’s local trips to Tyrol Basin and Devil’s Head on the weekdays. He or She reserves and schedules University fleet vehicles during the Fall semester, and takes trips out to the Hills on Tuesdays and Thursdays during the Spring Semester.

**Assistant Weekend/Weekday Trips - Page 25**

The Assistant Weekend/Weekday Trips acts as an aid to the Weekday and Weekend Trips directors. This person assists with driving, planning, and executing the various trips.

**Corporate Outreach ------------------- Page 27**

The Corporate Outreach Director is the liaison between SnS and businesses looking to sponsor an event, donate to the club, or work with us on an deals for gear or equipment. They work with potential vendors and guest speakers for any type of seminar or clinique that the club offers to members. The goal of the Corporate Outreach Director is to increase the value of a club membership to members and ensure SnS has all the resources it needs.

**Executive Secretary -------------------- Page 29**

The Secretary is in charge of recording the minutes of each executive board meeting (outline and descriptions of what is said in meetings, attendance, keep track of voting).

**Special Events Coordinator ---------- Page 31**

The Special Events Coordinator works with the Assistant Special Events position to plan and implement the club’s Fall & Spring Kickoffs, table at the Student Org. Fair, Homecoming float and parade, the annual Free Night at Tyrol Basin, and any socials or additional events they want to organize.

**Assistant Special Events -------------- Page 33**

Help the Special Events Coordinator with any tasks they delegate to you. These could include planning socials, fundraisers, the Homecoming float/parade, etc.

**Webmaster ------------------------------- Page 35**

The Webmaster is in charge of designing, updating, and editing the Ski & Snowboard Website. Works closely with Marketing, Social Media, and Videographer to keep the site looking fresh and awesome.

**Youth Outreach Director -------------- Page 37**

The Youth Outreach Director is responsible for planning the club’s annual youth education event to make skiing and snowboarding accessible to Madison’s youth. They work with either Big Brothers Big Sisters, Madison School and Community Recreation, Boys & Girls Club of Madison, etc. to provide a group of kids the opportunity to learn how to ride. They also work with Education and gather a group of volunteers to help teach the kids how to ride.

 **Accessibility Chair ---------------------- Page 39**

The Accessibility Chair is responsible for transporting volunteers to and from West High School and organizing transportation for anyone who needs special accommodations. They must communicate effectively with MSCR’s adaptive Ski & Snowboard program and other adaptive recreational organizations on campus to market the program.

**Videographer ---------------------------- Page 41**

The Videographer is responsible for filming club’s banner events and then compiling footage into edits that the club can use to advertise various teams, events, and the club as a whole. Works closely with the Marketing and webmaster directors to show-off the video awesomeness.

**Social Media Director ------------------ Page 43**

The Social Media director works closely with the Marketing director to manage social media campaigns on Facebook, Twitter, and Instagram. The Social Media director is expected to work closely with the videographer to attend all events and capture photos and videos to post as updates on the various media platforms.

**Assistant VP - Trips -------------------- Page 45**

The Assistant VP-Trips acts as an aid to the current VP-Trips. He or she works closely with the VP-Trips on planning, organizing, and leading the club's trips out west, including the Winter Break and Jackson Hole Spring Break trips.

**Adult Education Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Experience with ski/snowboard instruction recommended but not required
* General knowledge of all parts of a snowboard and/or skis
* Project related organizational skills recommended
* Must receive authorization to drive University of Wisconsin Fleet vehicles

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* **Attend Pro-Card Certification course**
* Fleet Vehicles and transportation:
	+ Apply for and receive authorization to drive University Fleet vans
	+ Follow all van usage policies and procedures
	+ Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Develop a schedule for the upcoming season. This scheduling should be done in September
* Communicate with ski areas in order to make reservations for dates, cost, and special events
* Ski & Snowboard Instructors:
	+ Coordinate an instructor clinic for both the Ski & Snowboard programs at Tyrol Basin
	+ Update the ski instructor manual
	+ Developing and coordinating instructor schedules
	+ Recruit and communicate with instructors through E-mail or meetings
	+ Work with the Youth Education Director to coordinate instructors
* Keep organized participant records/receipts and participation waivers
* Maintain continuous communication with Outdoor UW Office concerning:
	+ Scheduling
	+ Trip size (number of participants allowed)
	+ Payments and cancellations
* Create lesson events on Hoofers Ski & Snowboard event page online and create a sheet of instructions for the OPO to sign up students through this online page (include handouts with information for the participants)
* Attend meetings with a Tri-Executive Officer outside of Executive Board meetings during the instruction season when needed
* Leadership of and/or delegation of all Ski & Snowboard school trips
* At the end of their term, develop ideas for how to develop and expand the education program for the next year

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Gain experience managing an education program that services over 50 participants annually
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Gain necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community
* Season Pass to Tyrol

**Accountability**

The Adult Education Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2.5

Pre-season (Aug-Dec) 5

Season 2

Organization 2

Weekend instruction 14

**Resale 10**

**Alpine Ski Team Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Must have at least 1 year of experience with the Alpine Ski Team the year prior to your directorship.

