

# National Ski Patrol



## Northern Michigan Region Policies and Procedures

# National Ski Patrol Northern Michigan Region Policies and Procedures

These Policies and Procedures supplement those of the National Ski Patrol System, Inc. and the Central Division. They are intended to clarify and specify operation of the Northern Michigan Region where region options prevail or Central Division or the National Ski Patrol has not provided policies and procedures. They are in the control of the Northern Michigan Region Board of Directors and are changed and updated by direction from that Board. Any questions concerning these policies should be directed to the current Region Director of the Northern Michigan Region.

No lower organizational structure of the Northern Michigan Region may write or enact policies or procedures that supersede these or those of the National association, or the Central Division.

#### Revision History

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Approved P&P & Bylaws as reformatted and added job descriptions			9/24/2011

# Northern Michigan Policies and Procedures

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## **Chapter 1 Northern Michigan Region Board of Directors**

The Northern Michigan Board of Directors shall consist of a representative team of the Patrols in the Region. Its formal structure and voting rights will be controlled by the By-Laws of the Northern Michigan Region.

1. The Board is made up of the Region Director and Patrol Directors/Representatives, Assistant Region Directors, Section Chiefs, Legal Advisor, and Treasurer.
2. Voting members of the Board are the Patrol Directors/Representatives. In the case of a tie, the Region Director may vote to break the tie.
3. Members of the Board, program advisors, and chairs of special task teams can submit proposals to the Board for consideration, make and second motions before the Board, and suggest comments to pending motions.
4. At least two meetings of the Board will be held annually. One such meeting should be in the Fall and one in the Spring.

### **Fall Meeting**

This meeting should be used to implement final planning for the coming season, including presentation of Board member and advisor reports, review of coming season plans and event schedules, budget review, and presentations from invited guests. This meeting may be held following the annual Region OEC refresher.

### **Spring Meeting**

This meeting should be used to present year-end reports, review current financial position, budget submission and approval for the new season, and general planning for the new season.

The location of this meeting should be rotated through each of the sections.

General Sessions of Board Meetings should be open for attendance by all Region patrollers and announcements of the Board meetings should be distributed in advance of those meetings.

Region patrollers also should have the opportunity to make comments to, or ask questions of the Board, at meetings; although the time set aside for and the format of such a forum shall be set by the Region Director. Other speakers or presenters will be at the discretion of the Region Director.

Special advisor meetings may be held in concurrence with a Region meeting and should be organized through the supervising Assistant Region Director or the Region Director.

## **Chapter 2 Qualifications and Responsibilities**

### **Region Director, Section Chief, Patrol Director/Representative**

The qualifications for Region Director, Section Chief, and Patrol Director/Representative shall be the qualifications for those positions as set by the National association and/or the Central Division.

### **Assistant Region Directors**

The Region Director may appoint Assistant Region Directors to help supervise Region programs or perform other administrative tasks. Assistant Region Directors report directly to the Region Director. Their appointment and responsibilities will be determined by the Region Director in consultation with the Board. Assistant Region Directors serve at the pleasure of the Region Director.

### **Administrative Advisors**

The Region Director may appoint advisors to perform administrative tasks for the Region (e.g., Treasurer, Legal, Recording Secretary, etc.). Administrative advisors report directly to the Region Director. Their appointment and responsibilities will be determined by the Region Director in consultation with the Board. Administrative advisors serve at the pleasure of the Region Director.

### **Treasurer**

The Region Treasurer, whenever possible, shall attend all Board of Directors and Operating Committee meetings. He/She has responsibility of managing and maintaining all Region accounts according to Region policies, preparing all Region financial reports required by the Central Division or National association, organizing and collecting all local patrol financial reports required by the Region, Central Division or national association, providing reimbursements for expenses, and otherwise to act as the financial advisor to the Region.

### **Legal**

The Region Legal Advisor, whenever possible, shall attend all Board of Directors meetings and Operating Committee meetings. He/She shall be the official parliamentarian at such meetings. He/She shall also be available for answering questions and problems of a legal nature and in general to carry out the duties as set forth in National Ski Patrol System manuals or as elsewhere set forth in National Ski Patrol System minutes, edits, resolutions, etc.

### **Administrative Assistant**

The Administrative Assistant, whenever possible, shall attend all Board of Directors and Operating Committee meetings. He/She shall provide the following support services to the Board and Region Director:

- Provides timely transcription and distribution of all meeting minutes
- Receives and distributes reports, proposals and other materials to the Board in advance of meetings
- Performs other duties as may be assigned from time to time by the Board or Region Director.

If the Administrative Assistant cannot be present at a meeting, the Region Director shall appoint another Board member to take the minutes of that meeting.

## **Awards**

The Region Awards Advisor should attend all Board or Operating Committee meetings where awards nominations are presented for consideration. He/She is responsible for the timely and accurate preparation of awards nominations for review by the Board or Operating Committee, to inform the Board or Operating Committee of deadlines to be met so that awards can be approved and presented to their recipients in a timely manner, and to otherwise coordinate the preparation and presentation of such awards.

The Region Awards Advisor also should keep and regularly update a database of awards received in the Region. In the event of a tie vote among the Operating Committee on an awards nomination, the awards advisor shall vote to break the tie.

Descriptions of the responsibilities of other Administrative Advisors is contained in Appendix B.

## **Program Advisors**

The Region Director may appoint advisors to administer Region programs (e.g., Proficiency & Training, OEC, Avalanche, Mountain Travel & Rescue, etc.). Program advisors report directly to the Region Director or a supervising Assistant Region Director (as determined by the Region Director). Their appointment will be determined by the Region Director in consultation with the Board. Their responsibilities will be determined by the Region Director or supervising Assistant Region Director in consultation with the Board. Program advisors serve at the pleasure of the Region Director, although a supervising Assistant Region Director may petition the Region Director or Board for the replacement of a program advisor.

For some advisors (OEC etc.) the Region Director also may need to consult with Central Division personnel in the appointment and responsibilities of those advisors, and should do so when required.

Descriptions of the responsibilities of Program Advisors is contained in Appendix B.

## **Advisor Term Limit**

The terms of all Assistant Region Directors, Administrative Advisors and Program Advisors expires with that of the Region Director. An incoming Region Director may request any ARD or advisor to remain, however, or the Region Director may appoint a new assistant/advisor according to the procedures provided above.



## **Chapter 3 Region Elections**

Northern Michigan Region elections (timing, voters, etc.) are controlled by the Policies and Procedures and By-Laws of the National association and the Central Division.

Selection of the Patrol Directors/Representatives in the Region also shall be in accordance with the Policies and Procedures and By-Laws of the National association and the Central Division.

In addition, the policies for behavior and the required candidate information form for a nominee for elections in Northern Michigan Region shall be those as adopted by the National association and Central Division. For convenience, the Central Division guidelines are included below.

Pursuant to Central Division By-Law Art. XI, ¶11.3.8, the voter population for the election of the Region Director shall be “Option 1,” with one vote for each Section Chief in the region, etc.

Pursuant to Central Division By-Law Art. XI, ¶11.2.5, the voter population for the election of Section Chiefs shall be the Patrol Directors/Representatives in that Section.

Pursuant to Central Division By-Law Art. XI, ¶11.2.6, the election process of Section Chiefs shall be 6B.

The Region Election Coordinator shall oversee any Region organized elections, or, if no regular coordinator exists, a coordinator may be appointed by the Board for an election.

# **National Ski Patrol Northern Michigan Region**

## **Guidelines of Conduct for Candidates in Division or Region Elections**

- I. All candidates shall be held personally responsible for all actions of their chairman, workers, committees, etc.
- II. For each election or run-off election, any candidate seeking the election office and those acting in behalf of the candidates are permitted a maximum of three contacts with the voters including phone conversations for the purpose of campaigning.
- III. The candidates' campaign literature or other contacts shall be restricted to:
  - a. Introducing themselves
  - b. Announcing their platform and intentions
  - c. Enhancing their own qualifications
- IV. No candidate, or those acting on behalf of the candidate, shall make or publish derogatory or inflammatory statements about his/her opponent's qualifications, ability, service record, or personal life.
- V. Candidates holding a Division, Region, or Section position during the time of their candidacy shall not be permitted to do any campaigning while attending any meeting, session or any other patrol activity in an official capacity or where the cost of attendance in travel or living expense is reimbursed wholly or in part by the Division, Region or Section funds. Nor shall any campaigning be allowed in any communication, verbal or written, which is reimbursed by Division, Region or Section funds.
- VI. A copy of all campaign literature mailed or distributed by a candidate, or those acting in a candidate's behalf, and also an outline of any organized telephone campaign, shall be sent to the Division Election Coordinator and the Division Director.
- VII. Failure to comply with these guidelines can result in the removal of a candidate from the election. This action will be reviewed first by the Division Election Coordinator, then by the Division Legal Advisor, and finally by the Division Operating Committee, excluding any members who are candidates for the office in question.

Central Division Board of Directors

**NATIONAL SKI PATROL  
CENTRAL DIVISION  
Candidate Information Sheet**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone** Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**I accept / reject the nomination for** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**I am currently registered with:** \_\_\_\_\_

**I have been a member of the NSP since the \_\_\_\_\_ season.**

**List NSP offices held** List

**NSP Awards Received**

**NSP Achievements**

**List your priorities for action (issues you will address) if elected:**

OVER

**What specific or special qualifications do you have for the office?**

**How do you propose to obtain the opinions, views and feelings from the patrollers to guide your activities?**

**List any other pertinent information to your candidacy**

**I agree to follow the “Guidelines of Conduct for Candidates”.**

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Chapter 4 Registration Processes

### Registration Procedures

The Registration Procedures suggested by the Central Division should be followed to the extent possible. They are reprinted below for reference. Please note that corrections to this schedule are the responsibility of the Central Division.

#### March - June

1. Area Registration forms arrive from National and are given/sent to the Region Directors for distribution to their Section Chiefs and Patrol Directors. Deadline for return to registration coordinators is May 30.
2. Database is updated to reflect any changes reported on Area Registration Forms.
3. Starting in mid-May, periodic reports listing patrols and section chiefs that have not returned Area Registration forms are sent to the Region Directors.
4. Original AR sent to National (in batches, as they arrive), second copy retained for Division records; third copy sent to appropriate Region Director.

#### July - August

1. Patrol membership rosters and membership cards arrive from National.
2. Membership cards separated by patrol and filed until registration is received.
3. Registration packets for each patrol put together. Packet contains registration instructions, Transmittal Form (see example), pre-printed membership roster, member registration forms, address change forms, classification change forms, officer change forms. Packets are boxed by region for either mailing or delivery to Region Director or designate.
4. Region information update form (see example) sent to Region Directors in mid-July.
  1. Form requests name/address of any region treasurer or registration coordinator, current region and section dues (if any), and asks if data base is needed.
5. Membership data base sent on disc to those Region Directors who request one as well as to the Division Mountaineering and Avalanche Advisors, as requested by the Division Director.

