

**BYLAWS OF THE WESTERN REGION  
CENTRAL DIVISION  
OF THE NATIONAL SKI PATROL SYSTEM, INC.**

**PREAMBLE**

The Western Region of the National Ski Patrol System, Inc. recognizes that it operates as a subordinate unit of the National Ski Patrol System, Inc. and that it exists and operates under, and by virtue of, the bylaws and corporate structure of the National Ski Patrol System, Inc. The bylaws set forth are for the conduct of business and affairs of the Western Region only and are to be within the confines of the bylaws of both the National Ski Patrol System, Inc. and the Central Division. If there is any doubt of the authority of the bylaws, the Central Division bylaws will prevail over the Western Region bylaws and the National Ski System, Inc., bylaws over both the aforementioned bylaws.

**ARTICLE 1 - NAME**

Section 1.1 - The name of this organization shall be Western Region, a region of the Central Division that is a division of the National Ski Patrol System, Inc., A New York corporation. Referred to herein as the "Western Region

**ARTICLE 2 - PURPOSES**

Section 2.1 - The purpose of the Western Region is to render first aid, rescue, emergency transportation and education in skiing and first aid matters, promote ski safety and other appropriate and related assistance to those who ski. These services shall be rendered to all those desiring them, without charge and without discrimination. They shall be rendered both within and without commercial ski areas and at any other place appropriate for the rendering of such services. The rendition of services necessary to fulfill these purposes shall be accomplished by the formation of sections and patrols within the Region, consisting of competent patrollers appropriately trained.

Section 2.2 - The Western Region is a volunteer organization with the exception of those members who are professional ski patrollers. The region's services shall be rendered without charge or remuneration. Professional patrollers who are members of the Western Region shall not receive any remuneration from the Western Region itself, but are permitted to accept compensation from such persons, firms, or organizations that employ them.

Section 2.3 - The Western Region is not organized for profit and shall not engage in any activities for pecuniary profit, and no officer, director, or member shall receive any pecuniary profit from the Western Region. Employees of the Western Region may, however, receive compensation for services in effecting the purposes of the Western Region or carrying out one or more of its activities, as directed by the Region Director or Board of Governors (Hereafter referred to as "the Board").

## ARTICLE 3 - MEMBERSHIP

Section 3.1 - Membership in the Western Region shall not be limited by race, color, religion, creed, sex or national origin.

Section 3.2 - The requirements for membership in the Western Region shall be the same as set forth in the latest revision of the by-laws of the National Ski Patrol System, Inc.

## ARTICLE 4 - ADMINISTRATION

Section 4.1 - The business and affairs of the Western Region shall be managed by the Board, consistent with the incumbent members holding the following described offices within the Region; Region Director, Assistant Region Director, Section Chiefs, Treasurer, one Patrol Representative.

Section 4.2 -Members of the Board shall: -

1. Attend and actively participate in scheduled meetings of the Western Region Board of Governors.
2. Review board materials prior to meetings as provided.
3. Attend Region events as applicable to position.
4. Encourage nominations annually in any category for a National Ski Patrol award.
5. Accept assignments as identified during board meetings.
6. Submit copies of the Annual Report and Budget within the established timelines as directed.
7. Perform other related duties as assigned by the Region Director or Assistant Region Director(s).
8. Actively support the Region newsletter (e.g. annual article submissions and editorial comments).

Section 4.3 - Any member of the Board may resign therefrom by written resignation served upon the Regional Director.

Section 4.4 - Upon election/appointment of Region Officers, all records of each office shall be transferred within 30 days to the newly elected/appointed corresponding officers.

## ARTICLE 5 - OFFICERS

SECTION 5.1 - The voting officers of the Western Region shall be the following: Region Director and Section Chiefs.

Section 5.2 - The Region Director shall be elected/appointed per Central Division guidelines

Section 5.3 - Ski Patrol Representatives and Section Chiefs will be elected/appointed per divisional guidelines.

Section 5.4 - Assistant Regional Directors and Advisors will be appointed by the Regional Director.

Section 5.5 - Expectations for the National Ski Patrol System Western Region Advisors: -

1. Develop programs and schedules for the fiscal year and submit them to the appropriate Assistant Region Director or Region Director (to be done annually by October 1). Any scheduled courses can only be cancelled if there are no participants enrolled 14 days before the event, or through specific approval of the Advisor's supervising Assistant Region Director or Region Director. Course related expenses for those which pertain to the cancelled class will not be reimbursed if these criteria are not met.
2. Develop strategies and take appropriate action to achieve success in your programs and activities.