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* One appointed director must attend all Ski & Snowboard Club Executive Officer weekly meetings
* Participate in the annual Youth Outreach event
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Fleet Vehicles and transportation:
* Apply for and receive authorization to drive University Fleet vans
* Follow all van usage policies and procedures
* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Meet with the other directors and or team members as needed to discuss finances
* Maintain constant communication links between Alpine Executive Board / coaches / team members / Ski & Snowboard Club Executive Board
* Operate within the approved budget
* Submit approved check requests in a timely manner with the V.P. Finance, & Hoofer Financial Advisor
* Advise all team members to apply for and receive authorization to drive University Fleet Vans.
* Make all van reservations; appoint and oversee a transportation coordinator to adjust all reservations as necessary and to maintain mileage logs
* Make all hotel reservations; make all related payments and collect all related receipts
* Create and distribute a team information sheet and schedule of events
* Oversee completion of the Emergency Info / Hoofer Ski & Snowboard Membership / Alpine Team Payment Forms
* Complete and mail all team registration forms upon approval of the V.P. Finance officer and the Registrar
* Oversee completion of all individual racer registration forms and waivers for both the USCSA and the Midwest Collegiate Ski Conferences
* Coordinate efforts with the Ski & Snowboard Adult/Youth Education Directors to establish lift ticket packages and price information at Tyrol Basin
* Dedicate a minimum of 30 hours to the Resale event; coordinate efforts with the Resale Director to establish team member work hours and schedules; instigate mandatory team member involvement
* Order, make payments, and collect receipts for all approved equipment purchases
* In collaboration with the board or other directors
	+ Appoint a Fundraising Committee; oversee all operations and events
	+ Appoint a T-shirt committee to design, order, and collect payment for any purchases
	+ Appoint a media coordinator to establish press contacts, to implement advertising efforts, and to coordinate the newsletter
	+ Delegate any other duties or responsibilities as you see necessary

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board
* There will be two or three alpine directors
* Only two directors will receive voting rights

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other racers, skiers, and boarders
* Gain necessary experience in leading groups and interacting with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**

The Alpine Team Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

All actions are subject to review by the United States Collegiate Ski Association as well as the Midwest Ski Conference

**Time Commitment (hours per week)**

Meetings 2.5

Pre-season 7-10

Resale 30-40

Mid-season 5-10

Post-season 5-10

**Nordic Ski Team Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Must have at least 1 year of experience with the Nordic Ski Team
* Must have a general knowledge of the Nordic Team organization as it relates to the Hoofer Ski & Snowboard Club

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Fleet Vehicles and transportation:
	+ Apply for and receive authorization to drive University Fleet vans
	+ Follow all van usage policies and procedures
	+ Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Set up weekly office hours for financial/administrative details
* **Hold biweekly meetings with the Nordic Board**
* Maintain constant communication links between Nordic Team **Executives / team** members
* Get approval for all purchases or expenditures through the Ski & Snowboard Club Executive Board; operate within the allocated budget
* Submit approved check requests in a timely manner with the V.P. Finance
* Apply for and receive authorization to drive Fleet vans; advise all team members to do the same
* Make all van reservations; appoint and oversee a transportation coordinator to adjust all reservations as necessary and to maintain mileage logs
* Reserve all rooms necessary for dryland training or other team functions
* Make all hotel reservations; make all related payments and collect all related receipts
* Create and distribute a team information sheet and schedule of events
* Oversee completion of the Emergency Info / Hoofer Ski & Snowboard Membership / Nordic Team Payment Forms
* Dedicate a minimum of 30 hours to the Resale event; coordinate efforts with the Resale Director to establish team member work hours and schedules; instigate mandatory team member involvement
* Work with the Resale Director in obtaining new dealers for the event
* Order, make payments, and collect receipts for all approved equipment purchases
* In collaboration with the Director Work with other team directors and team board members:
* Appoint a Fundraising Committee; oversee all operations and events
* Appoint a T-shirt committee to design, order, and collect payment for any purchases
* Appoint media director to establish press contacts, implement marketing efforts, coordinate newsletter
* Delegate any other duties or responsibilities as you see necessary
* Coordinate and attend weekly practices and Team activities throughout the year.
* Coordinate and attend weekend trips for both training and racing throughout the season.

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board
* There will be two Nordic directors
* Each director will receive one vote for a total of two votes

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other racers, skiers, and boarders
* Gain necessary experience in leading groups and interacting with others
* Make numerous contacts in the racing community, as well as in the Ski & Snowboard community

**Accountability**

The Nordic Team Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2.5

Pre-season 10

Resale 30

Mid-season 20

Post-season 10

**Resale Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Previous executive board experience recommended, but not required

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Board weekly meetings.
* Attend both Fall and Spring Kickoffs.
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community.