#### September - February

1. Registration packets distributed to patrols by Region Directors. Registration deadline is 6. December 1. There is a \$10/patroller late fee.
2. As they are received, registration packets are checked for accuracy (number of patrollers registered equals money sent); check made out correctly and signed. Any other forms sent with registration are checked to make sure they have been filled out correctly.

3. Patrol Director notified regarding any errors (e.g., missing forms, underpayment).
4. Membership rosters and membership forms separated for National, Division, and Region.
5. Transmittal Form separated for National, Division, Region, and Patrol; patrol copy is returned to the PD along with the membership cards for reregistering patrollers. Refund check issued for any overpayment greater than \$10.
6. Membership dues amount along with number registering entered into computer database.
7. Membership roster and forms for each patrol sent to National along with a check to cover the number of reregistering patrollers and any new members using National's Registration Submission Summary.
8. Deposits transferred to Central Division bank account as membership dues are accumulated.
9. Payments made to regions and sections starting in late December. A second payment may be made in April depending on whether there are late registrations.
10. Any problems are reported to appropriate RD or his/her designee.

## **Other Duties**

1. Give membership information to Division election coordinator as requested.
2. Respond to requests for forms/membership information as requested.
3. Report to Board of Directors at Division meeting.

S98-03 - The due date for registrations was changed from December 15<sup>th</sup> to December 6<sup>th</sup>.

F 94-09 – When an area closes, the patrollers have two years to register with another patrol.

S95-17 – Establish a Division database to provide the proficiency and training status of the division members to the line officers and the division instructors.

S95-18 - Establish a Division database of separated members and the Patrol Director to contact about the separation. No record will be maintained by the Division regarding the specifics of the separation.

S93-7- The Division Director and the Registration Coordinators will set and collect the late fee when the whole patrol's registration is late. The maximum fee can be \$200.00.

S92 Floor Motion 3 - The Division will collect a \$10.00 late registration fee after 12/15 until 2/1. After 2/1 it will be passed to National as a late fee.

Note: A motion was passed that requires the registration of Candidates within 30 days of the start of an OEC course – reference missing.

## **Chapter 5 Treasury Operations**

### **General**

When possible, the Region should follow accounting and reporting guidelines recommended by the National association and Central Division.

### **Annual Budgeting**

1. The Board shall set an annual Budget for the upcoming season at the Spring Meeting.
2. To assist in the preparation of the Budget, each program or administrative advisor will need to submit a budget request to the Treasurer before or at the Spring Meeting. There will be a standard template provided for this input. The budget items will consist of projected revenues for fees charged for the program, and expenses generated as a result of conducting the program. Pre-approval of a proposed program budget also shall require the advisor to submit a report on the past year's activities and programs.
3. A copy of the proposed Budget, current financial reports, and all other supporting documentation will be provided to the Board at the Spring Meeting. The Board shall then make comments on the Budget and pass it as the annual Budget for the next year.
4. Once the Budget is approved, each program advisor will be informed what their budget should be for the year (what was requested may be different than what is approved).
5. After the close of the fiscal year, the Treasurer will prepare a year-end financial report. The year-end report, as well as any proposed Budget changes that may have arisen since the Budget was approved, may be presented to the Board at the Fall Meeting, when necessary adjustments can take place.
6. The approved Budget is the basis for all reimbursements. All expenses that fall within the Budget are considered acceptable, but are subject to the rules set forth below.
7. Any non-budgeted expense or actual spending which exceeds the amount approved in the Budget should be presented to the Operating Committee 30 days prior to the event for approval (the "Pre-Approval Process"). If approved by the Operating Committee, documentation of any such expenditure shall be submitted to the Board at its next meeting.
8. There will be no reimbursements for expenses that have not been approved either through the Budget or the Pre-Approval Process. However, in unexpected situations the Region Director, in consultation with and the approval of the Treasurer and the supervising Assistant Region Director, may consider on a case-by-case basis requests for emergency expenditures. The amount of all such expenditures shall not exceed \$250 during a fiscal year. Documentation of all such expenditures shall be submitted to the Board at its next meeting.

### **Reimbursement Policies**

1. The Region provides reimbursements within the following guidelines for expenses incurred while performing Region business. Expense vouchers can be downloaded from the Region's web site at [www.nspnrm.com](http://www.nspnrm.com)

2. Mileage reimbursement shall be provided at the rate of \$.32 per mile, not to exceed the lowest available airfare (*e.g.*, Supersaver).
3. Airfares shall be reimbursed at the lowest available fare (*e.g.* Supersaver).
4. Hotel costs shall be reimbursed at one-half the double room rate. Exceptions may be allowed with prior approval of the supervising Assistant Region Director and the Region Director.
5. Expense vouchers must be submitted within 30 days of the close of the event for which reimbursement is being requested. Vouchers submitted 60 or more days after the close of the event shall be subject to reimbursement at fifty percent of allowed expenses. Exceptions may be allowed with approval of the supervising Assistant Region Director and the Region Director.
6. All expense vouchers must be submitted before the end of the fiscal year to be reimbursed.
7. The Region shall not reimburse expenses for travel to perform Region business within the Region.
8. The Region may reimburse the expense of meals, not to exceed a maximum of \$30 per day, subject to prior approval by the supervising Assistant Region Director or Region Director that such meal expenses are necessary and reasonable for the orderly conduct of the event. All meal expense reimbursements shall require the submission of actual receipts.
9. In no event, however, may alcohol may be purchased or reimbursed from Region funds.
10. Disputes over a particular reimbursement shall be submitted to the Operating Committee for decision, which is final. If the disputed reimbursement is submitted by a voting Operating Committee member, then that member shall not be allowed to vote on the dispute.
11. Certain classes may require instructors to make significant pre-purchases of materials in order to hold the class. For such large purchases, advisors and instructors should use the following process:
  - a. The instructor should notify the appropriate supervising advisor or Assistant Region Director of how many individuals are registered for the class and a list of the materials to be purchased to hold the class. To the extent that the Region already has extra copies of the needed materials, the advisor/ARD shall forward them to the instructor.
  - b. The advisor/ARD then should prepare a regular expense voucher with an itemized list of the materials to be purchased and a complete identification of where the money to purchase the materials should be sent.
  - c. The Region Treasurer will issue a check direct to the supplier (National Office etc.) for the purchase of the materials, which will be shipped to the appropriate instructor.
  - d. The instructor will collect money from the class participants (suggested through pre-registration checks made out to the Northern Michigan Region) that covers the cost of the course materials.
  - e. The instructor shall forward the collected reimbursements to the Region Treasurer along with the actual list of class participants no later than one week after the class has started.



- f. The instructor also shall forward a list of extra materials that may have been purchased and not used (e.g., extra copies of a manual because of a late cancellation by a class participant). The instructor shall forward these materials to the supervising advisor for safe keeping until the next class is held.
- g. This pre-purchase process does NOT replace the budget process set forth above, but is in addition to it. Thus, all classes still should be budgeted.
- h. The Region is recommending that an instructor/advisor give a three week lead time before the start of the class for advanced pre-purchases to be completed.

## **Revenue Generation**

The Region may raise revenue from all sources approved by the Board. The following are some suggested methods. The Board may approve other methods and rules to be followed with those methods.

### **A) Program Fees**

The Region may establish program fees to help defray the cost of providing training programs. The fees collected from these programs are returned as general income and used to defray the total operating expenses of the Region. It is not to be assumed that they will be used specifically by the program collecting them. Program fees for the next year should be considered at the time proposed program budgets are submitted. The following rules should apply to the collection of program fees:

1. Basic candidates will not be charged fees to attend either the Region Training Clinic or their Basic Evaluation other than to cover fixed costs (i.e., charges for lift tickets, their own meals, etc.), if any.
2. Any program may impose reasonable late charges.
3. Fees for programs shall be set by the program advisor in consultation with the Operating Committee. Currently, fees for the annual OEC refresher are \$10 for instructors and \$15 for other participants. Fees for all other programs are \$25.

### **B) Division Funding/Donations**

The Region may receive funding for staff and/or programs from the Central Division, other charitable organizations, or individuals. These funds shall be deposited in the general operating account for any Region business. However, if a donation is made conditioned on the use of the funds in a certain manner, e.g., to be used to purchase new toboggan equipment, those funds shall be used for that purpose and proof of the correct use of the funds shall be kept by the Treasurer. If a donation is made upon a condition that the Region cannot fulfill, the Region should request the funds to be donated without the condition or the Region should decline acceptance of the funds.

The Region Treasurer or Region Director also should, but is not required, to keep a list of all special funds that may be available to the Region but that are not administered through the

Region (for example, commemorative funds in honor of past patrollers such as the Mary Griffin Memorial Fund.)

## **C) Investments**

The Operating Committee is charged to manage investments and develop a flexible investment strategy in consultation with the Board.

When possible, Region investments and funds should be held in accounts in accordance with guidelines recommended by the National association and Central Division.

An “investment” shall be defined as the purchase and holding of an interest in corporate bonds, stock, government backed securities, mutual funds and / or money market funds for a period of time one (1) year or longer.

The following Objectives and Restrictions also apply to investments:

### **Objectives:**

1. Minimize the cash balance with the goal of maximizing investment income while meeting the cash operating needs of the Region.
2. Structure a portfolio of funds to be managed with the goal of providing a total return on the account at or above the rate earned by a one (1) year U.S. Treasury bill.
3. Maintain a risk level similar to AAA corporate bonds.
4. Minimize amounts paid on commissions and fees.

### **Restrictions:**

1. Individual investments or class of investments, excluding short-term cash, shall be limited to a maximum of 30% of the portfolio or measured by current market value.
2. Maximum maturity of a fixed income investment shall be 10 years.
3. Fixed income investment credit risk shall be investment grade AAA. U.S. Government Treasury and Agency investments shall be considered investment grade.
4. There shall be no investments in options, futures or derivatives.

