



VARA COMMITTEE OPERATING PROCEDURES

In accordance with Article XIX of the By-Laws, the responsibilities of the VARA Board of Directors (“the Board”) may be delegated to committees established by the President and the Directors “as deemed appropriate to promote the goals of the organization”.

The Board establishes responsibilities and limits of responsibility for each committee and selects members based on their expertise and knowledge in the area of responsibility of the committee.

This document provides operating guidelines for currently established committees.

The functions of committees fall within one of four areas:

- Governance
- Finance & Fundraising
- Race Administration
- Athlete Development & Competition

1. Governance

Executive Committee

The Executive Committee shall be a standing committee comprising the President, Vice President, Treasurer, Secretary and Immediate Past President.

The Chair of the Executive Committee shall be the President.

Responsibilities of the Executive Committee shall be:

- To act on behalf of the Board, providing circumstances demand such action, and that the Board is not in session.
- To serve as a sounding board for the Executive Director on emerging issues, problems and initiatives.
- To report to the board at the next board meeting on any official actions it has taken.

Nominating Committee

The Nominating Committee shall comprise up to three members and the Executive Director.

Committee members, selected for their knowledge and experience of the operation of boards and their responsibilities, may be recommended by the committee chair, by other committee members, or nominated by a board member and shall be approved by the President.

The Chair of the Nominating Committee may be recommended by the committee and approved by the President or appointed by the President.

The responsibilities of the Nominating Committee shall include:

- Developing a pool of potential directorial candidates for consideration in the event of a vacancy on the Board including nominees recommended by members.
- Screening directorial candidates on the basis of guidelines and criteria established by the board.
- Presenting nominations and recommendations for a vote at the Spring Annual Meeting of the VARA membership

2. Finance and Fundraising

Finance Committee

The Finance Committee shall comprise of no more than five members including the VARA Treasurer, VARA President, and up to three other members.

The Chair of the Finance Committee may be recommended by the committee and approved by the President or appointed by the President.

Committee members, selected for their backgrounds in finance, accounting, business, investment management, executive leadership, business ownership or other criteria, may be recommended by the committee chair, by other committee members, or nominated by a Board member and shall be approved by the President.

The committee is responsible for reviewing and providing guidance for the organization's financial matters, including but not limited to:

- Provide direction for the entire Board for issues of fiscal responsibility.
- Regularly review the organization's revenues and expenditures, balance sheet, investments and other matters related to its continued solvency.
- Approve the annual budget and submit it to the full Board for approval.
- Ensure the maintenance of an appropriate capital structure.
- Oversee the maintenance of organization-wide assets.
- Review the reports of independent investment advisors and managers.
- Recommend policies governing investments to the Board.
- Make recommendations to the board regarding executive director compensation.

Scholarship Committee

The Scholarship Committee shall comprise up to seven members and the Executive Director.

Committee members, selected for their knowledge and experience at the USSA development and FIS Level will have an ability to evaluate and apply family financial need criteria and an absolute commitment to confidentiality. Members may be recommended by the committee chair, nominated by a board or committee member and shall be approved by the President. The committee shall include representatives from academy and club programs.

The Chair of the Scholarship Committee may be recommended by the committee and approved by the President or appointed by the President.

The responsibilities of the Scholarship Committee shall include, but not be limited to:

- Establish and administer criteria, guidelines and processes for the award of scholarships and financial aid to VARA members.
- Evaluate nominations for merit-based scholarships.
- Receive and review applications for financial aid and determine recipient eligibility.
- Agree the annual scholarship budget and submit it to the Board for approval at the Fall meeting.

Additionally, the committee chairperson will oversee and work with the Executive Director to review and approve applications for in-season travel requests.

Awards Committee

The Awards Committee shall consist of up to seven members and the Executive Director.

Committee members, selected for their knowledge and experience of active VARA members in areas of coaching, alpine officials and volunteers, may be recommended by the committee chair, nominated by a board or committee member and shall be approved by the President. The committee is to include representation from both academy and club programs.

The Chair of the Awards Committee may be recommended by the committee and approved by the President or appointed by the President.

The responsibilities of the Awards Committee shall include, but not be limited to:

- Establish and administer criteria, guidelines and procedures for the VARA Gala awards such as Coach of the Year, Alpine Officials of the Year, Volunteer of the Year and Hall of Fame.
- Receive and review nominations for VARA Gala award recipients and determine their eligibility.
- Agree the annual scholarship budget and submit to the Board for approval at the Fall Meeting.

Additionally, the committee chairperson will notify recipients of awards and administer the Hall of Fame details for the Gala.

3. Race Administration

Alpine Officials (AO) Committee

The VARA AO Committee shall be a standing committee comprising up to five members.

Committee members, who must possess recognized expertise and qualifications as an Alpine Official at USSA and FIS racing level, may be recommended by the committee chair, nominated by a board or committee member and shall be approved by the Board.