**Spring**

* Contact vendors as to provide information about last year’s results.
* Send letters to all possible past and prospective vendors

**September**

* Talk to hoofer accountant and set up food accounts for directors
* Get in contact with IT and central reservations to set up meetings
* Organize weekly meetings with assistants
* Call and verify vendor addresses
* Send invites to previous years vendors and compile a list of possible vendors
* Communicate with Outdoor UW manager to reserve fleets for stable trips & resale week commuting
* Work with Outdoor UW & Advisor to reserve trucks for rack pick up and return
* Reserve hotel room

**October**

* Talk to the OPO about credit card machines
* Give OPO staff cabinet inventory
* Rewrite vendor agreements
* Send out information to vendors (vendor agreements)
* Figure out floor plan with central res.
* Make sure there is ink and paper for printers
* Set date and request inventory from vendors
* Order office supplies: labels and writing utensils

**November**

* Confirm van and truck reservations
* Give union staff dates
* Run label trials
* Confirm set up with central res.
* Organize line entertainment
* Reserve laptops
* Change and order public check-in carbon copies
* Confirm hotel reservation
* Develop and have vendor check-in sheets ready
* Get inventory list from vendors
* Make vendor arrival times
* Meet with IT
* Give risk management contact info for insurance
* Print and send labels to vendors

**December**

* Reserve tables, trash cans, and coat racks
* Throw out all old resale documents
* Make list of stuff to tell vendors
* Make all new signs
* Familiarize directors with program
* Last minute marketing schemes

**January**

* Give vendor checks to accountant
* Give all public inventory check info to accountant

**Spring**

* Continue to work with OPO on refunds
* Revise Resale position descriptions.
* Update Executive Board Training Manual by due date.

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* Resume builder: the club has an annual budget which exceeds $500,000.
* Acquire a general knowledge of the retail industry.
* Meet other skiers and boarders.
* Necessary experience in leading groups and interaction with others.
* Make numerous contacts in the Ski & Snowboard community.
* Stipend of 50$ for three months on your WisCard
* $450 to spend on something within the club(spring break trip or team dues)
* $13 membership to Ski & Snowboard Club

**Accountability:**

The Resale Director is accountable to the Ski & Snowboard Club’s Constitution and Bylaws, Ski & Snowboard Club Vice President of Finance, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison

**Time Commitment (hours per week):**

Executive Board Meetings 1

September 5-10

October 10-15

November 30-40

December 40-50

January 10-15

Spring 5-10

**Assistant Resale Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Organizational and time management skills

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend weekly meetings with directors
* The Assistant Resale Director will be expected to work with the other Assistant Resale Director(s) as well as the Resale Director to complete the duties listed below, as well as any others that arise during the process.
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, University Community as well as the Ski & Snowboard Community
* Aid in organizing and running the Midwest’s largest Resale of Ski & Snowboard equipment
* Meet with the President and Resale Director to discuss the position’s responsibilities
* Attend all Ski & Snowboard Club Executive Board weekly meetings
* Be an active Executive Board member; help plan, advertise, and attend events
* Meet with the previous Assistant Resale Director(s) and Resale Director
* Aid director in delegating responsibilities to and coordinating volunteers
* Contact and communicate with vendors and sponsors
* Communicate with the Resale Director office staff, advisors, and Executive Officers on a regular basis leading up to the Resale
* Maintain constant communication with the Resale Director and volunteers during the Resale
* Become familiar with the Resale computer program and how to input data.
* Work with departments throughout the union (i.e. Catering, Marketing, IT, TRC, Cash Management, etc) to prepare for Resale
* Update the information concerning Resale. (Website, answering machine, etc.)
* Aid director in delegating responsibilities to and coordinating volunteers
* Maintain constant communication with the Resale Director and volunteers during the Resale
* Aid the Resale Director in completing duties
* Maintain and update the position manual for the Assistant Resale Director. This includes updating the position description, timeline of responsibilities, and any other necessary information regarding the position
* Train the incoming Assistant Resale Directors in the spring in association with the Resale Director, Executive Officers, and the Hoofer Advisor
* Maintain and update the position manual for the Assistant Resale Director. This includes updating the position description, timeline of responsibilities, and any other necessary information regarding the position
* Attend all Ski & Snowboard Club Executive Board meetings.
* Create a WiscList.

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board
* There will be four assistant resale directors (Head if Volunteers, Head of Marketing, Head of Food/Ski and Snowboard Racks, and General Assistant Director)
* Each director will receive one vote for a total of three votes

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder
* Acquire a general knowledge of the retail industry
* Gain necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community
* $50 on your WisCard for three months only to cover meals for time spent at the Union working on Resale.

**Accountability:**

The Assistant Resale Director(s) is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

The Assistant Resale Director reports directly to the Resale Director and is accountable to them.