## **Region Financial Account Codes**

The Region may, but is not required to, use accounting codes adopted by the Central Division to assist it in its treasury operations. These are set out below:

# Region Financial Accounts

## **INCOME:**

### **110-Registration:**

111-Membership  
112-Alumni Dues  
114-Late Fees

### **120-Donations:**

121-NSPS Organizations  
126-Individuals

### **140-Sale of Supplies:**

143-Manuals

### **160-Program Fees:**

162-Alpine  
163-Avalanche  
164-Mountain Travel & Rescue  
166-Enhancement Seminars  
167-Nordic  
168-Leadership Development  
169-IT Conference  
170-OEC  
171 Other

### **180-Other Income:**

182-Interest  
180-Other Income

## **EXPENSES:**

### **300-Administration:**

310-Director  
315-ARD Off-Hill Programs  
316-ARD On-Hill Programs  
317-ARD (Other)  
346-Recording Secretary  
350-Treasurer  
355-Legal  
365-Flowers and Memorials  
375-Security bond

### **400-Forms and Supplies:**

441-Avalanche  
450-Newsletter/Web site  
460-Proficiency Publications  
463-Region Handbooks  
470-Awards

### **500-Meetings:**

520-Region Meetings  
521-Fall Meeting – Board of Directors  
522-Spring Meeting – Board of Directors  
525-Operating Committee

### **600-Subordinate Unit Support:**

610-Board Travel Expenses  
620-Operating Expenses  
630-Advisor Travel  
640-Special Advisor Travel  
641-Proficiency  
642-Alpine  
643-IT Conference  
644-Nordic  
646-Snowboard  
647-Enhancement Seminars  
649-OEC  
650-Mountain Travel & Rescue

### **700-Advisors:**

705-Proficiency  
710-Toboggan  
712-Instructional Advisor  
713-Snowboard Advisor  
715-Awards  
720-Risk Management Advisor  
730-Avalanche  
735-Public Relations  
741-Leadership Development  
750-OEC  
760-Mountain Travel & Rescue  
775-Medical  
781-Alumni  
785-Nordic  
790-Newsletter/Web Master  
795-Elections Advisor

### **900-Other Costs:**

913-Region Sponsored Participants at Division  
or  
National Courses (e.g., Avalanche)  
980-Contingencies  
998- Check and Bank Charges  
999-Uncategorized Expenses

## **Chapter 6 Programs**

The Region may organize recognized NSP or Central Division programs for the benefit of its members.

The courses shall be registered and organized in conjunction with instructional materials and guidelines provided by the National association and Central Division.

Certain programs afford the Region options in the organization and delivery of those programs. Current Region options for certain programs are included in Appendix C.

## **CHAPTER 7 Risk Management**

The Region shall use the Release of Liability form adopted by the Central Division in any program or event in which there is an element of risk, injury, or potential liability. It will be used until replaced or superseded by a similar document adopted by the Central Division or National association.

Each participant, including instructors, students and candidates will sign the Release as a prerequisite to participation. The signed Release forms should be maintained by the Instructor of Record for a period of three (3) years from the concluding date of the program or event.

Forms can be found on the Central Division WEB Site.

## **CHAPTER 8 Communications**

### **Northern Michigan Region Web-Site Policies**

#### **Introduction**

Northern Michigan Region maintains an Internet site “@<http://www.nspnmr.com>”. The purpose of the site is to provide a Web-based communication medium for news, Northern Michigan Region organization information, the location of ski areas in the region, a calendar of region events, NSP membership information, links to other sites, and other information as deemed appropriate from time to time by the Board.

The purpose of this policy is to provide guidance on the usage of the site and for the security/privacy of the information recorded thereon.

Use of the site includes viewing the site’s content, sending and receiving electronic mail (email), linking to other sites and responding to requests for information that may be posted from time to time. All material submitted for publication on the site is subject to review and approval by the Board, and if accepted, becomes the property of the Northern Michigan Region. Information displayed on the site is subject to the copyright provisions contained on the site.

Users of the Northern Michigan Region Internet site are expected to adhere to the principles and guidelines described in the following paragraphs

#### **Links to Other Internet Sites**

##### **Links to Other NSP Sites**

- The Northern Michigan Internet site will accept and post links to other NSP sites in accordance with the following hierarchy:
- Central Division site @<http://www.nsp.org/divisions/central/>.
- The National site @NSP.org
- Other NSP Divisions
- Central Division NSP Regions and, upon request, Regions in other Divisions, where the Division does not have its own Internet site.
- Upon request, Patrols in the Central Division and other Divisions.

##### **Links to Non-NSP Sites**

The Northern Michigan Region Internet site may accept and post at no cost to the requestor and at no obligation to the Region links subject to the following:

- The site is related to patrolling, outdoor emergency care, skiing, snowboarding or other related winter sports activity.
- Links to non-related sites will not be accepted.

- Vendors who are “official suppliers” (as listed on the NSP Internet site (NSP.org/catalog/official supplier/) to the NSP must also establish a link to the NSP @nsp.org.
- Other vendors must show the disclaimer shown on the Northern Michigan Region Internet site home page on their site. Also, they must link directly to their site from the Northern Michigan Region Internet site.

### **Disclaimer:**

The Region website should carry the following disclaimer:

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### **Please Read This Disclaimer**

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Users of this site should not submit personal or confidential information for posting on this site that they do not wish others to have access to. Personal information about Northern Michigan Region patrollers that appears on this site also should be held with the appropriate confidentiality and not used for purposes (outside of law) which the provider did not anticipate. Users of this site are required to be aware of these data protection laws and obligations and follow them.

## **Appendix A**

### **By-Laws of the Northern Michigan Region of the National Ski Patrol System, Inc.**

#### **Preamble and Purpose**

The Northern Michigan Region of the National Ski Patrol System, Inc. (NSPS) shall operate pursuant to and in accordance with the provisions of the NSPS Congressional Charter, the Certificates of Incorporation and By-Laws of the NSPS, the Central Division of the NSPS, the NSPS Officers Handbook and the provisions of these By-Laws.

The Northern Michigan Region of the National Ski Patrol System, Inc. (NSPS), in addition to the purposes set forth in the NSPS Officers Handbook, is established to fulfill the following goals:

- a. Serve the skiing public and the area management to promote skiing and ski accident prevention by providing and promoting education for member Ski Patrollers and the general skiing public in emergency care, rescue and safety in accordance with standards set up by the NSPS.
- b. To promote and sustain the formation of local ski patrols in the Region;
- c. To assure that all ski patrollers meet or exceed the minimum skill levels established by NSPS and the Central Division;
- d. To solicit, receive and disburse contributions of money, services and property for the purpose of achieving these goals and objectives; and
- e. To engage in other similar activities authorized by the National Ski Patrol System, Inc., the Central Division, and deemed desirable by the Northern Michigan Region Board of Directors.

### **ARTICLE I - BOARD OF DIRECTORS**

In pursuance of the desires and needs as expressed in the preamble and in order that the Region business may be run in a democratic and amiable manner, insofar as possible without abdication of duties, authority and power posed by the Region Director, it is established in this Region a body which shall be known as the National Ski Patrol System Board of Directors of the Northern Michigan Region. The short title of the group will be "Board of Directors" or "Board". The membership of the Board of Directors shall be composed of the Region Director, Section Chiefs, all Patrol Directors/Representatives, the Assistant Region Directors, Region Treasurer and Region Legal Advisor. Voting members of the Board are the Section Chiefs and Patrol Directors/Representatives, who shall each have one vote.

1.1 The Board of Directors shall attend:

1. The Region's Spring and Fall meetings.
2. Such other meetings as may be deemed necessary by the Region Director.



1.2 The Board of Directors shall meet to:

1. Discuss the general business of the National Ski Patrol System, the Central Division, and the Northern Michigan Region.
2. Hear and discuss reports of the Region Director, Region Advisors and others.
3. Consider proposals affecting the administration and operation of the Northern Michigan Region, the Central Division of the National Ski Patrol System and the System as a whole, which shall be voted upon by the Board of Directors, majority ruling (except as otherwise provided in these By-Laws).

1.3 Quorum:

1. Any meeting of the Board of Directors shall have a quorum upon the presence of over half the voting membership of the Board.

1.4 Proxy:

1. A Patrol Director/Representative, by written notice to the Region Director, may appoint another individual (preferably his/her Assistant Director/Representative) as his/her proxy. A Proxy also may bring that written proxy to any meeting and be accepted in lieu of written notice to the Region Director.

1.5 Non-voting Members:

1. The Assistant Region Directors, Region Treasurer and the Region Legal Advisor shall have a seat on the Board of Directors, but shall not have a vote.

1.6 Chair:

1. The Region Director shall act as Chairman of the Board of Directors. The Region Director shall not vote except to break a tie vote.

## **ARTICLE II REGION DIRECTOR AUTHORITY**

The Region Director shall have the duties set forth in the NSPS Officers Handbook and other provisions of these By-Laws and shall:

2.1 Direct the day-day operations of the Region;

2.2 Maintain communications with the National Ski Patrol System, Inc., the Central Division, and the individual patrols of the Region;

2.3 Call and conduct the meetings of the Board of Directors and Operating Committee;

2.4 Appoint the non-elected officers and advisors of the Region staff and fill such vacancies as may from time to time occur.

## **ARTICLE III - MEETING CLOSURE**

Whenever possible, the meetings of the Board of Directors shall be “open” so that all in attendance at any particular meeting may sit in to observe the business of such meetings.

However, when it is necessary or required by law to have a “closed session”, the Chairman of the Board of Directors shall so declare the session closed and only those who are members of the

Board of Directors and any others specifically invited by the Chairman may remain in attendance.

## **ARTICLE IV - OPERATING COMMITTEE**

### **5.1 Establishment and Authority**

An Operating Committee of the Board of Directors is established. In addition to the specific duties set forth in Section 5.3 of these By-Laws, the Operating Committee is empowered to take action when, in the judgment of the Region Director or a majority of the Operating Committee, a situation exists which cannot await a meeting of the Board of Directors without resulting detriment or loss of opportunity to the Region. At each meeting of the Board of Directors, the Operating Committee shall submit a report of all action taken since the last meeting of the Board of Directors. With the exception of the authorization of expenses under Section 5.3.2, all actions of the Operating Committee shall be subject to ratification by the Board of Directors at the following meeting of the Board.

### **5.2 Membership**

The Operating Committee shall consist of the following members, all of whom must be in good standing with the Region:

1. The current Region Director, who shall be its chair.
2. The Region Treasurer.
3. The Region Legal Advisor.
4. Section Chiefs
5. A Patrol Director/ Representative that shall be elected from among the Region's Patrol Directors/ Representatives. This PD/PR Representative shall serve a one year term, elected annually at the Spring Meeting by the Board.
6. Assistant Region Directors may be invited to any Operating Committee meeting; but, if the Operating Committee meeting will discuss or consider a Region program, the supervising Assistant Region Director for that Region program must be invited.

### **5.3 Duties**

In addition to the duties set forth in Section 5.1, the Operating Committee shall have the following duties:

1. To pursue the Region goals as stated in Article I of By-Laws;
2. To authorize expenditures of Region funds authorized by the Region's budget process;
3. To make any arrangement necessary and proper to accomplish these duties.
4. Make decisions necessary for the day-to-day operation and administration of the Region;
5. Make recommendations to the Board of Directors for subsequent decisions.
6. Pursue such other matters as the Board or the Region membership authorize.