The Chair of the Alpine Officials Committee shall be the VARA AO Chair. The VARA President shall approve both positions.

The responsibilities of the Alpine Officials Committee shall include, but not be limited to:

- Establish, organize and provide educational programs that ensure VARA retain an adequate quantity of alpine officials that are trained and certified within the guidelines of USSA.
- Monitor and report to the Board on regional and national developments that affect alpine officials and the administration of events in the state.

- Communicate with regional and national Alpine Officials Committees to provide updates on the status of officials in Vermont and raise issues that are of concern.
- Provide a forum for resolution of any AO issues that arise during the year.
- Select the recipient of the “Vermont AO of the Year” award.

Fence Committee

The Fence Committee shall comprise up to three members and the Executive Director.

Each committee member shall be from a fence host site and may be recommended by the committee chair, nominated by a board or committee member and shall be approved by the President.

The Chair of the VARA Fence Committee may be recommended by the committee and approved by the President or appointed by the President.

The committee is responsible for reporting to the Board on matters associated with the "Shared Fence Loan Program". Responsibilities of the Fence Committee shall include, but not be limited to:

- Report to the Board on operation of the program.
- Communicate requests from host sites for any update or revision of shared fence loan criteria or other program guidelines.
- Consider grant requests from host sites and make appropriations as allowed by the budget.
- Receive estimates of future grant requests and pass to the Board for consideration to be included in the budget at the Spring Meeting

4. Athlete Development & Competition

Children’s Development Committee

The Children’s Development Committee shall be a standing committee comprising up to seven members and the Executive Director and shall include each of the three VT Council Chairs.

Committee members, selected for their recognized knowledge and experience at USSA and VARA children’s racing level, may be recommended by the committee chair, nominated by a board or committee member and shall be approved by the Board.

The Chair of the Children's Development Committee may be recommended by the committee and approved by the President or appointed by the President.

The Children's Development Committee shall be the principal body with oversight of development and competition programs for athletes in the U14 and U12 age groups. Responsibilities shall include, but not be limited to:

- Monitor national and regional athlete development initiatives and make recommendations to the Board of ways in which VARA can enhance athlete development at U14 and below.
- Report to the Board where national and regional development initiatives may vary from the goals, vision and mission of VARA and make recommendations to the board for policies and responses that are deemed to be in the best interest of VARA athlete development.
- Review, revise and develop rules, qualifications, policies and procedures for U14 and U12 racing, in the state, that are consistent with the overall development plan.
- Develop rules, qualifying criteria and format for U14 state championships and U12 event (if any).
- Address any problem of council inequities at the U14 and under levels with particular reference to the effects on selection to state championships.
- Provide a forum for investigation and resolution of any other issues that may arise at the U14 and under level.

Children's Development Sub-Committee

The Children's Development Sub-Committee consists of the Executive Director, the Children's Development Committee Chair and Council Chairs from each of the three VT councils.

The role of the Development Sub-Committee is to work with the Executive Director to resolve any issues that arise at U14 and below state events and events leading up to states.

Development Committee

The Development Committee shall be a standing committee comprising up to seven members and the Executive Director.

Committee members, selected for their knowledge and experience at the USSA development and FIS racing level, may be recommended by the committee chair, nominated by a board or committee member and shall be approved by the Board. The committee is to include representation from both academy and club programs.

The Chair of the Development Committee may be recommended by the Committee and approved by the President or appointed by the President.

The Development Committee shall be the principal body with oversight of development and competition programs for athletes in the senior and U21 through U16 age groups. Responsibilities shall include, but not be limited to:

- Monitor national and regional athlete development initiatives and make recommendations to the Board of ways in which VARA can enhance athlete development at U16 and above.
- Report to the Board where national and regional development initiatives may vary from the goals, vision and mission of VARA and make recommendations to the board for policies and responses that are deemed to be in the best interest of VARA athlete development.
- Review, revise and develop rules, qualifications, policies and procedures for racing at the U16 level and above, that are consistent with the overall development plan.
- Develop rules, qualifying criteria and format for state championships at U16 level and above.
- Provide a forum for investigation and resolution of any other issues that may arise at the U16 level and above.

VARA ALPINE FORUM (formerly the VACC)

The VARA Alpine Forum (formerly the VACC) shall be open to all VARA members in good standing.

To the extent that issues coming before the Vermont Alpine Forum are voted upon, voting shall be limited to one vote for each VARA member program. Each member program must designate who will be voting on behalf of the program and notify the Executive Director prior to the beginning of the Forum. Programs **MUST** be VARA members in good standing to receive representation and a vote at the Alpine Forum Meetings. The club representative must also be a current VARA member.

The purpose of the Alpine Forum is to provide all members and programs with an opportunity to bring recommendations or proposals for consideration by the VARA Children's Development Committee and/or the Development Committee on issues including, but not limited to:

- Scheduling
- Quotas and Selections
- VT Race Series
- State participation in regional events
- And etc.

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