**Time Commitment (hours per week):**

Executive Board Meetings 1

September 3-5

October 10-15

November 30-40

December (prior to Resale) 40-50

December (after Resale) 10-15

January 5-10

Spring 1-2

* The time commitment for the Assistant Resale Director position varies weekly. An average of 10 hours per week should be expected. The Assistant Resale Director must be prepared to work whatever time is necessary to ensure a successful Resale.
* The week prior to Resale, the Assistant Resale Director, will likely work 80+ hours. They should plan accordingly to be present the majority, if not ALL, of the day and night on Thursday and Friday prior to Resale. During the weekend, they should plan to dedicate All of their time to the resale before, during, and long after business hours, especially Sunday night into early Monday morning

**Freestyle Team Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Knowledge of Freestyle Terrain Park, Halfpipe, etc. recommended but not required
* Organizational and planning skills

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Lead organizer for Rail Jam
* Create a subcommittee in August for planning Rail Jam
* Coordinate with Videographer to create an annual “Freestyle Team Edit”
* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Participate in the annual Brig Brothers/Big Sisters day
* Fleet Vehicles and transportation:
* Apply for and receive authorization to drive University Fleet vans
* Follow all van usage policies and procedures
* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Set up weekly office hours for financial/administrative details
* Maintain constant communication links between team members
* Get approval for all purchases or expenditures through the Ski & Snowboard Club Executive Board; operate within the allocated budget
* Submit approved check requests in a timely manner with the V.P. Finance
* Advise all team members to apply for and receive authorization to drive University Fleet vans
* Make all van reservations; appoint and oversee a transportation coordinator to adjust all reservations as necessary and to maintain mileage logs
* Reserve all rooms necessary for dryland training or other team functions
* Make all hotel reservations; make all related payments and collect all related receipts
* Create and distribute a team information sheet and schedule of events
* Oversee completion of the Emergency Info / Hoofer Ski & Snowboard Membership / Freestyle Team Payment Forms
* Complete and mail all team registration forms upon approval of the V.P. Finance officer and the Registrar
* Establish membership status and training relations with Tyrol Basin
* Dedicate a minimum of 30 hours to the Resale event; coordinate efforts with the Resale Director to establish team member work hours and schedules; instigate mandatory team member involvement
* Work with the Resale Director in obtaining new dealers for the event
* Order, make payments, and collect receipts for all approved equipment purchases
* In collaboration with an Assistant Director
* Appoint a Fundraising Committee; oversee all operations and events
* Appoint a T-shirt committee to design, order, and collect payment for any purchases
* Appoint a media coordinator to establish press contacts, to implement advertising efforts, and to coordinate the newsletter
* Delegate any other duties or responsibilities as you see necessary

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Free Freestyle team membership
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Gain necessary experience in leading groups and interacting with others
* Make numerous contacts in the racing (LOL) community, as well as in the Ski & Snowboard community

**Accountability**

The Freestyle Team Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2.5

Pre-season 5

Resale 30

Mid-season 20

Post-season 5-10

**Marketing Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Does not need to have any special experience in marketing and promotions
* Does not need to be especially creative or artistic

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Dedicate 10 hours in late November through the first weekend in December to the annual Resale
* Assist the Resale Director in Marketing and Promoting of Ski & Snowboard Resale.
* Participate in the annual Youth Outreach event
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information.
* Place ads in student publications, Union publications, and other forms of media for events
* Find places for displays in the Memorial Union through the Marketing Department and through WUD.
* Come up with promotional ideas and students to help sell trips
* Set up the events mailing to all the dorms for the kickoffs. This is a bulk mailing that is sent out to all of the students that live in the dorms. It describes all of the activities that are going on in the club and in the semester. Labels can be printed out for $25 by the Assignment Office in Slichter Hall. Julie Rogers is the person to call at 262-2873. The mailing can be printed by either you or through ASM Student Print.
* Help executive board members with publicity for any club related activity being planned.
* Kickoffs (In coordination with Special Events Coordinator)
* Verify room reservations and room setup for Fall and Spring Kickoffs immediately following appointment in the Spring with the Memorial Union reservations desk.
* Reserve information booths in Memorial Union and Union South for the Three days prior to Kickoffs
* Work with the special events coordinator to order food and beverage through catering for “Deli Pick-up” on the night of the kickoff
* Coordinate all Executive Board members’ responsibilities at the Kickoff (table locations, number of volunteers needed, etc.)
* Set up a promotion stunt for the fall kickoff to draw more people. Previous stunts have included a giveaway of insulated mugs with the club logo to the first 150 people to sign up for memberships. T-shirts have also been given out. The idea is to give as many away for as little as possible with a total cap at $500. This promotion can be up to you. Mugs tend to be a bit cheaper than T-shirts and more can be given away, snowboards can also be given away
* Reserve space and apply for money to do a float in the Homecoming Parade in coordination with the Special Events Coordinator
* Must be willing to help any executive board member with any publicity for an event
* Must work jointly with the Social Media Coordinator to manage Social Media accounts

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community and Madison Community

**Accountability**

The Marketing and Promotions Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2

Resale 15

* There are times during the year that will be busier than others. The busiest times are before each kickoff and during the trip sales. All the work for the fall kickoff can be done before classes start in August and should be complete at least two weeks before the fall semester and before you leave for the break. Trip sale work is an ongoing process that needs to be updated as the trips near sell-out.

**Key Resources**

* The Marketing Department in the Memorial Union is extremely helpful to Hoofers. Mark Kennedy works with the Hoofer clubs and knows what our important projects are and will help you with anything that you have questions with, i.e. setting up ads for newspaper, other media outlets, and designing new flyers.