3. Communicate specific information with Patrol Representatives and the Board of Governors as required for implementation of Advisor's program.
4. Initiate contacts with patrollers inviting them to participate in your program area.
5. Submit copies of the Annual Report and Budget within the established timelines as directed.
6. Give an oral presentation to the Western Region Board of Governors at the Annual Spring Meeting on the past season's program and objectives.
7. Perform other related duties as assigned by your Assistant Region Director or Region Director.
10. 8. Advisors will provide, either in person, or through proxy, a minimum of two dates, one Northern and one Southern location, at the calendar planning meeting, for courses in their discipline. Exceptions may be made at the discretion of the supervising ARD or RD. Failure to schedule courses will result in removal of program funding without further Board action
11. 9. Region send to the Region Administrative Roster and post on the Web Site a simple calendar in place of and/or in addition to the Region Newsletter, utilizing the following schedule: monthly August through February, and within 15 days of the Spring Calendar meeting.
10. Actively support the Region newsletter (e.g. annual article submissions and editorial comments).

Section 5.6 - All Assistant Region Directors, Region Advisors, Region Recording Board Secretary and Region Treasurer positions shall be terminated at the same time as the Region Director's term of office is terminated.

Section 5.7 -

For purposes of voting in the Western Region, all incumbent officers where applicable, as of February 1<sup>st</sup>, may vote according to the following formula:

A.) Patrol Representative

- 1.) One vote for each registered National Ski Patrol member on the ski area patrol roster, the voter must be a primary registered member of the area's patrol and be in good standings.
- 2.) If the ski area management exercises the option of appointing the patrol representative this appointment will override any voting policies and procedures as established by the Central Division By-laws.

B.) Section Chief

- 1.) One vote per patrol representative within that affected Central Division Western Region Section.
- 2.) Plus additional votes in proportion to the size of the patrol as stipulated by Central Division.

C.) Region Director

- 1.) One vote per patrol representative within that affected Central Division Region.
- 2.) Plus additional votes in proportion to the size of the patrol as stipulated by Central Division.

Section 5.8 - The Regional Director shall serve as chairperson of the Board, chairperson of the Region Executive committee, if any, and member ex-officio of all region advisorship committees and other Region committees.

Section 5.9 - The Region Director will represent the Western Region on the Central Division Board of Governors.

Section 5.10 - The Region Treasurer shall arrange for the deposit of all funds of the Western Region and disburse the same as authorized by the Board or as set forth herein. The treasurer shall keep full account of all receipts and disbursements and shall present a statement of all income and expense together with a statement of assets or liabilities and a statement of financial operations for the Region at the Spring Board meeting. The treasurer shall also submit similar statements to the Board at such other time as said board may direct. The latest financial statement will be available for examination by any member of the Western Region.

Section 5.11 - The Region Director shall appoint an independent committee to review the financial status of the Region at least annually with a written report of their findings to be submitted at the Spring Board meeting. This committee should consist of a minimum of three people, at least two to be Patrollers of the Western Region, all to have a financial background with preferably at least one CPA.

Section 5.12 - The Region Director and Treasurer must be bonded.

Section 5.13 - There shall be an executive committee, consisting of the Region Director, all Assistant Region Directors and the Region Treasurer. It shall be the duty and obligation of the Executive Committee to see to the day to day business with each member of the Executive Committee paying regular attention to his or her respective committees and/or advisors. The Executive Committee shall also take such steps as necessary to implement, expedite and carry out the various policies and programs as shall be established by the Board and/or the Region Director. In general, the Executive Committee shall also aid and assist, in every way possible, the Region Director in carrying out his/her duties and responsibilities.

#### ARTICLE 6 - MEETING OF THE BOARD OF GOVERNORS

Section 6.1 - Meetings of the Board shall be held a minimum of biannually - spring and fall on dates designated by the Board. Meetings of the Board shall be held at any location directed in a resolution of said Board. The Region Director or any two members of the Board may call additional meetings by notifying all board members by mail or telephone not less than one week prior to the date of the meeting, stating the purpose of the additional meeting. A Special Board meeting may be called with less than one week's notice on the consensus of a minimum of four voting members of the Board and the Region Director or his/her designate at meetings where Board members presence is required under these bylaws.