#### 5.4 Meetings

1. The Operating Committee shall meet at least twice a year immediately prior to the biannual meetings of the Board of Directors, and otherwise as necessary. Meetings may be held telephonically, provided the action is reduced to writing by the Region Director and reported to the Board. Action may be taken without a meeting provided a majority of the Operating Committee consents in writing to the action.
2. The Region Director, the Section Chiefs, and the PD/PR Representative are the voting members of the Operating Committee. A majority of the voting members of the Operating Committee shall constitute a quorum for conducting any business. Decisions on any question shall be by simple majority vote. The Region Director, or a majority of the Operating Committee, shall have authority to call meetings as provided in this section. In the case of a tie vote, the Operating Committee may select a reasonable method to break the tie.
3. The person or persons who call a meeting shall give to each Operating Committee member notice of the place, date and hour of the meeting not less than seven (7) days prior to the date of the meeting. Notice may be written or oral, but an oral notice must be reduced to writing and endorsed upon the minutes of the meeting. Notice may be waived by an Operating Committee member, and such waiver shall be noted in the minutes of the meeting. Attendance of an Operating Committee member constitutes a waiver of notice of the meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of business because the notice did not comply with this section.

### **ARTICLE V – MEETING ORDER**

All Region meetings of the Board of Directors, the Operating Committee or any sub-divisional meetings should be governed by parliamentary procedures that are fair, equitable, and reasonable. Robert's Rules of Order are suggested guidelines, but not mandatory.

### **ARTICLE VI – BY-LAW CHANGES**

8.1 The Board of Directors shall have power to make, alter, amend and repeal these By-Laws by affirmative vote of a two-thirds majority of the entire Board of Directors (as contrasted to a two-thirds majority of those present and voting) at any regular or special meeting of the Board of Directors.

8.2 By-Law changes must be proposed, in writing, at a regular business meeting of the Board of Directors for consideration (first reading). If accepted for consideration, voted on, and if passed, the proposal is tabled to the next meeting of the Board of Directors, where the proposed By-Law change is brought up for approval or disapproval (second reading).

## **ARTICLE VII – REGION DISSOLUTION**

Upon termination of the functions of the Northern Michigan Region for any reason whatever, all funds or other property belonging to this Region, after payment of the debts and obligations of the Region, shall be transferred and paid over to the Board of Directors of the Central Division of the National Ski Patrol System, Inc., if it is then an organization meeting the requirements of Internal Revenue Code Section 501(C)(3), or if the Central Division does not then meet such requirements, then they shall be transferred and paid over to the Board of Directors of the National Ski Patrol System, Inc., if it is then an organization meeting the requirements of Internal Revenue Code Section 501(C)(3), or if the National Ski Patrol System, Inc., does not then meet such requirements, to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code) as the Northern Michigan Region Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of a County in the Region as determined by the Board of Directors, or to such organization or organizations as that Court shall determine which are organized and operated exclusively for such purposes.

## **ARTICLE VIII – FISCAL YEAR**

10.1 The fiscal year of the Northern Michigan Region shall be the same as and run concurrently with the fiscal year of the Central Division.

10.2 The Northern Michigan Region Board of Directors shall set financial dues for its membership which shall take into consideration the financial requirements of the Region.

**Appendix B**  
**Region Job Descriptions**

# Region Director

The NMR Region Director reports to the NMR Board of Directors and the Division Director.

## Qualifications:

- Must be a registered NSP member for the last 5 years
- Must have served as a Section Chief, Patrol Director or National, Division, or Region Program/Administrator for at least two years
- Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
- Must be familiar with the Central Division and Region policies and procedures, as applicable
- Must be registered in the Division as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.

### Additional recommended (but not required) qualifications:

- Should have logged at least 80 days of active patrolling (excluding refreshers, test, etc.) with one-third of these days at a ski area(s) in the Region.
- Should have experience working with management at a ski area in the Region and should have the endorsement of an area management representative in the Region.
- Should have actively participated in managing National, Division or Region level activities.

## Responsibilities:

- Serve a term in accordance with Division By-laws.
- Support and foster the NSP Mission Statement.
- Promotes and supports all NSP education programs within the Region to maintain integrity of NSP training standards.
- As a member of the Division Board of Directors, the Region Director is responsible for duties developed and designated by the Division Board of Directors.
- Responsible for all aspects of the NS programs and activities supported by the Region. Promotes the financial support of the NSP and its programs.
- Visits all areas within the Region during his/her term of office.
- Submits an annual report to the Division Board of Directors.
- Is responsible for communicating National and Division policies to Sections and to NSP Registration Units (Patrols), and is responsible for communicating NSP Registration Unit concerns to the Division Director and/or Division Supervisors.
- Writes articles and reports for the Division Newsletter.
- Ensures that all Sections and NSP Registration Units submit annual reports and financial reports in a timely manner.
- Recommends individuals to the Division Director Supervisors and in consensus with them, appoints individuals to serve as Region Program Administrators
- Monitors the performance and effectiveness of Region Program Administrators and recommends changes in concert with the Division Program Supervisor when appropriate.

# Assistant Region Director Off-Hill

The NMR Assistant Region Director Off-Hill reports to the Region Director.

## Qualifications:

- Must be a registered NSP member for the last 5 years
- Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
- Must be familiar with the Central Division and Region policies and procedures, as applicable
- Must be registered in the Region as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.

Additional recommended (but not required) qualifications:

- Should have logged at least 30 days of active patrolling (excluding refreshers, test, etc.) with one-third of these days at a ski area(s) in the Region.
- Should have experience working with management at a ski area in the Region.
- Should have actively participated in managing National, Division or Region level activities.

## Responsibilities:

- Serve a term in concurrence with the Region Director.
- Support and foster the NSP Mission Statement.
- Responsible for the NSP programs and activities designated by their Region appointment.
- Promote and Support Region Program Administrators/Advisors under their Region appointment.
- Promote and support all NSP education programs within the Region to maintain integrity of NSP training standards.
- Visits as many areas within the Region as possible, during his/her term of office.
- Write articles and reports for the Region Newsletter.
- Recommend individuals to the Region Director and in consensus with him/her, appoint individuals to serve as Region Program Administrators/Advisors.
- Monitors the performance and effectiveness of Region Program Administrators/advisors and recommends changes in concert with the Division Program Supervisor when appropriate.
- Submits an annual end of year report and budget request to the Region Board of Directors.

# Assistant Region Director On-Hill

The NMR Assistant Region Direct On-Hill reports to the Region Director.

## Qualifications:

- Must be a registered NSP member for the last 5 years
- Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
- Must be familiar with the Central Division and Region policies and procedures, as applicable
- Must be registered in the Region as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.

### Additional recommended (but not required) qualifications:

- Should have logged at least 30 days of active patrolling (excluding refreshers, test, etc.) with one-third of these days at a ski area(s) in the Region.
- Should have experience working with management at a ski area in the Region.
- Should have actively participated in managing National, Division or Region level activities.

## Responsibilities:

- Serve a term in concurrence with the Region Director.
- Support and foster the NSP Mission Statement.
- Responsible for the NSP programs and activities designated by their Region appointment.
- Promote and Support Region Program Administrators/Advisors under their Region appointment.
- Promote and support all NSP education programs within the Region to maintain integrity of NSP training standards.
- Visits as many areas within the Region as possible, during his/her term of office.
- Write articles and reports for the Region Newsletter.
- Recommend individuals to the Region Director and in consensus with him/her, appoint individuals to serve as Region Program Administrators/Advisors.
- Monitors the performance and effectiveness of Region Program Administrators/advisors and recommends changes in concert with the Division Program Supervisor when appropriate.
- Submits an annual end of year report and budget request to the Region Board of Directors.



# Assistant Region Director Special Projects

The NMR Assistant Region Director Special Projects reports to the Region Director.

## Qualifications:

- Must be a registered NSP member for the last 5 years
- Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
- Must be familiar with the Central Division and Region policies and procedures, as applicable
- Must be registered in the Region as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.

### Additional recommended (but not required) qualifications:

- Should have logged at least 30 days of active patrolling (excluding refreshers, test, etc.) with one-third of these days at a ski area(s) in the Region.
- Should have experience working with management at a ski area in the Region.
- Should have actively participated in managing National, Division or Region level activities.

## Responsibilities:

- Serve a term in concurrence with the Region Director.
- Support and foster the NSP Mission Statement.
- Responsible for the NSP programs and activities designated by their Region appointment.
- Promote and Support Region Program Administrators/Advisors under their Region appointment.
- Promote and support all NSP education programs within the Region to maintain integrity of NSP training standards.
- Visits as many areas within the Region as possible, during his/her term of office.
- Write articles and reports for the Region Newsletter.
- Recommend individuals to the Region Director and in consensus with him/her, appoint individuals to serve as Region Program Administrators/Advisors.
- Monitors the performance and effectiveness of Region Program Administrators/advisors and recommends changes in concert with the Division Program Supervisor when appropriate.
- Submits an annual end of year report and budget request to the Region Board of Directors.

# Section Chief

The NMR Section Chief reports to the Region Director and the NMR Board of Directors.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Must be registered NSP member in the Section as their primary Registration Unit.
- Must have been a NSP patrol director for at least a year or registered as a NSP member for at least five years.
- Must be familiar with the current National, Division, Region and if relevant, Section policies and procedures.
- Must be registered in the Division as a Senior (Alpine, Nordic or Auxiliary) Patroller or Certified Patroller.

### Additional recommended (but not required) qualifications:

- Should have been a NSP patrol director for at least a year.
- Should have logged at least 45 days of active patrolling (excluding refreshers, tests, etc.) with 1/3 of those days at a ski area in the Section.
- Should have experience working with area management in an area within the Section.
- Should have actively participated in management of Region activities (attended Region meetings, helped/administered Region tests/training activities).

## Responsibilities:

- Serves a term in accordance with the Central Division By-laws.
- Supports and fosters the NSP mission statement. Promotes the NSP education programs within the Section to maintain the integrity of NSP training standards and promote efficient service delivery.
- Cooperates with the Region Director and other NSP officers in maintaining rules, regulations and training standards of the NSP.
- Submits annual activity reports to the Region Director and if necessary, financial reports to the Region Treasurer.
- Facilitates communication to and from the Region Director, NSP unit representative, Ski Area Patrol Representative and NSP members. Is responsible for any other duties designated by the Region Board of Directors or the Region Director.
- Works cooperatively with NSP unit Representatives to facilitate registration, dues payment and financial reports in a timely manner.
- Actively participates in Region functions off-area.
- Maintain Section reports as directed by the Region Director or Region policy.
- The Section Chief is expected to perform as a mentor and coach to prospective NSP leaders within his or her Section.
- The Section Chief is expected to visit each Registration Unit within his/her Section annually.