**Midwest Trips Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Prior participation in a Midwest Trip or Out West Trip recommended.
* Strong organizational and time management skills

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* In coordination with the President, VP Finance, and VP Trips set up dates, select trip leader(s), and prices for trips
* Work with the Marketing and Promotions person to make signs, hand-outs, advertisements and flyers
* In coordination with the Executive Officers develop a budget for the following year.
* Explore new places within the Midwest to travel.
* Fleet Vehicles and transportation:
* Apply for and receive authorization to drive University Fleet vans
* Follow all van usage policies and procedures
* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Compare and select bus companies (bid)
* Take care of driver lodging
* Plan the Midwest weekend long trip(s). This included dealing with resorts, bus companies, and hotels, as well as working with, and delegating to, chosen trip leaders.
* Guide trip leaders in their responsibilities.
* Manage trip surveys, distribution and collection.

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000.
* Meet other skiers and boarders.
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community.
* Gain experience in building the following skills: Bargaining with businesses, tourist industry operations (i.e.: resorts and travel agencies), human resource management, and possible trip leader position.
* Discounted trips

**Accountability**

The Midwest Trips Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

To legal contracts on behalf of the Ski & Snowboard Club for all trips. The Vice President of Finance, Vice President of Trips, the President, and the Hoofer Advisor must consent to all contracts prior to submission to the contractor.

**Time Commitment**

* Resale 10
* Summer 1-3 hours/week
* Time spent picking a location and dates, comparing prices, and preliminary planning.
	+ Depending upon how much time is necessary to find a good deal.
	+ Stay current with trip details, and in contact with Executive Officers.
* School Year 2-6 hours/week
	+ Depending upon how well you organized yourself during the summer. If you’re well prepared for trips.
* The time commitment for the Midwest Trips Director varies weekly. An average of 2-3 hours per week should be expected.

**Weekend Trips Coordinator**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Knowledge of local ski hills recommended but not required
* Good organizational and planning skills
* Must receive authorization to drive University of Wisconsin Fleet vehicles

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Participate in the annual Youth Outreach event
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information
* Contact Local Ski hills to coordinate discounts on trips (Tyrol Basin, Cascade Mountain, and Devil’s Head), work with Weekday Trips Coordinator on this.
* Apply for and receive authorization to drive University Fleet vans (both 7 and 15-passenger vans [side note: is this realistic? its a good idea, but i am not sure it's feasible given the price of the van/other certifications required])
* Follow all van usage policies and procedures
* Apply for Fleet vans early, preferably at the start of the fall semester
* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office. Most importantly, communicate where and at what time you will be picking up trip participants.
* Work with the Outdoor UW Office on creating online events in advance to allow members to sign up for trips
* Market the trips to Hoofers, University, and community.
* Communicate information about signing up trips, status of the trips, cancellations, etc. to members during the season
* Explore options for one day weekend trips to other destinations. (Granite Peak, Alpine Valley, etc.)

**Trip duties:**

* Pick up and return van to the fleet parking lot.
* Obtain the phone numbers of those signed up for trips in order to better facilitate trips, specifically calling people who might be running late
* Drive all trips (or find a substitute fleet certified driver) to Tyrol Basin.
* Pay for lift tickets for participants at the hill.
* Coordinate a time to return to Madison.
* Have fun skiing/riding with fellow Hoofers!

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community
* Season pass to Tyrol Basin

**Accountability:**

The Weekend Trips Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week):**

Meetings 1-2

Resale 10

Planning of Trips (Fall) 4

Time spent on Trips 10-15

**Weekday Trips Coordinator**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Knowledge of local ski hills recommended but not required
* Good organizational and planning skills
* Must receive authorization to drive University of Wisconsin Fleet vehicles

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Participate in the annual Youth Outreach event
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information
* Fleet Vehicles and transportation:
* Apply for and receive authorization to drive University Fleet vans
* Follow all van usage policies and procedures
* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Contact Local Ski hills to coordinate discounts on trips (Tyrol Basin, Cascade Mountain, and Devil’s Head)
* Work with Weekend Trips Coordinator on this
* Market the trips to Hoofers, University, and community.

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community
* Season pass to Tyrol Basin

**Accountability:**

The Weekday Trips Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week):**

Meetings 1-2

Resale 10

Planning of Trips (Fall) 4

Time spent on Trips 10-15

**Assistant Weekend/Weekday Trips**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Knowledge of local ski hills recommended but not required
* Good organizational and planning skills
* Must receive authorization to drive University of Wisconsin Fleet vehicles

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Assist the Weekend Trips Coordinator when they are unavailable to drive
* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Participate in the annual Youth Outreach event
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information
* Fleet Vehicles and transportation:
* Apply for and receive authorization to drive University Fleet vans (both 7 and 15-passenger vans)
* Apply for Fleet vans at the start of the fall semester
* Receive procard certification
* Follow all van usage policies and procedures
* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Contact Local Ski hills to coordinate discounts on trips (Tyrol Basin, Cascade Mountain, and Devil’s Head)
* Work with Weekday Trips Coordinator on this.
* Market the trips to Hoofers, University, and community.