Section 6.2 - Four voting members of the Board shall constitute a quorum. If a quorum is not present the officer presiding at such meeting shall adjourn the same until such requirement can be met.

Section 6.3 - Unless otherwise set forth herein, all resolutions, appointments, appropriations, directions, orders, or other acts of the Board shall be by a majority of those voting members present and constituting a quorum at any meeting.

SECTION 6.4 - Written minutes of the proceedings of all meetings of the Board shall be kept by the Region Recording Board Secretary or such person as may be designated to take the place of the Region Recording Board Secretary. Said minutes shall be open for inspection, at a reasonable place and time, by any officer or member of the Western Region.

SECTION 6.5 - If the need should arise the board may adjourn to a closed session in which case written minutes will not be kept. Closed sessions should only be called when public knowledge of the subject to be discussed could be detrimental to any member of the National Ski Patrol System Inc. or the organization in general.

Section 6.6 - The Region Director may call a vote, for special matters concerning the board, by requesting telephone or electronic voting, providing it is followed up with a written summary of the vote.

#### ARTICLE 7 - FINANCIAL

Section 7.1 - The Western Region shall operate on a fiscal year to coincide with the National Ski Patrol System Inc.

Section 7.2 - The Board shall establish a budget for each fiscal year.

Section 7.3 - The Board may, by majority vote, at anytime, alter, amend, change or modify the annual budget. The Board may by majority vote, authorize the Region Director to increase the annual budget. The Board may, by a majority vote, authorize the Region Director to transfer funds between accounts or between advisors or authorize the over-expenditure of the amount budgeted for any particular advisorship.

Section 7.4 - The Region Treasurer shall prepare an annual report for presentation to the Board at the fall Board meeting or such earlier date as the board may establish. In addition said report may, at the discretion of the Board, require such other or additional information as said board may direct.

Section 7.5 - The Region Director and Treasurer shall, prior to each spring Board meeting, prepare a proposed budget for the forthcoming fiscal year, and present said budget for approval by the Board at their spring Board meeting or at such other time as the board may direct. Each advisor shall, when requested, submit the advisorship budget to the treasurer. The Board is empowered to approve or disapprove the proposed submission by each advisor, and, if disapproved, the Board may establish what amount, if any, shall be allocated to each advisor for the succeeding fiscal year.

Section 7.6 - It shall be the responsibility of each advisor to control the advisorship expenditure and keep within the dollar limits of the budget as approved by the Board. In no event shall any advisor or Region committee over-commit or over-expend their approved budget without prior approval of the Region Director or the Board.

Section 7.7 - There shall be at least two authorized signatures for each Western Region bank, savings and loan, or investment account, including the Region Director and Region Treasurer. Two signatures, including that of the Region Treasurer, shall be required to transact any business exceeding \$500.00 during his/her term of office.

Section 7.8 - Request for payment of moneys by any advisor, committee, officer or member of the Western Region shall be submitted to the Region Treasurer for approval, on a voucher. A voucher request will be approved or disapproved promptly. If approved, the request shall be promptly paid. If disapproved, the requesting advisor, committee, officer, or member shall be promptly notified along with reasons for said disapproval. Prior approval by the Region Director shall make approval by the Region treasurer unnecessary. All requests approved by the Region Director shall be promptly forwarded to the Region Treasurer for payment. The Region Treasurer shall approve the request made by the Region Director for payment to himself. The Region Director shall approve requests made by the Region Treasurer for payment to himself. Without prior approval of the Board, neither the Region Director or the Region Treasurer shall approve or pay any amount in excess of \$100.00 over the pre approved budget line item, unless the same is approved by a quorum of the Board. A Senior test deposit may be collected from every candidate for any Senior test event. The deposit will be returned upon completion of the event. Exceptions can be made at the discretion of the supervising ARD or RD.

Section 7.9 - Detailed reimbursement rates for travel meals and lodgings are covered in Appendix A. Changes in these reimbursement rates do not require an amendment to the By Laws and can be amended by a majority vote of the Board.

Section 7.10 - The use of the assets of the Western Region and its subdivisions is restricted to the operations and public education. A gift of an asset may not be made to an individual for personal gain. A gift of an asset to a legally eligible non-profit organization outside of the National Ski Patrol needs approval by the Board.

Section 7.11 - The assets of any Patrol officially dissolving shall be accounted for through a written report prepared by the patrol financial officer and submitted to the Board. The Board will take control of those assets.