# Administrative Assistant

The NMR Region Administrative Assistant reports to the Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Exceptional communication and organizational skills
- Ability to manage multiple projects in a deadline-driven environment
- Basic computer program skills
- Proven ability to build consensus and work effectively within the Region team
- Experience managing content and production of minutes and reports

## Responsibilities:

- Attends Northern Michigan Region Fall and Spring Operations Committee meetings, Fall and Spring Board of Directors meetings, and any extra meetings called by the Region Director or NMR Board of Directors.
- Provides timely transcription and distribution of all meeting minutes.
- Updates the Northern Michigan Region Policies and Procedures Manual as necessary.
- Performs other duties as may be assigned by the Region Director.

# Alpine Proficiency Supervisor

The NMR alpine Proficiency Supervisor is the lead of the NMR Skill Development Team and directly reports to the “On-Hill” ARD and the Region Director.

## Qualifications:

- Registered as a primary patroller, in good standing, in an NMR patrol while maintaining any and all certifications and skill levels required by NMR, CD, and the NSP.
- Has obtained the Senior qualification or above.
- Is an Alpine Toboggan Instructor Trainer.

Additional recommended (but not required) qualifications:

- PSIA Level II or above.

## Responsibilities:

- Attend and participate in specified Region meetings. Author pertinent articles for region and other publications. Author and submit reports as required by NMR leadership e.g. year-end reports.
- Responsible for all budgets and procurement for the Alpine Proficiency Program.
- Work directly with the RD and ARD to plan, schedule, advertise, and produce all Alpine events and evaluations for the NMR.
- Work directly with the Patrol Directors as needed to coordinate all alpine events and evaluations.
- Register all region alpine events. Responsible to document and submit records for all participants in region alpine events.
- Oversee, mentor, and support all direct reports to include The Assistant Proficiency Supervisor, the Region Ski School Director, the Alpine Toboggan Advisor, and the Snowboard Advisor.
- Primarily responsible for production, dissemination, and processing of all registrations and monies for all region alpine events.
- Is the point of contact for questions relating to all Alpine activities, and programs of, or required by, NSP, CD, and NMR.
- Support the overall mission of the NMR and the Skill Development Team.
- Any other duties specified by NMR leadership.

# Alpine Toboggan Advisor

The NMR Alpine Toboggan Advisor is part of the NMR Skill Development Team and directly reports to the Proficiency supervisors and indirectly to the NMR Leadership.

## Qualifications:

- Registered as a primary patroller, in good standing, in an NMR patrol while maintaining any and all certifications and skill levels required by NMR, CD, and the NSP.
- Is an Alpine Toboggan IT
- Is a member in good standing of the NSP-C School.

## Responsibilities:

- Attendance as required in all CD and NMR alpine clinics.
- Attend and participation in specified Region meetings. Author pertinent articles for region and other publications, Author and submit reports as required by NMR leadership e.g. year-end reports.
- Be a liaison between NMR leadership and the Central Division Toboggan Supervisor.
- Works as the regions lead alpine toboggan instructor.
- Work directly with the Proficiency Supervisor to maintain a cadre of fully qualified instructors and evaluators to be utilized in all section and region events that require such.
- Works with, supports, and mentors Section alpine advisors.
- Maintain and submit region AT Instructor roster for NSP as required
- Manage the mentorship program for all patrollers who wish to become Alpine Toboggan Instructors and Instructor Trainers
- Maintain a roster and continuing education of AT evaluators.
- Work directly with the ARD and Proficiency Supervisor in planning, advertising, registering, staffing, and running all toboggan related events on the region calendar.
- Be the point of contact for questions relating to alpine toboggan handling programs of, or required by, NSP, CD, and NMR.
- Support the overall mission of the NMR Skill Development Team.
- Any other duties specified by the Proficiency Supervisors or the NMR leadership.

# Assistant Alpine Proficiency Supervisor

The NMR Assistant Alpine Proficiency Supervisor Assists the Supervisor in support of the NMR Skill Development Team and directly reports to the Alpine Proficiency supervisor.

## Qualifications:

- Registered as a primary patroller, in good standing, in an NMR patrol while maintaining any and all certifications and skill levels required by NMR, CD, and the NSP.
- Has obtained the Senior qualification or above.
- Is an Alpine Toboggan Instructor Trainer,

Additional recommended (but not required) qualifications:

- PSIA Level II or above.

## Responsibilities:

- Attend and participate in specified Region meetings. Author pertinent articles for region and other publications. Author and submit reports as required by NMR leadership e.g. year-end reports.
- Assist with all budgets and procurement for the Alpine Proficiency Program.
- Work directly with the APS, RD, and ARD to plan, schedule, advertise, and produce all Alpine events and evaluations for the NMR.
- Work directly with the Patrol Directors as needed to coordinate all alpine events and evaluations.
- Assist in registration of all region alpine events. Documentation and submission of records for all participants in region alpine events.
- Oversee the alpine toboggan instructor trainee mentorship program, mentor and support the Alpine Toboggan Advisor in managing this program.
- Assists with the production, dissemination, and processing of all registrations and monies for all region alpine events.
- Be a point of contact for questions relating to all Alpine activities, and programs of or required by, NSP, CD, and NMR.
- Support the overall mission of the NMR and the Skill Development Team.
- Any other duties specified by NMR leadership.

# Auxiliary Advisor

The NMR Auxiliary Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- A current Auxiliary patroller in good standing.
- Committed to the values and mission of the Auxiliary Program.
- Committed to the values and mission of the NSP, CD and NMR

## Responsibilities:

- Promote the Auxiliary Program with the Region leadership and the general membership.
- Act as a resource for the Region Director and Region Board of Directors concerning all things concerning the Auxiliary program.
- Provide a link between the Region and the Auxiliary program.
- Be the contact point for Region patrollers interested in the Auxiliary program
- Be a resource for Auxiliary candidates in the region. E.g. finding or creating training opportunities, finding mentors, assisting in the application process, personal support during evaluations, etc.
- Attend as many Auxiliary functions as possible specifically the training and evaluation events.
- Provide periodic articles for the Region newsletter and web site concerning the Auxiliary program.
- Provide support to other Region programs and the Region Director as needed.
- Attend and participate in Region Board of Directors meetings.
- Submit an end of the year report and budget request in a timely manner.

# Avalanche Advisor

The NMR Avalanche Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
  - Must have a commitment and the capability to implement and deliver NSP avalanche programs to members, associates, affiliate organizations, and non-members.
  - Demonstrates technical expertise and broad experience in all phases and of the avalanche program's knowledge and skill performance.
  - Demonstrate a proven administrative track record including written and communication skills.
  - Is a current avalanche program instructor in good standing.
- Additional recommended (but not required) qualifications:
- Is an avalanche instructor trainer or qualified to be one.

## Responsibilities:

- Program delivery
  - Implements and maintain the NSP avalanche program within the Region according to national goals, objectives, policies, and procedures.
    - Promotes the avalanche program in coordination with division Supervisor, instructor trainers and instructors.
    - Develop a Regional avalanche instructional staff.
    - Facilitates ongoing refreshers and use of training aids/materials.
  - Schedule a minimum of one (1) avalanche course a season.
- Communication
  - Assist the division Supervisor gather avalanche program information.
    - Provides member input on the avalanche program and delivery
    - Help to evaluate how well the existing avalanche program is meeting the member needs.
    - Attend division meetings to discuss the avalanche program as scheduled.
  - Communicate with Region officers, instructor trainers, instructors and others.
    - Create a mutual understanding of the avalanche program objectives and performance standards.
    - Establish and distribute avalanche course schedules to meet the needs of the instructors and members.
    - Submit an end of year report and budget request, in a timely manner.
- Quality management
  - Teach a quality avalanche program to ensure the consistency and quality of instruction, content of the program and materials, consistency of trainees or members, and overall effectiveness of the courses within the NSP.
    - Maintain the integrity and standards of the avalanche program.
    - Work with the division Supervisor to appoint, mentor instructor trainers in the Region.
    - Perform all record keeping and reporting requirements in the proper format in a timely manner.
      - ◆ Pre-register all courses with the Member Information and Services Team (MIST) at the national office.
      - ◆ Close all courses on record at the national office in the required time frame.



# Awards Advisor

The NMR Awards Advisor reports to the Region Director and the Special Projects Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Holds a national Appointment
- Is experienced with the NMR, CD and NSP awards program.
- Meets any additional requirements established by the NMR Board of Directors.

## Responsibilities:

- Reports to and advises, upon request, the Region Director or designee concerning the awards program.
- Sends such reports, bulletins or letters as are necessary for the operation of the Region awards program to Region Board and staff, patrol directors, and patrol awards coordinators.
- Reviews and approves or rejects all awards nominations and request by accomplishing the following:
  - Maintaining a log of all requests that lists the log number, nominee's name and patrol, type of award, date received, date forwarded and status.
  - Rejecting and returning to the originator any request that does not meet approved requirements, along with a statement of why the request was rejected.
  - Consults with patrol awards advisors to improve rejected applications and bring them to an approvable state.
  - Procuring award certificates and plaques for recipients of Region awards.
  - Chairing the Region Awards Review Committee consisting of the Region Director and Section Chiefs or their designees.
  - Administering the National Appointment and Leadership Commendation Appointment review process.
  - Soliciting nominations for Region awards from patrol awards coordinators.
  - Preparing an annual report as directed by the Region Director.
- Promotes The Region awards program and appropriate recognition of Region members by:
  - Submitting lists of Region awards recipients for publication in the Rusty Parka News.
  - Providing information and/or articles to the Region newsletter editor and WEB Master for publication.
  - Coaching patrol awards coordinators to improve submissions and recognition of others.
- Coordinates Spring awards banquet and awards presentation
  - Sets location for awards banquet.
  - Prepares notes and presentation order for self and Region Director.
  - Prepares all Region Certificates of Appreciation.
  - Orders all Region plaques and trophies.
- Designs and presents awards writing programs to Region Awards Advisors as needed.
- Designed and maintains the NMR awards WEB site.

# Certified Advisor

The NMR Certified Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- A current Certified patroller in good standing.
- Committed to the values and mission of the Certified Program.
- Committed to the values and mission of the NSP, CD and NMR

Additional recommended (but not required) qualifications:

- A current member of the NSP-C Snowsport Academy

## Responsibilities:

- Promote the Certified Program with the Region leadership and the general membership.
- Act as a resource for the Region Director and Region Board of Directors concerning all things Certified program.
- Provide a link between the Region and the Certified program.
- Act as an ambassador for the Certified program to the patrollers of the Region.
- Be the contact point for Region patrollers interested in the Certified program
- Be a resource for Certified candidates in the region. E.g. finding or creating training opportunities, finding mentors, assisting in the application process, personal support during evaluations, etc.
- Attend as many Certified functions as possible specifically the evaluation and annual meeting.
- Attend and participate in Region Board of Directors meetings.
- Provide periodic articles for the Region newsletter and web site concerning the Certified program.
- Provide support to other Region programs and the Region Director as needed.

