

Executive Board Members

1. The elected Board Members of the PRSP shall be the Patrol Director, Secretary, Treasurer, Equipment Adviser, Proficiency Adviser, Duty Scheduler, Activities Adviser, Historian, and two Members at Large. All Executive Board members should be 18 years of age and have a minimum of one year of Ski Patrol service. The Patrol Director shall be elected for a term of two years, and the other Board Members for a term of one year, by the voting membership.
 - a. The Patrol Director will appoint an Assistant Patrol Director each year, and the Assistant Patrol Director will serve on the board.
 - b. The most recent Patrol Director will also be a board member for a one-year term. If not available, then the most recent Assistant Patrol Director will take this position. If Assistant is not available then the Board may appoint someone to fill that position on the Board.
 - c. The Board Members will assume duties of office on June 1, following their election.
2. The Patrol Director shall:
 - a. Preside at meetings of the Executive Board and of the membership.
 - b. Appoint an Assistant Patrol Director whose appointment shall be approved by a majority of the Executive Board.
 - c. Appoint additional committees as may be necessary to the operations of the PRSP.
 - d. Be responsible for the performance of the duties of all Board Members and advisors of the PRSP.
 - e. Be responsible for all administrative and operational duties required of a patrol.
 - f. Be a counter signature to the PRSP treasury accounts.
 - g. Be responsible for informing the entire patrol of ongoing activities, meeting highlights, and other pertinent information. This will be done through either a monthly newsletter, memo, posting, or other means as approved by the Executive Board.
3. The Assistant Patrol Director shall:
 - a. Review and coordinate area patrol procedures.
 - b. Be responsible for the ON THE HILL PRSP operations and enforcement of the operating procedures.
 - c. Be responsible for the Hill and Chair Lift Evacuation Refreshers, with assistance from the Proficiency Advisor.
4. The Secretary shall maintain the following records:
 - a. Minutes of all Executive Board meetings and membership meetings.

- b. Names and addresses of all registered members.
 - c. Compile all records.
 - d. All other administrative data and records as deemed necessary.
 - e. Will give clerical support by assembling and distributing a monthly newsletter and/or minutes to all patrol members. This distribution will include the duty schedule and be sent out by the 22nd of each month during the ski season.
5. The Treasurer shall:
- a. Collect and receive all moneys due.
 - b. Be custodian of these moneys and deposit them in a bank delegated by the Executive Board.
 - c. Pay all bills as directed by the Executive Board.
 - d. Present statements to the membership at the regular meetings with a written account attached to the minutes.
 - e. Be the signing authority for the PRSP checking account.
 - f. Has spending authority up to \$100.00 without Executive Board approval.
6. The Equipment Adviser shall:
- a. Be responsible for purchasing first aid supplies and other ski patrol equipment.
 - b. Be responsible for maintaining the PRSP equipment.
7. The Proficiency Adviser shall:
- a. Be responsible for the coordination of all OEC and ski tests and refreshers held at Powder Ridge Ski Area.
 - b. Be responsible for assisting the Assistant Patrol Director with the PRSP operating procedures and chair lift evacuation refreshers.
 - c. Be responsible for maintaining all ski training and OEC records for PRSP.
 - d. Be a Phase I certified instructor.
 - e. Appoint and oversee the following positions: Lead OEC Instructor, Basic Ski Training Instructor, and Senior Training Instructor. Each of these instructors will be responsible for running their respective training courses. The Proficiency Advisor will maintain the overall records for all the training phases.
8. The Duty Scheduler shall:
- a. Be responsible for setting up the duty schedules for adequate hill safety and coverage.
 - b. Review/coordinate duty schedule policies and procedures.
 - c. Be responsible for recommending complimentary passes.
 - d. Advise the Patrol Director and/or the Executive Board of all delinquencies in a timely manner.
 - e. Coordinate sending out the schedule to the secretary by the 18th day of the previous month.

9. The Activities Adviser shall:

- a. Be responsible for setting up the annual ski swap and other fund-raising activities.
- b. Set up any other social or banquet functions as directed by the Executive Board.
- c. Be responsible for delegating an Awards Committee, which is responsible for acquiring information from the PRSP in reference to any awards that may be due to individual patrollers (National, Regional, or local awards).

10. The Historian shall:

- a. Be responsible for documenting significant events and general ongoing history of the PRSP. Gather, collate and record photos and items of the PRSP to further unify and enhance the memories and members of the patrol.

11. The Members at Large (2) shall:

- a. Be responsible for attending Executive Board meetings and to bring any issues they are aware of from the PRSP at large.