**Trip duties:**

* Pick up and return van to the fleet parking lot.
* Drive all trips to Tyrol Basin the Weekend Trips Coordinator cannot
* Pay for lift tickets for participants at the hill.
* Coordinate a time to return to Madison.
* Have fun skiing/riding with fellow Hoofers!

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability:**

The Assistant Weekend Trips Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week):**

Meetings 1-2

Resale 10

Planning of Trips (Fall) 4

Time spent on Trips 10-15

**Corporate Outreach**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Organizational and time management skills

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Work with SnS Advisor and President to plan deals with businesses.
* Be present at all club promotional events (Student Org fair, Union Bashes, Kickoffs, etc.)
* Work with Marketing Chair to promote SnS to students in Dorms (fliers, tv message boards)
* Work with Education to organize club members’ involvement events (ex. socials, clinics, seminars, etc.)
* Organize fundraising opportunities for SnS
* Work on All Hoofer Socials/SnS Socials

**Key Execs to Work With:**

* Marketing Chair
* Social Media
* Special Events
* Education

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability:**

The Assistant Weekend Trips Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week):**

Meetings 1-2

Resale 10

Planning of Trips (Fall) 4

Time spent on Trips 10-15

**Executive Secretary**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Dedicate 15 hours to the annual Resale
* Participate in the annual Youth Outreach event
* Be informed about all club events, times, dates, locations, and special information
* Take comprehensive minutes for all meetings; put a copy of the minutes on GoogleDocs and email a copy to all executive board members within 3 days of the meeting
* 3 copies of the approved minutes must be submitted to the Hoofer Council Secretary for filing
* Must maintain a master copy of the minutes for the file to be turned in at the end of the term

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Gain necessary experience in leading groups and interacting with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**

The Secretary is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2

Transcribing, photocopying, etc 3

Resale 15

**Special Events Coordinator**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Responsible for planning: Fall and Spring Kickoffs, Homecoming (including events and parade), Free Night, Socials.
* Dedicate at least 15 hours in late November through the first weekend in December to the annual Resale
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information
* Work with Marketing Director to come up with events increasing general member involvement, as well as fundraising during events

**Kickoffs**

* Verify room reservations and room setup for Fall and Spring Kickoffs immediately following appointment in the Spring with the Memorial Union and Union South reservations desk
* Reserve information booths in Memorial Union and Union South for the three days prior to Kickoffs (ensure we have proper AV, movies, speakers, tables, etc.)
* Be creative and come up with new, fun events
* Order food and beverages through catering for “Deli Pick-up” on the night of the Kickoff
* Coordinate all Executive Board member’s responsibilities at the Kickoff (table locations, number of volunteers, etc)

**Homecoming**

* Get trailer for Homecoming Parade Float
* Reserve spot in parade in Fall with Homecoming committee and serve as the Parade Marshall, make sure to fulfill all Parade Marshall duties assigned by the Homecoming Committee.
* You are in charge of designing the Homecoming float. Work with executive board to plan and design an awesome float.
* Purchase all materials for building float, working within your budget.
* Delegate responsibilities for decorating, set up, clean-up of float
* Organize Executive Board participation in Homecoming Week events
* Purchase candy for parade.

**Free night**

* Schedule Free Night with Tyrol Basin
* Order busses
* Coordinate with Outdoor UW office to create event
* Coordinate volunteers to lead busses and check people in at Tyrol

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other awesome skiers and snowboarders
* Gain experience in leading groups and interacting with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**

The Special Events Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 1

Kickoff planning 8 (4 weeks prior to kickoff, twice a year)

Homecoming 8

Socials 4 (per social)

Free Night 8

Resale 15

**Assistant Special Events**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Dedicate at least 15 hours in late November through the first weekend in December to the annual Resale
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information

**Kickoffs**

* Verify room reservations and room setup for Fall and Spring Kickoffs immediately following appointment in the Spring with the Memorial Union and Union South reservations desk
* Reserve information booths in Memorial Union and Union South for the three days prior to Kickoffs
* Be creative and come up with new, fun events
* Order food and beverages through catering for “Deli Pick-up” on the night of the Kickoff
* Coordinate all Executive Board member’s responsibilities at the Kickoff (table locations, number of volunteers, etc)

**Homecoming**

* Get trailer for Homecoming Parade Float
* Reserve spot in parade in Fall with Homecoming committee.
* Get lots of candy.
* Coordinate all club socials and Winter Carnival
* Design and lead building of the float on day of the parade
* Coordinate with other Hoofer Club representatives involved with the event
* Delegate responsibilities for decorating, set up, clean-up

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Gain necessary experience in leading groups and interacting with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**

The Assistant Special Events Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2

Kickoff planning 8 (4 weeks prior to kickoff, twice a year)

Homecoming 4

Socials 2 (per social)

Free Night 6

Resale 10

**Webmaster**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Must have knowledge and experience in Web design. **Graphical skills a plus**

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Dedicate 10 hours in late November through the first weekend in December to the annual Resale
* Assist the Resale Director in Marketing and Promoting on website of Ski & Snowboard Resale.
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information.
* Update website daily or as often as needed.
* Come up with promotional ideas and students to help sell trips
* Help executive board members with publicity for any club related activity being planned.
* Must be willing to help any executive board member with any publicity for an event.
* **Follow up with event coordinators, team directors, social media director and marketing teams for promotional material & information regarding their event for the website (graphics, texts to publish, etc.)**
* **Ensure the proper functionality of the website and sub-integral parts**

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community and Madison Community

**Accountability**

The Webmaster is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment**

**Mandatory:**

Total Pre-Season 15-30

Resale 10

Meetings 1

Weekly in-season 0.5-2

Some weeks will be busier than others for updating website.