# Elections Advisor

The NMR Elections Advisor reports to the Region Director and the Special Projects Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Has good communication and organizational skills
- Ability to manage multiple projects in a deadline-driven environment
- Basic computer program skills
- Has the ability to build consensus and work effectively within the Region team
- Can manage content and production of election reports

## Responsibilities:

- Voter and Region communications and announcements of Region elections including:
  - Election Schedule
  - Elections directions
  - Announcing election results
- Obtains identification of the electorate for the election.
- Preparing ballot content and utilizing the appropriate medium (electronic or paper).
- All election operations:
  - Accept and review all nominations for Section Chief. All nominations shall be given a qualifications review and validation within 72 hours of receipt of the nomination.
  - Collect nominations, resumes and position statements. All nominations shall be a qualification review and validation within 72 hours of receipt of the nomination and the nominee shall be notified of any deficiencies within 48 hours thereafter.
  - Sending out ballot with resumes and position statements to electorate.
  - Send electorate to candidates for purpose of campaigning or “Notify candidates of electorate”
  - Provide Region Director with nominations, resumes and position statements for Region Director’s conference with each candidate as to duties and responsibilities.
  - Retrieving ballots
  - Ballot counting and identification of election winner.
  - Present election results to the election review committee for review and confirmation, if needed.
  - Presentation of certified election results to the Region Director for appropriate election announcement and Region Director conference with each candidate.
- Timing
  - As directed in the Central Division Policies & Procedures Manual.

# Instructor Development Advisor

The NMR Instructor Development Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Must be a Senior, Senior Auxiliary or Certified Patroller.
- An active instructor in this discipline for at least five years.
- Must be an Instructor Trainer in this discipline or willing to attain Instructor Trainer status.

Additional recommended (but not required) qualifications:

- A member that has experience in the teaching field

## Responsibilities:

- Is the first level in the development of a patroller to become an instructor
- Certify new instructors.
- Yearly instructor up-dates as needed.
- Schedule an adequate number of Instructor Development courses throughout the Region.
- Travel within the Region to deliver Instructor Development courses and to provide support to any patrol or Section that needs Instructor Development course support.
- Interact with other Region and Division Instructor Development personnel.
- Help with the revisions of the course as they occur at the Division level.
- Check that courses are completed and the paperwork is filed at National and Division levels in a timely manner.
- Attend Region meetings as requested.
- Complete end of year report and budget request in a timely manner.
- Submit articles concerning the Instructor Development program to the NMR Newsletter editor.

# **Last Run Advisor**

The NMR Last Run Advisor reports to the Off-Hill Assistant Region Director.

## **Qualifications:**

- A current NSP member registered with a Northern Michigan Region Patrol.
- Has good communication and organizational skills
- Ability to manage multiple projects in a deadline-driven environment
- Basic computer program skills.

## **Responsibilities:**

- Establish and maintain a policy for reporting NM Region current or retired patroller death announcements.
- Respond to request for information from the Patrol Directors for assistance on handling patroller deaths.
- Coach Patrol Directors and support personnel in drafting and communicating death announcements for Patrol, Region, Division and NSP publications.
- Confer with Patrol Directors, Awards Advisor and Website Advisors to coordinate production of a NM Region Patrollers Memorial site on the NM Region website and keep it current.
- Submit an end of year report and budget request, in a timely manner.
- Performs other duties as may be assigned by the Region Director, NM Board of Directors or Special Projects Assistant Region Director.

# Legal – Risk Management Advisor

The NMR Legal-Risk Management Advisor reports to the Region Director and the Region Board of Directors.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Must be familiar with National policies and procedures as defined in the current NSP Policies and Procedures manual.
- Must be familiar with the Central Division and Region policies and procedures, as applicable
- Strong written and oral communication and analytical skills.
- Ability to grasp complex areas of law rapidly and accurately.
- Exhibiting sound practical judgment.
- Ability to work as a member of multi-disciplinary team.
- Ability to equilibrate priorities and organize work effectively to meet deadlines.
- Degree in Law or Master Degree in Law.

## Responsibilities:

- Providing professional support and advice to the Region Director and Region Board of Directors as required.
- Providing proactive legal assistance and advice on various legal issues like, dispute resolution, funding agreements, regulatory, employment, and governance.
- Working with other members on particular projects such as fundraising, policies and procedures, taxes, etc.
- Assisting the Region in compliance with all various legal requirements.
- Advising on minimal liability and legal exposure for the Region.
- Ensuring that the legal documents and other contractual documents are effectively drafted, reviewed, interpreted, and vetted.
- Taking decisive actions on various legal matters and assessing contentious and uncontroversial issues.
- Managing external and internal legal resources where required.
- Assessing and advising effectively to minimize and control risks to Region and ensuring that the system, controls and processes are appropriate as relevant.
- Representing the Region in ensuring the efficient handling and winning resolution of all negotiations and disputes.
- Advising and ensuring the Region in compliance with the necessities of legislation involving data protection.
- Supervising, researching and analyzing implication of case law, legislation, and regulatory matters that affect the Region and reporting them back to the Region Director and/or Region Board of Directors.
- Submits an annual end of year report and budget request to the Region Board of Directors.

# Medical Advisor

The NMR Medical Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member as a Physician patroller or Medical Associate registered with a Northern Michigan Region Patrol.
- Must have an M.D. or D.O. degree and have a current State license or be on active duty with a federal agency.
- Must have the medical training and experience in relation to the types of medical problems that he/she will likely be asked to address.
- A medical associate must pay NSP membership dues and also obtain a copy of the current *Outdoor Emergency Care* text and *The Ski Patroller's Manual*.

## Responsibilities:

- Assist with instructing the OEC programs.
  - Outdoor First Care program(s)
  - Outdoor Emergency Care course(s)
  - Annual Outdoor Emergency Care refresher(s)
  - Outdoor Emergency Care enhancement(s)
  - Senior Emergency Management Evaluation(s)
  - Annual Patrol room refresher(s)
- Provide interpretation of local medical area zone protocols.
- A physician patroller has the responsibility to maintain those skills required by the NSP for patrolling as described in parts 7.5.3 and 7.5.4 of the NSP Policies and Procedures manual.
- A medical associate is not required to complete refreshers.
- A medical associate is not required to be an Outdoor Emergency Care technician.
- If authorized by area management, a medical associate can provide medical assistance.

# Mountain Travel & Rescue Advisor

The NMR Mountain Travel & Rescue reports to the OFF-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Must have a commitment and the capability to implement and deliver all aspect of the NSP Mountain Travel and Rescue (MTR) program to members, associates, affiliate organizations, and non-members.
- Demonstrates technical expertise and broad experience in all phases and of the MTR program's knowledge and skill performance.
- Demonstrate a proven administrative track record including written and communication skills.
- Is a current MTR program instructor in good standing.

Additional recommended (but not required) qualifications:

- Is a MTR instructor trainer or qualified to be one.

## Responsibilities:

- Program delivery
  - Implements and maintain the NSP MTR program within the Region according to national goals, objectives, policies, and procedures.
    - Promotes the MTR program in coordination with division Supervisor, instructor trainers and instructors.
    - Develop a Regional MTR instructional staff.
    - Facilitates ongoing refreshers and use of training aids/materials.
  - Schedule a minimum of one (1) MTR course a season.
- Communication
  - Assist the division Supervisor gather MTR program information.
    - Provides member input on the MTR program and delivery
    - Help to evaluate how well the existing MTR program is meeting the member needs.
    - Attend division meetings to discuss the MTR program as scheduled.
  - Communicate with Region officers, instructor trainers, instructors and others.
    - Create a mutual understanding of the MTR program objectives and performance standards.
    - Establish and distribute MTR course schedules to meet the needs of the instructors and members.
    - Submit an end of year report and budget request, in a timely manner.
- Quality management
  - Teach a quality MTR program to ensure the consistency and quality of instruction, content of the program and materials, consistency of trainees or members, and overall effectiveness of the courses within the NSP.
    - Maintain the integrity and standards of the MTR program.
    - Work with the division Supervisor to appoint, mentor instructor trainers in the Region.
    - Perform all record keeping and reporting requirements in the proper format in a timely manner.
      - ◆ Pre-register all courses with the Member Information and Services Team (MIST) at the national office.
      - ◆ Close all courses on record at the national office in the required time frame.



# Newsletter Editor

The NMR Newsletter Editor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol
- Exceptional communication and organizational skills
- Ability to manage multiple projects in a deadline-driven environment
- Basic computer/Photoshop program skills
- Proven ability to build consensus and work effectively within Region team
- Experience managing content and production for newsletters and articles.

Additional recommended (but not required) qualifications:

- Bachelor's degree in English, Journalism, Technical Writing or a related field

## Responsibilities

- Create, develop and manage content for Region's newsletter.
- Coordinate newsletter(s) production and delivery across Region.
- Maintain a consistent look and feel throughout all newsletters.
- Work with Region management to maintain and develop the master newsletter calendar.
- Copy, edit and proofread all newsletter content.
- Oversee all aspects of newsletter production work as necessary working within Region approved budget.
- Keep current with emerging computer newsletter writing technologies.
- Assure newsletter-based information is archived for future needs and reference.
- Submit an end of year report and budget request in a timely manner.
- Work cooperatively with all Region staff and the Region Board of Directors.

# Nordic Advisor

The NMR Nordic Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- A current Nordic patroller in good standing.
- Committed to the values and mission of the Nordic Program.
- Committed to the values and mission of the NSP, CD and NMR

## Responsibilities:

- Promote the Nordic Program with the Region leadership and the general membership.
- Act as a resource for the Region Director and Region Board of Directors concerning all things concerning the Nordic program.
- Provide a link between the Region and the Nordic program.
- Be the contact point for Region patrollers interested in the Nordic program
- Be a resource for Nordic candidates in the region. E.g. finding or creating training opportunities, finding mentors, assisting in the application process, personal support during evaluations, etc.
- Attend as many Nordic functions as possible specifically the training and evaluation events.
- Provide periodic articles for the Region newsletter and web site concerning the Nordic program.
- Provide support to other Region programs and the Region Director as needed.
- Attend and participate in Region Board of Directors meetings.
- Submit an end of the year report and budget request in a timely manner.

# OEC Administrator

The NMR Region OEC Administrator reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Demonstrates an interest in OEC administration and quality.
- Has the ability to organize programs and to work with others.
- Is an OEC instructor trainer or qualified to be one.

