

PSIA-Rocky Mountain-AASI

Committee Policies and Procedures

Discipline Committee Policies and Procedures

Goal: To provide PSIA-Rocky Mountain-AASI members with up to date education and certification materials and to coordinate and facilitate the educational and certification process. In addition, these committees will serve as a conduit from divisional ski schools and instructors to the PSIA-Rocky Mountain-AASI Board and the Education/Certification Steering Committee.

Committee: The Discipline Committees will all be composed of a Chairperson in addition to committee members. The number of committee members in addition to the chairperson are as follows:

- Alpine 8 members
- Snowboard 6 members
- Cross country 6 members
- Telemark 6 members
- Adaptive (combined Alpine and Snowboard) 6 members
- Children's 6 members
- Member School Management 6 members

Chairperson Qualifications: Anyone wishing to hold the chairperson seat on any of the Committee's must have the following qualifications:

- Must be a member in good standing
- Must be currently working in a member ski school, regardless of discipline
- Must be an active Examiner (with the exception of the MSM chair)
- Must currently sit on the existing committee

Committee Qualifications: Anyone wishing to hold a position on any of the Committee's must have the following qualifications:

- Must be a member in good standing
- Must be currently working in a member ski school, regardless of discipline
- Must be an active member of the Education Staff with the exception of the member at large position and the MSM committee.
- *One position on all Discipline committees must be filled by member that meets all the above requirement except instead of being a member of the education staff, must hold a minimum of a level 2 certification in said discipline of the committee on which they wish to sit.

Application & Selection Process:

The application and selection process for the chairperson will be as follows:

- The committee chairpersons position is that of an employee. In order to qualify to apply as chair, this person must be currently sitting on the existing committee
- The Chairperson Application forms need to be submitted, with a letter of intent, to the PSIA-Rocky Mountain-AASI office no later than **March 31**, with the new term beginning **May 1**.
- Persons are eligible if they have served at least 1 year on the committee
- The chairperson will be interviewed and hired by the Director of Education and/or the Executive Director.

The application and selection process for the committee members will be as follows:

- Committee members will be selected by their active discipline education staff
- The member at large position will be selected by the membership as a whole and must be discipline specific.
- Committee member application forms need to be submitted, along with a resume, to the PSIA-Rocky Mountain-AASI Director of Education/Executive Director by **February 15th**. The new committee members' term begins **May 1**.

Chair Job Description: The Discipline Chairperson will be responsible for the following duties:

- The coordination, development and implementation of all committee activity on behalf of PSIA-Rocky Mountain-AASI.
- Submission of all committee policy and procedure recommendations to the Steering Committee for approval prior to submission and approval by the Board of Directors.
- Chairperson may authorize the formation of subcommittees from non-committee members to help facilitate the implementation of committee activity as it may fall within the disciplines annual budget
- Representation of PSIA-Rocky Mountain-AASI at the PSIA National work session as appointed and approved by the Director of Education.
- Communication between PSIA-Rocky Mountain-AASI Board, Executive Director, Director of Education, Discipline Committee members, Discipline Education Staff, member ski schools, and other recognized disciplines within PSIA-Rocky Mountain-AASI.
- Attendance at prescribed Board meetings and Education/Certification Steering Committee meetings.
- Assist in the development of the yearly calendar of events and when necessary assist with staffing for discipline events.
- Work closely with the PSIA-Rocky Mountain-AASI Executive Director and Director of Education to develop and submit a comprehensive annual budget outlining all potential program proposals
- Monitor with a goal to not exceed the annual budget for and committee activity such as travel, meals and lodging.
- Coordination and facilitation of a maximum of four committee meeting days annually. Dates and times of meetings will be posted on the website.
- Submission of 4 articles annually for use in the "Instructor to Instructor" E-newsletter two weeks prior to the publication date of each issue.

Pay rates:

	Chair stipends	
Alpine	2400	
Telemark	900	
Cross Country	900	
Children's	1300	
Snowboard	1300	
Adaptive Alpine	1300	*400 allocated to SB when a "co-chair"

Discipline Committee Responsibilities: The Discipline Committee Members will be responsible for the following duties:

- The position of a discipline committee member is that of a volunteer and is unpaid.
- Attend all Discipline Committee meetings.
- Participate in all committee activity, taking on projects and seeing them through to completion as delegated by committee chairperson in a timely fashion.

Length of Term:

As an employee the Chairperson will have an annual review by the Director of Education. At this review the chair has the option to continue employment with RM dependent upon positive review outcome. Employment will start May 1 and run through April 30.

- All Discipline Committee members will serve a three-year term with an option to reapply for a consecutive term. Terms will start May 1 and run through April 30.
- 1/3 of every discipline committee members term will end annually, creating a rotation to support consistency and efficiency with committee work.

Finances: All expenditures on behalf of committee activity shall be approved by the PSIA-Rocky Mountain-AASI Board of Directors. Authorized expenses shall include:

- Reimbursement to the chairperson and the maximum number of committee members for authorized committee meeting expenses.
- Special projects and proposals with Director of Educations approval.

Non-Performance: The President or Chairperson, with Board of Directors approval, may remove any Committee Member for non-performance of duties. The President, with Board of Directors approval, may also remove the Chairperson for non-performance of duties. Non-performance may include:

- Failure to adhere to the policies and procedures mandated by the PSIA-Rocky Mountain-AASI Board of Directors.
- Failure to attend all prescribed meetings and work sessions.
- Failure to complete projects or work assignments.