**Optional:**

If you have any ideas/changes you want to implement to the club site you definitely should!

**Youth Outreach Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Experience with ski/snowboard instruction recommended but not required
* General knowledge of all parts of a snowboard and/or skis
* Project related organizational skills recommended
* Prior experience with children recommended

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Attend both Fall and Spring Kickoffs
* Make transportation arrangement for the kids (i.e. busses, vans, or parents)
* Work with Jim on getting insurance
* Make sure you have snacks/drinks for the kids
* Fleet Vehicles and transportation:
* Apply for and receive authorization to drive University Fleet vans
* Follow all van usage policies and procedures

**Position Responsibilities (continued):**

* Coordinate transportation using University of Wisconsin Fleet vans with the President and the Outdoor UW Office
* Develop a schedule for the upcoming season. This scheduling should be done in September
* Communicate with ski areas in order to make reservations for trip dates, cost, and special events
* Ski & Snowboard Instructors:
* Developing and coordinating instructor schedules
* Recruit and communicate with instructors through E-mail or meetings
* Work with the Youth Education Director to coordinate instructors
* Keep organized participant records/receipts and participation waivers
* Maintain continuous communication with Outdoor UW Office concerning:
* Scheduling
* Trip size (number of participants allowed)
* Payments and cancellations
* Education sign-up binder (include handouts with information for the participants)
* Attend bi-weekly (30 minute) meetings with a Tri-Executive Officer outside of Executive Board meetings during the instruction season
* Leadership of and/or delegation of all Ski & Snowboard school trips and Mini Courses with the Memorial Union Mini Course staff.

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Gain experience managing an education program that services over 50 participants annually
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other cool skiers and boarders
* Gain necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**

The Adult Education Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 2.5

Resale 10

Pre-season (Aug-Dec) 5

Season

Organization 2

Weekend instruction 14

**Accessibility Chair**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Knowledge of local ski hills recommended but not required
* Good organizational and planning skills
* Must receive authorization to drive University of Wisconsin Fleet vehicles

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Description**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University
* Community
* Be informed about all club events, times, dates, locations, and special information
* Provide assistance to anyone interested in attending Hoofers functions

**Position Responsibilities**

* Work with McBurney, UW Madison Adaptive Physical Fitness (Natatorium), BadgersADAPT, and Advocate for Diverse Abilities (ADA) to find anyone interested in attending SNS trips (remove underlined portion and replace with “to find anyone interested in volunteering or participating in Madison School and Community Recreation’s (MSCR) adaptive ski program.”
* Work with MSCR to schedule training dates for volunteers
* Set up a Hoofer booth at the BadgersADAPT event and gather volunteers to share infortmation and participate in adaptive physical activities
* Organize any additional assistance one may need to attend one of the club’s trips
* Work with Public Relations to improve visibility of educational efforts
* Construct a binder (Add to binder) with contacts and potential clients for future Accessibility Chairs to work with

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Learn how to assist skiers with disabilities
* Gain experience managing an education program that services over 50 participants annually (remove)
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other cool skiers and boarders
* Gain necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**

The Adult Education Director (Accessibility Chair) is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Meetings 1-2

Resale 10

Miscellaneous 2-5

**Videographer/Photographer**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Knowledge of how to use digital cameras for both photography and videography purposes

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization:**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your departmentdate an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Board weekly meetings
* Participate in all volunteer Hoofer events including but not limited to: Fall & Spring Kickoffs,
* Homecoming, Resale, Movie Premiere, Rail Jam, etc.
* Exercise the role of photographer/videographer at the above events
* Communicate with WUD personnel to rent cameras/video cameras
* Assemble an end-of-the-season promotional video for the SNS club
* Communicate with other members of club such as Marketing Director and Social Media Director to help promote the club

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Improve photography/videography skills
* Gain necessary experience in leading groups and interacting with others
* Make numerous contacts in the Ski & Snowboard community

**Accountability**The Assistant Special Events Coordinator is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.
**Time Commitment**Meetings 1 hr/week

Videographer 10
Volunteering for Events 2-6/event (depending on event)
Emailing/Organizing Videos/Photos 1-5/week (depending on club event schedule)

**Social Media Director**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Preferably get tons of likes on your current, personal Facebook/Instagram posts