Section 7.12 - Financial Business Plan for the Western Region:

Assets maintained in excess of one year's operating expenses are necessary to provide funding for the Western Region Endowment Fund. The Endowment Fund distributions may vary annually according to the educational requirements of the Region's patrollers and possible funding of a one time event or administrative need not covered by the regular operating budget. An annual budget statement and permanent record of Endowment Fund distributions is maintained in the Bylaw's appendix.

Section 7.13 - The Region Treasurer will hold funds in reserve equal to the previous year's Operating Expenses. Any funds retained in excess of this reserve amount shall be assigned to the Western Region Endowment Fund. Distributions from the Endowment Fund shall be authorized and recorded by the board as an Appendix to the Region Bylaws. Board authorization for a distribution is valid for a single fiscal year and must be re-authorized annually for long-term commitments.

NATIONAL SKI PATROL  
CENTRAL DIVISION/WESTERN REGION  
INVESTMENT OBJECTIVES AND RESTRICTIONS  
4/23/99

OBJECTIVES

1. Maintain a cash balance to meet the needs of Region operations.
2. Structure a portfolio of funds to be managed with the goal of providing a competitive total return on the account. .
3. Maintain a risk level similar to other non-profit organizations.
4. Minimize amounts paid on commissions and fees.

RESTRICTIONS:

1. Individual investments, excluding short-term cash, shall be limited to a maximum of 30% of portfolio value at the time of investment.
2. Maximum maturity of a fixed income investment shall be 10 years.
3. Fixed income investment credit risk shall be investment grade (BAA) or better. U. S. Government Treasury and Agency investments shall be considered investment grade.
4. Equity investments shall have an initial market capitalization of at least 150 million.
5. There shall be no investments in options, futures or derivatives.
6. Individual investments shall be either U. S. /domestic based or derive greater than 50% of income from domestic operations.
7. Investment mix should include not less than 15% cash, 50% bonds and/or 50% domestic stock funds.

ARTICLE 8 - APPEALS

Section 8.1 - Any registered member of the Western Region who may feel aggrieved by a decision, ruling, directive, statement or other action of fellow patrollers, or superior officers, shall have the right to appeal following the procedures hereinafter set forth. The right of appeal shall remain unabridged and the party or parties taking the appeal shall not be threatened, intimidated, coerced, or punished as a result of having taken said appeal.

Section 8.2 - The appeal process shall be initiated in writing and forwarded directly to the officer or body to whom the appeal is being taken. A copy will also go to the officer or body whose decision or action is the cause or basis for the appeal. Said appeal shall be initiated not later than thirty (30) days after the rendition of the decision, ruling, directive, statement or other action from which said appeal is being taken. However, for good cause shown, the officer or body to whom the appeal is first taken may extend the time for the taking of said appeal or mail out the presentation of a delayed appeal or the presentation of additional information beyond the thirty (30) days specified herein.

Section 8.3 - The member, officer, or body whose decision or action is the cause or basis of the appeal shall have an additional thirty (30) days from the date they are in receipt of the appeal to submit a position in writing to the appellate authority designated herein. A copy of said response shall be served upon the party or entity that initiated the appeal.

Section 8.4 - Once an appeal has been initiated, the decision, ruling, directive, statement or action being appealed from shall be held in abeyance and the status-quo maintained pending the outcome of said appeal.

Section 8.5 - The officer or body being appealed to shall immediately investigate the matter, and as soon as possible thereafter render an opinion on the appeal, to the end that the business and processes of the Western Region shall not be impeded by lengthy delays.

Section 8.6 - For the purpose of determining appeal rights and procedures, the following is set forth as the chain of command and authority for all appeals, from the lowest to the highest: Patroller, Patrol Representative, Section Chief, Regional Director, the Board of Governors.

Section 8.7 - All appeals must be initiated with the officer or body next in the chain of command above the officer or body responsible for the decision, ruling, directive, statement or action which is the subject of the appeal.

Section 8.8 - Any patroller, patrol, officer, or advisor whose decisions, rulings, directives, statements or other action has been upset or reversed on appeal and who thereafter refuses to abide by the appellate decision shall be subject to appropriate penalties imposed by his/her supervisors in the chain of command, including fine, suspension or expulsion from the National Ski Patrol System.

#### ARTICLE 9 - RULES FOR THE CONDUCT OF MEETINGS

Section 9.1 - Robert's Rules of Order, as currently revised shall be the official parliamentary document for the conduct of meetings of the Region Board, Region committees, including sections and patrols.