## Responsibilities:

- Communications
  - Works with the division OEC Supervisor, instructor trainers, and instructors in developing, recruiting and evaluating instructors and establishing a quality management program.
  - Develops a network of communication with the division, region, section and patrol line officers, OEC instructional staff, and others in the area to help with OEC implementation and delivery.
  - Establishes a distribution method of course and refresher schedules, if applicable.
  - Works with region OEC instructor trainers to coordinate OEC instructor development and continuing education.
- Administrative
  - Implements instructor training programs and ensures that an adequate number are available in the area of responsibility based on need, population, and geography.
  - Maintain such records as are required by division, region, section, or patrol.
- Submits an end of year report and budget request to the Board of Directors in a timely manner.

# Patrol Director Operations Committee Representative

The NMR Patrol Director Board Representative reports to the Region Director and the NMR Board of Directors.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- A current Patrol Director or Patrol Representative.
- Elected to the position by a majority of the NMR PD's/PR's

## Responsibilities:

- To represent the NMR PD's/PR's at any Operations Committee meeting.
- Attend the regularly scheduled Fall and Spring NMR Operations Committee meeting.
- Attend any Operations Committee meeting called to discuss special issues.
- Submit a report to the NMR PD's/PR's concerning issues discussed at any Operations Committee.

# Patrol Director / Patrol Representative

Selection of the Patrol Representatives, in Central Division, will be in accordance with the By-laws of the National Ski Patrol, Inc. (S96-05)

## 6.4.3 NSP Patrol Representative

### A. Qualifications

1. Must be an NSP member registered with the local NSP registration unit.
2. Must be approved as the NSP Patrol Representative by area management or public lands administrator.

The following lists the minimum recommended (not mandatory) eligibility requirements for NSP Patrol Representative candidates:

3. Should have been registered as an NSP member (excluding candidate, inactive, or alumni classification) for at least two years.
4. Should have served one season as instructor, supervisor, adviser, or officer.
5. Should be familiar with the national policies and procedures as defined in the current *NSP Policies and Procedures* manual.
6. Should be familiar with Division, Region, and Section policies and procedures, as applicable.

### B. Selection Alternatives

1. The method of NSP Patrol Representative selection is the prerogative of area management or the public lands administrator. If not elected by the local NSP registration unit, this individual may be appointed by either area management or the ski Patrol Director.
2. Area management may refuse to accept an individual as the NSP Patrol Representative. This individual may be removed without recourse and another appointed.
3. The NSP Patrol Representative may be removed from Division officer responsibilities by the immediate senior NSP officer, with the approval of the Division Director, for failure to administer the NSP registration unit according to the rules, regulations, and training standards of the NSP.

### C. Responsibilities to the National Ski Patrol

1. Serves a term in accordance with ski area policies and, if applicable, NSP patrol bylaws (see Bylaws, Article III, Section 6).
2. Maintains good rapport and communication with area management or the public lands administrator.
3. Serves as an officer within the NSP Division in accordance with Division bylaws and policies.
4. Supports and fosters the NSP mission statement. Ensures membership compliance with NSP national education requirements.
5. Collects and forwards NSP member registration fees in a timely manner in accordance with National and Division policy.
6. Coordinates the course administration and distribution for all Outdoor Emergency Care education and continuing education records with the responsible instructors of record.
7. Provides timely and accurate communication of NSP policies to NSP members.
8. Maintains administrative and financial data and all other records for the NSP registration unit.
9. Submits annual reports and financial reports as required by Division policy.

D. Members of each NSP registration unit may identify their NSP Patrol Representative by any other title, which does not create or tend to create confusion or misunderstanding about the separate duties of the NSP Patrol Representative on behalf of the NSP from any duties associated with ski patrol operations, which are under the supervision and control of ski area management.

# Public Relations Advisor

The NMR Public Relations Advisor reports to the Special Projects Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
  - Exceptional communication and organizational skills
  - Ability to manage multiple projects in a deadline-driven environment
  - Basic computer/Photoshop program skills
  - Proven ability to build consensus and work effectively within the Region team
  - Experience managing content and production for media or consumer campaigns.
- Additional recommended (but not required) qualifications:

- Bachelor's degree in English, Journalism, Marketing or a related field.

## Responsibilities:

- Respond to request for information from the media or designate another appropriate spokesperson or information source.
- Plan and direct development and communication of informational programs to maintain favorable public and area resort perceptions of the Patrols, Region and NSP's accomplishments and agenda.
- Establish and maintain cooperative relationships with representatives of the community, area resorts, patrols, patrollers and public interest groups.
- Confer with Patrol Directors, Region Director and support personnel to produce or coordinate production of recruiting advertisements and promotions.
- Arrange public appearances, lectures or exhibits for the general public to increase service awareness and promote goodwill.
- Confer with Region Officers, NM Board representatives, Central Division and NSP Public Relations representatives to identify recruitment trends and concerns or to provide advice on recruitment and retention decisions.
- Coach Patrol Directors and support personnel in effective communication with the area management, patrollers and the public.
- Purchase advertising space and time as required to promote the recruitment and retention of ski patrollers.
- Prepare and deliver speeches to further Patrol, Section and Region public relations objectives.
- Submit an end of year report and budget request, in a timely manner.
- Performs other duties as may be assigned by the Region Director, NM Board of Directors or Special Projects Assistant Region Director.

# Refresher Registration Coordinator

The NMR Region Refresher Registration Coordinator reports to the Special Projects Assistant Region Director and the Region OEC Administrator.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Has good communication and organizational skills
- Has the ability to manage multiple projects in a deadline-driven environment
- Basic computer program skills
- Has the ability to build consensus and work effectively within the Region team
- Able to manage content and produce detailed reports

## Responsibilities:

- Work with the Region OEC Administrator and the Region Newsletter Editor on setting up the Fall OEC refresher registration paperwork.
- Northern Michigan Region Fall OEC Refresher registration process.
  - Receive and review refresher registration paperwork including:
    - Registration form
    - OEC Technician card
    - Refresher fees
  - Separate refresher registration data by individual patrols and visiting patrollers.
  - Set-up and oversee the NMR Fall OEC refresher morning registration process.
  - Assembles the Registration Staff to handle the morning registration process. Registration Staff is not required to be NSP members.
  - Prepare OEC Technician Card for Region OEC Administrator's signature.
- Submit appropriate Fall OEC refresher funds to the Region Treasurer in a timely manner.
- Performs other duties as may be assigned by the Assistant Region Director – Special Projects and/or Region OEC Administrator.

# Section Proficiency Testing Advisor

The Section Proficiency Testing Advisor reports to the Section Chief and indirectly to the Alpine Proficiency Supervisor.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- A current member of the Section assigned.
- A current toboggan handling instructor and ski trainer.

## Responsibilities:

- Coordinates the Section basic alpine evaluation.
- Work directly with the Section Chief to plan, schedule, advertise, and coordinate on-hill proficiency training events for the Section.
- Register Section alpine events and is responsible to document and submit records for all participants in Section alpine events.
- Is the point of contact for questions relating to all Alpine training or testing activities required by the Section.
- Support the overall mission of the Section, NM Region and the Region Skill Development Team.
- Any other duties specified by the Section Chief and/or NM Region leadership.



# Senior Advisor

The NMR Region Senior Advisor reports to the On-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Is a Senior, Senior Auxiliary or Certified patroller.
- Is an Outdoor Emergency Care instructor.
- Is a toboggan handling instructor.
- Is an active ski trainer.

Additional recommended (but not required) qualifications:

- An Outdoor Emergency Care Instructor Trainer.
- Is a toboggan handling Instructor Trainer.

## Responsibilities:

- Promote the Senior Program.
- Register and maintain a roster of all active NMR senior candidates.
- Work directly with the ARD, Region OEC Supervisor and the Alpine Proficiency Supervisor in planning, advertising, registering all senior related events and evaluations on the region calendar.
- Be the point of contact for questions relating to all senior requirements, activities, programs for or required by the NSP, CD and NMR.
- Maintain Region records pertaining to Senior candidates' status and accomplishments.
- Establish short and long term goals for new Senior candidates.
- Participate in the Division Ski Trainer's Workshop.
- Prepare articles for the NMR Newsletter.
- Submit an end of year report and budget request in a timely manner.
- Support the Region Alpine Proficiency Supervisor.
- Communicate with the Division Senior Program Supervisor
- Is responsible for any other duties designated by the Region Board of Directors or the Assistant Region Director.

# Ski School Director

The NMR NSP-C Ski School Director is part of the NMR Skill Development Team and directly reports to the Proficiency supervisor and indirectly to the NMR Leadership.

## Qualifications:

- Registered as a primary patroller, in good standing, in an NMR patrol while maintaining any and all certifications and skill levels required by NMR, CD, NSP-C, and the NSP.
- Has passed the NSP Instructor Development Course.
- Is a member in good standing of the NSP-C School.

Additional recommended (but not required) qualifications:

- Has attained PSIA or AASI Level II, III, or above.

## Responsibilities:

- Attendance as required in all CD and NMR alpine clinics.
- Attend and participate in specified Region meetings. Author pertinent articles for region and other publications, Author and submit reports as required by NMR leadership e.g. year-end reports.
- Be a liaison between NMR leadership and NSP-C School and its leadership.
- Work directly with the Proficiency Supervisor to maintain a cadre of fully qualified instructors and evaluators to be utilized in all section and region events that require such.
- Maintain a roster and continuing education of ASE Certified evaluators.
- Works with, supports, and mentors Section alpine advisors.
- Manage a mentorship program for all patrollers who wish to become ski/ride instructors and in obtaining PSIA/AASI certification
- Work directly with the ARD and Proficiency Supervisor in planning, advertising, registering, staffing, and running all ski/ride related events on the region calendar.
- Be the point of contact for questions relating to alpine programs of, or required by, NSP, CD, and NMR.
- Support the overall mission of the NMR Skill Development Team.
- Any other duties specified by the Proficiency Supervisors or the NMR leadership.

# Snowboard Advisor

The NMR Snowboard Advisor is part of the NMR Skill Development Team and directly reports to the Proficiency supervisors and indirectly to the NMR Leadership.

## Qualifications:

- Registered as a primary patroller, in good standing, in an NMR patrol while maintaining any and all certifications and skill levels required by NMR, CD, and the NSP.
- Has passed the NSP Instructor Development Course.
- Is a member in good standing of the NSP-C School.