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Club Executive Officer weekly meetings
* Dedicate 10 hours in late November through the first weekend in December to the annual Resale
* Assist the Resale Director in Marketing and Promoting of Ski & Snowboard Resale.
* Participate in the annual Youth Outreach event
* Attend both Fall and Spring Kickoffs
* Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
* Be informed about all club events, times, dates, locations, and special information.
* Place ads in student publications, Union publications, and other forms of media for events
* Find places for displays in the Memorial Union through the Marketing Department and through WUD.
* Come up with promotional ideas and students to help sell trips
* Set up the events mailing to all the dorms for the kickoffs. This is a bulk mailing that is sent out to all of the students that live in the dorms. It describes all of the activities that are going on in the club and in the semester. Labels can be printed out for $25 by the Assignment Office in Slichter Hall. Julie Rogers is the person to call at 262-2873. The mailing can be printed by either you or through ASM Student Print.
* Help executive board members with publicity for any club related activity being planned.
* Kickoffs (In coordination with Special Events Coordinator)
* Verify room reservations and room setup for Fall and Spring Kickoffs immediately following appointment in the Spring with the Memorial Union reservations desk.
* Reserve information booths in Memorial Union and Union South for the Three days prior to Kickoffs
* Work with the special events coordinator to order food and beverage through catering for “Deli Pick-up” on the night of the kickoff
* Coordinate all Executive Board members’ responsibilities at the Kickoff (table locations, number of volunteers needed, etc.)
* Set up a promotion stunt for the fall kickoff to draw more people. Previous stunts have included a giveaway of insulated mugs with the club logo to the first 150 people to sign up for memberships. T-shirts have also been given out. The idea is to give as many away for as little as possible with a total cap at $500. This promotion can be up to you. Mugs tend to be a bit cheaper than T-shirts and more can be given away, snowboards can also be given away
* Reserve space and apply for money to do a float in the Homecoming Parade in coordination with the Special Events Coordinator
* Must be willing to help any executive board member with any publicity for an event
* Must work jointly with the Social Media Coordinator to manage the

**Voting:**

* A voting member of the Hoofer Ski & Snowboard Executive Board

**Benefits:**

* $13 membership to the Ski & Snowboard Club
* Resume builder: the club has an annual budget which exceeds $500,000
* Meet other skiers and boarders
* Necessary experience in leading groups and interaction with others
* Make numerous contacts in the Ski & Snowboard community and Madison Community

**Accountability**

The Marketing and Promotions Director is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week)**

Resale 10

Meetings 2

* There are times during the year that will be busier than others. The busiest times are before each kickoff and during the trip sales. All the work for the fall kickoff can be done before classes start in August and should be complete at least two weeks before the fall semester and before you leave for the break. Trip sale work is an ongoing process that needs to be updated as the trips near sell-out.

**Key Resources**

* The Marketing Department in the Memorial Union is extremely helpful to Hoofers. Mark Kennedy works with the Hoofer clubs and knows what our important projects are and will help you with anything that you have questions with, i.e. setting up ads for newspaper, other media outlets, and designing new flyers.

**Assistant VP-Trips**

**Qualifications:**

* Must be a University of Wisconsin-Madison Student
* Desire to work diligently and closely with the VP-Trips to prepare yourself to become VP-Trips

**The Hoofer Ski & Snowboard Club Executive Board’s Responsibilities to the Organization**

* Understand and sign the Hoofer Ski & Snowboard Club Position Agreement
* Complete the Hoofer Leader Information Sheet
* Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
* Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
* Assist in the planning and implementation of all Marketing and Promotion objectives
* Participate in the Fall and Spring Kickoffs
* Dedicate the required (position specific) amount of time to the annual Resale
* Be informed about all club events, dates, times, locations, and special information
* Participate in the annual Youth Outreach event
* Participate in any and all officer training sessions approved by the Executive Board
* Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
* Maintain an organizational system for all information related to your department
* Assist with the planning and implementation of all club events (i.e. Socials, Special Events, Resale, Winter Carnival, Mailings, etc.)
* Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
* Revise/update your position manual and/or materials as necessary throughout your term
* Update your job description prior to the end of your term
* Maintain and update an inventory list of all capital equipment within your department

**Position Responsibilities:**

* Attend all Ski & Snowboard Executive Board weekly meetings
* Attend club events, including kick off, resale, etc.
* Complete a pro-card certification course
* Work with the current VP-Trips on organizing and planning both the Winter Break and Jackson Hole Spring Break trips, including:
	+ developing and finalizing a budget
	+ working with various bus companies and resorts to book appropriate transportation and lodging
	+ helping develop a marketing plan and work with the tri-execs and marketing director to promote the trips
	+ helping set up and prepare/maintain trip contracts for sign-ups
	+ preparing rooming and bus lists for the trips
	+ organizing, preparing appropriate materials for and attending the pre-trip meetings
	+ developing and finalizing the trip itineraries
	+ anything else to help the trips run smoothly
* Attend and lead both out-west trips

**Accountability**

The Assistant VP-Trips is accountable to the Hoofer Ski & Snowboard Club’s Constitution and Bylaws, the Ski & Snowboard Club President, Hoofer Council, The Wisconsin Union, and the University of Wisconsin-Madison.

**Time Commitment (hours per week except resale)**

Resale 10

Meetings 1-2

Pre-Season Planning 2-3

Trip Season 5