Additional recommended (but not required) qualifications:

- Is an AASI Level 2 or above

## Responsibilities:

- Attendance as required in all CD and NMR alpine clinics.
- Attend and participate in specified Region meetings. Author pertinent articles for region and other publications, Author and submit reports as required by NMR leadership e.g. year-end reports.
- Be a liaison between NMR leadership and the Central Division Snowboard Advisor.
- Work as the regions lead snowboard instructor.
- Work directly with the Ski/Ride School Director to maintain a cadre of fully qualified snowboard instructors and evaluators to be utilized in all section and region events that require such.
- Work with, support, and mentor Section Snowboard Advisors.
- Work directly with the ARD and Proficiency Supervisors in planning, advertising, registering, staffing, and running all related events on the region calendar.
- Be the point of contact for questions relating to Snowboard programs of, or required by, NSP, CD, and NMR.
- Act as an ambassador of snowboarding throughout the region
- Support sections and patrols to enhance understanding and participation of snowboarding candidates and patrollers.
- Support the overall mission of the NMR Skill Development Team.
- Any other duties specified by the Proficiency Supervisors or the NMR leadership.

# Special Olympics Liaison

The NMR Special Olympics Liaison reports to the Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Member Special Olympics Michigan Winter Games Medical Team Staff

## Responsibilities:

- Works with Special Olympics Medical Coordinator to provide patrol coverage for all Alpine, Nordic, Snowboard venues.
- Insures seamless transition of patient care between patrol and other Special Olympics Medical Team members.
- Manages integration of Ski Patrol and Special Olympics medical protocols.
- Provides interface between Patrol and Special Olympics Games Committee and event venue staff.

# Summer Program Advisor

The NMR Summer Program Advisor reports to the Off-Hill Assistant Region Director and Region OEC Administrator.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Is an OEC instructor in good standing.
- Demonstrates an interest in OEC administration and quality.
- Has the ability to organize programs and to work within the Region team.

Additional recommended (but not required) qualifications:

- Is an OEC instructor trainer or qualified to be one.

## Responsibilities:

- Teaching
  - Actively teaches OEC NMR Summer Program
  - Maintains cooperative relationship with Region OEC Administrator.
  - Teaches from current OEC material and requires trainees to use current material as well.
- Quality management
  - Maintain personal competency in all knowledge and skills areas.
  - Is responsible for trainee competency validation.
  - Certifies trainees' successful completion of program.
  - May be appointed to act as a mentor for a trainee.
- Administration
  - As the instructor of record
    - Establishes course and dates through Region per Region guidelines.
    - Pre-registers course with the Member Information and Services Team (MIST) at the National Office.
    - Organizes and plans course.
    - Distributes course material to the trainees in a timely manner.
    - Distributes education certificates to trainees who successfully complete the course.
    - Completes course records and mails to National office in a timely manner.
  - Maintains personal teaching and continuing education record.
- Submits an end of year report and budget, in a timely manner
- Performs other duties as may be assigned by the Assistant Region Director or the Region OEC Administrator.

# Treasurer

The NMR Treasurer reports to the Region Director and the NMR Board of Directors.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
  - Must be competent with Quicken, MS Excel and MS Word.
  - Strong financial background and/or previous treasurer experience a plus.
- Additional recommended (but not required) qualifications:
- Training and/or certification as a Certified Public Accountant or the equivalent

## Responsibilities:

- Assume primary responsibility for all NMR funds and financial matters.
- Maintain balanced Region bank accounts.
- Answer all financial questions as posed by Region Officers, Advisors, Board of Directors and Membership.
- Attend Spring and Fall NMR Board of Directors meetings.
- Attend Division Fall Meetings, if requested.
- Prepare and issue patrol year-end financial reports to PD/PRs.
- Collect completed year-end reports by deadline, share data with Section Chiefs.
- Integrate patrol reports with Region financial data, generate accumulated Region financial report for Division Treasurer before reporting deadline.
- Account for and deposit funds from Region revenue-generating activities.
- Pay bills incurred in the course of approved Region events.
- Reimburse Region personnel for budgeted/approved expenses.
- Acquire Region Director approval for fund disbursement (via Expense Voucher).
- With Region Director and advisors, construct annual NMR budget.
- Submit budget for Board of Directors approval at annual Spring Meeting.
- Interface with advisors vis-à-vis budget status, planning and expenditure.
- Report monthly performance-to-budget to Region officers.
- Report bi-annual performance-to-budget to Region Board of Directors.
- Estimate financial impact of policy and procedural issues considered by officers or Board of Directors.
- Advise and assist Region Director as required.

# Website Advisor

The NMR Website Advisors report to the Special Projects Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol
- Exceptional communication and organizational skills
- Knowledge of HTML and experience with popular content management systems
- Ability to manage multiple projects in a deadline-driven environment
- Basic paint/Photoshop skills
- Proven ability to build consensus and work effectively within Region team
- Experience managing content and production for websites

Additional recommended (but not required) qualifications:

- Bachelor's degree in English, Journalism, Technical Writing or a related field

## Responsibilities:

- Create, develop and manage content for Region's web presence (requires working with content management software)
- Coordinate web development across Region
- Maintain a consistent look and feel throughout all web properties
- Working with Region management to maintain and develop the master content calendar
- Copy, edit and proofread all web content
- Oversee freelancer work as necessary working within Region approved budget
- Keep current with emerging web technologies
- Assure web-based information is archived for future needs and reference
- Track and report on all site metrics
- Work cooperatively with key Regional team members

# Young Adult Advisor

The NMR Young Adult Advisor reports to the Off-Hill Assistant Region Director.

## Qualifications:

- A current NSP member registered with a Northern Michigan Region Patrol.
- Exceptional communication and organizational skills
- Ability to manage multiple projects in a deadline-driven environment
- Basic computer/Photoshop program skills
- Proven ability to build consensus and work effectively within the Region team

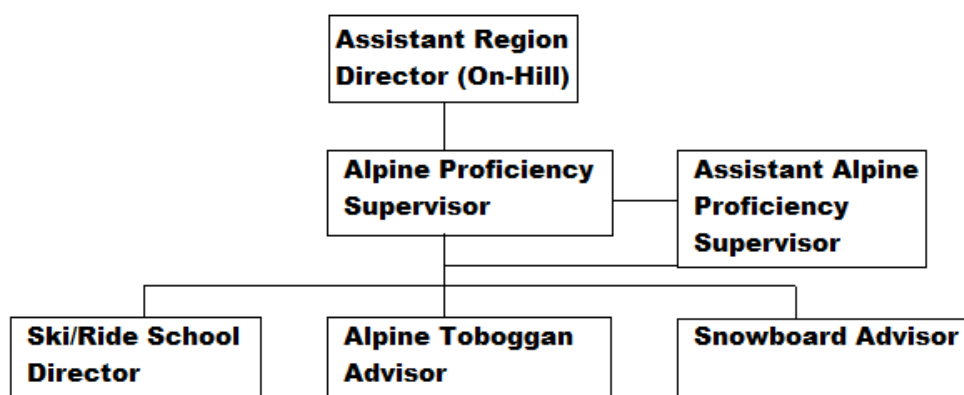
## Responsibilities:

- To promote opportunities for young adult patrollers in the NMR NSP thru accepted activities to include:
  - On-hill Training in Ski and Toboggan handling skills
  - On-hill OEC Training and in the classroom OEC Training
- These activities are to be conducted at local ski areas across the Region and supported by Region Board
- Create and maintain a link on the NMR website that includes:
  - Information on Young Adult programs across the Region
  - Information on how to become a Young Adult Patroller
  - Listing of the Recognized Young Adult programs at local ski areas across the Region
  - Promotional literature posted and available for download and use by local ski area leaders
  - Promotional videos and other marketing materials posted and available for download and use by local ski area leaders
  - Best practices suggestions on how to start and maintain a successful Young Adult program at local ski areas across the Region
  - Use of a group page on the NMR website to increase and maintain communication with Young Adult leaders and participants by uploading files and documents that are useful in supporting local ski area Young Adult programs.
  - Information on Region Seminars to include, dates, locations, events, etc. This should also include opportunities for on-line registration by participants
- Site visits to recognized Young Adult programs to help with training events, promotional events, and/or question and answer sessions with local Young Adult leaders.
- Submit articles to the NMR newsletter to improve and maintain communication with Young Adult leaders and Young Adult participants about upcoming events and what is happening both locally and on the national scene.
- Solicit for financial support thru fundraising events to support attendance at Region, Divisional, and National Training Seminars.
- Organization and advertise an annual Region Young Adult Training Seminar to include its dates, times, and locations. Joint cooperation between the Region Young Adult Advisor, Region Ski and Toboggan Advisors and Region OEC Administrator should be collaborative in nature to help support the event.
- Recognition of the participants in the Region training seminar should be completed at the conclusion of the event by contacting the Region Awards Advisor and requesting certificates of appreciation.
- Be familiar with State and Federal laws regulating Young Adults and their hours of employment and serve as a resource for local Young Adult leaders who may have questions.
- Submit an end of year report and budget request, in a timely manner.



**Appendix C**  
**Region Organizational Charts**

## NMR Alpine Proficiency Team Structure:



### **ARD (On-Hill):**

The ARD oversees, directs, and mentors the Alpine Proficiency Team (APT). The ARD works with the RD, Sections and the APT to set event schedules and is responsible for coordinating and confirming venues for Region AP events with Area Management and Patrol Directors. The ARD acts as direct support for AP programs and functions

### **Alpine Proficiency Supervisor (APS):**

The APS oversees, directs, and mentors the assistant supervisor, school director, and skill advisors. The APS collaborates with the APT, ARD, and RD to set event schedules and is responsible for each region Alpine event. The APS works directly with the local PD to coordinate each event. The APS is responsible for registering and documenting each event. The APS conducts all participant registration for each event and has all financial responsibility for the APT and its functions.

### **Assistant Alpine Proficiency Supervisor (AAPS):**

The AAPS works directly with the APS and has essentially the same responsibilities as the APS in an assistant capacity. The AAPS position is seen as the Mentee slot for the APS position.

### **Ski/Ride School Director (SSD):**

The SSD oversees, directs, and mentors the ski and ride instructors. The SSD collaborates with the APT to coordinate and staff region alpine events. The SSD is responsible to lead the ski/ride portions of all region alpine events. The SSD works as the regions lead ski instructor. The SSD is the regions liaison with PSIA and the PSIA-C School.

### **Alpine Toboggan Advisor (ATA):**

The ATA oversees, directs, and mentors the AT instructors. The ATA collaborates with the APT to coordinate and staff region alpine events. The ATA is responsible to lead the tobogganing portions of all region alpine events. The ATA works as the regions lead alpine toboggan instructor. The ATA is the regions liaison with the central Division AT Supervisor.

### **Snowboard Advisor (SA):**

The SA functions as support for the APT and as an ambassador of snowboarding throughout the region. The SA collaborates with the APT to coordinate and staff region alpine events. The SA works directly with the SSD to build and maintain snowboarding cadre. The ST works with the sections and patrols to enhance understanding and participation of snowboarding candidates and patrollers. The SA works as the regions lead snowboard instructor. The SA is the regions liaison with the Central Division Snowboard Advisor and AASI.

# Northern Michigan Region Org Chart