#### ARTICLE 10 - AMENDMENTS

Section 10.1 - The Board shall have the power to make, alter, amend and repeal the by-laws of the Western Region by affirmative vote of two-thirds of the entire Board (as contrasted to a two-thirds majority of those present and voting) at any regular or special meeting of said board.

Section 10.2 - By-laws changes shall be proposed in writing.

Section 10.3 - All proposed by-laws changes shall be served in writing upon the members of the Board only at a meeting of said board. Said proposal shall then be tabled and shall not be brought up for vote until the next succeeding meeting of said board, and provided further that, in any event, at least thirty (30) days shall elapse between the date of the proposal and the date of the vote thereon.

#### ARTICLE 11 - INVALIDITY CLAUSE

Section 11.1 - Should any article, section or provision of these by-laws be held invalid by any court of law, federal or state, or by any government, federal or state, or any subdivision thereof, or by any agency or commission of any governmental unit, or by the National Ski Patrol System, Inc., such holding shall not be construed as affecting the validity of any remaining articles, sections or provisions of these by-laws, it being the intent of the adopters that the valid portions of these by-laws shall remain.

ARTICLE 12 - INCONSISTENCY WITH NSPS BY-LAWS

Section 12.1 It is the intent that these by-laws shall govern the Western Region of the National Ski Patrol System, Inc. only. Should these by-laws contain any provision inconsistent, or in any way in conflict with, provisions found in the by-laws for the Central Division or the National Ski Patrol System, Inc. the latter shall supersede and control contrary provisions herein.

ARTICLE 13 - SUPERSESION

Section 13.1 - These by-laws as adopted and as hereafter amended from time to time shall supersede all prior by-laws of this organization.

ARTICLE 14 - DISSOLUTION

Section 14.1 - In the event of dissolution of the Western Region, all of its property and assets shall pass or be transferred in accordance with provisions of the by-laws of the National Ski Patrol System, Inc., Any assets not controlled or disposed of by the by-laws of the National Ski Patrol System, Inc., shall be given to an organization, in trust or otherwise, who can and will, utilize said assets to promote safety in skiing and assistance to injured or stranded skiers.

Revised by the Board this     day of  
Western Region of the National Ski Patrol System, Inc.

\_\_\_\_\_ Region Director

\_\_\_\_\_ Section Chief W-1     \_\_\_\_\_ Section Chief W-2

\_\_\_\_\_ Section Chief W-3     \_\_\_\_\_ Section Chief W-4

\_\_\_\_\_ Section Chief W-5     \_\_\_\_\_ Section Chief W-6

LIST OF APPENDICES ATTACHED TO THE WESTERN REGION BYE LAWS

Appendix letter	Description
A	Reimbursement of expenses
B	Registration numbers
C	Boundaries
D	Organization
E	Job descriptions
F	Awards committee procedures
G	Budget

## RECORD OF REVISIONS

Revision	Date	Description
1	9/29/95	Singular Gender changed to encompass dual gender in paragraphs 5.13, 6.1, 8.1, & 8.3
2	9/21/99	Add Sections 6.6, 7.12, 7.13 & 7.14. Make changes to Section 6.1 regarding additional meetings. Change Section 7.7 to change the amount from \$250.00 to \$350.00 that require two signatures.
3	4/25/00	Change Appendix A to reflect a change in the room rate from \$60.00 to \$70.00. Change to title of Patrol Directors to Patrol Representatives in paragraphs 4.1, 5.3, 5.5.4, 5.7, 8.6, and where appropriate in the Appendixes. Change the word physical to fiscal in Section 5.5.1. (page 3)  Add Section 5.5.10 & 5.5.11. (page 3) Change Section 7.14 Restrictions 7. by removing 'and not to exceed 50% cash'. (page 8) In Appendix B (page 15) remove Administration Patrol from Section W1 and add Detroit Mountain to Section W3. Change Appendix C (page 16) to redraw map of Western Region Boundaries to move western boundary of Section W3 to the North and South Dakota Border, and (page 17) to include a narrative description of Section W4. Change Appendix E (page 19) to remove advisor descriptions for eliminated advisorships: Chair Evacuation, Equipment Advisor, Government Surplus Advisor and Youth Program Advisor; and add Job descriptions for Nordic Advisor, Phase I Advisor, Public Relations Advisor, Risk Management Advisor and additional training advisors for Alpine and Snowboard Advisors. Change the title of Critical Incident Stress Management Advisor to Critical Incident Stress Management Contact. Change Appendix E Avalanche Advisor (page 21) responsibilities to read 'Provide Basic avalanche courses in the Region.' And change Description point 2 from '(historical and current)' to 'for a period of seven years'.
4	4/22/01	S.00.01 Motion to amend Section 5.5.10: Advisors will provide either in person, or through proxy, a minimum of two dates, one Northern and one Southern location, at the calendar planning meeting, for courses in their discipline. Exceptions may be made at the discretion of the supervising ARD or RD. Failure to schedule courses will result in removal of program funding without further Board action.
5	4/21/06	S.00.02 Motion to amend Bylaw Section 7.8: A Senior test deposit may be collected from every candidate for any Senior test event. The deposit will be returned upon completion of the event. Exceptions can be made at the discretion of the supervising ARD or RD. S.00.01 Motion to increase the mileage reimbursement:

Motion made to raise the mileage reimbursement from \$.14 to \$.32, and it was seconded by David Squires. Jim calculated mileage at \$.32 would raise our costs by \$4000.00. The motion carried and will be effective 4/21/06.

S.00.02 Motion to raise the room rate:

Motion to raise the room rate from \$80.00 to \$120.00. This was seconded by JT and the motion carried

- 6      4/19/2008      Motion to amend Bylaw Section 7.7:  
Motion by Peter Wollan to change the requirement of two signatures for amounts of \$350.00 to \$500.00. It was seconded by Vicki Young and the motion carried
- 15      9/25/2009      Motion to amend Bylaw section 5.2  
Motion to adopted 2<sup>nd</sup> reading of the Bylaws to change the RD elections to follow the Division Bylaws. Motion carried.

## APPENDIX A

### REIMBURSEMENT OF EXPENSES

#### TRAVEL

Auto reimbursement mileage is \$.32 per mile round trip effective 4/21/06 and the amount will be reviewed annually at the Spring Board of Governors meeting. .

#### LODGING

Hotel costs shall be reimbursed at one-half the double occupancy room rate. With the maximum room rate of \$120. Exceptions may be allowed with prior approval of the supervising Region Director.

#### MEALS

Meals are reimbursed individually to a per meal maximum established by the Board. (This is not a flat allowance). There is no reimbursement for tipping in excess of 15%.

The maximum reimbursement effective January 1, 2010 is as follows:

Breakfast	\$7.00
Lunch	\$10.00
Dinner	\$20.00

Note: Receipts for lodging and miscellaneous expenses must be included with the voucher for reimbursement.

#### EXPENSE REQUESTS

All expense vouchers for the fiscal year must be submitted by June 1 of that fiscal year to receive payment. Activity in June will be rolled into the next fiscal year.

Expense request vouchers for specific events must be submitted within 60 days after the event. Miscellaneous expense request vouchers should be submitted monthly. Expense request vouchers submitted after these deadlines will be reimbursed at 80% of allowed expenses.

#### REGION ADVISOR PROGRAMS

Program fees and other receipts should be itemized and submitted to the Western Region Treasurer in a timely manner. All checks should be drawn payable to the Western Region - NSPS

#### SPECIAL PROGRAMS

Where hosts, other than the Western Region, are established for special programs such as fall or spring region meetings and junior seminars, the host organization is responsible for a proper accounting within 60 days of the event or from the day of the last submitted bill of the event. Region funds supporting such programs may be requested via an approved expense voucher.

Expenses of guests of the Western Region, invited to meetings or special programs are reimbursed upon approval by the Region Director

#### ADVANCES

Advances may be requested against budgeted line items by submitting a written request to the Treasurer itemizing the reason for the request and the specific amount needed.

All advances must be supported by a voucher within 30 days.]

#### COMPLETING THE VOUCHER

The program name and date should be filled in on each voucher.

Expenses should be described and listed in the table. Include dates and reasons for meetings, trips, etc. Meals should be individually listed. Include enough information for the approving officer to understand each expense.

Sign and print your name, with the phone number and email address where you may be reached.

Complete the mailing label clearly. This will be used to mail the reimbursement check.

Expense vouchers and program fees/receipts should be submitted monthly to the Region Treasurer.

APPENDIX B

WESTERN REGION (209) REGISTRATION NUMBERS

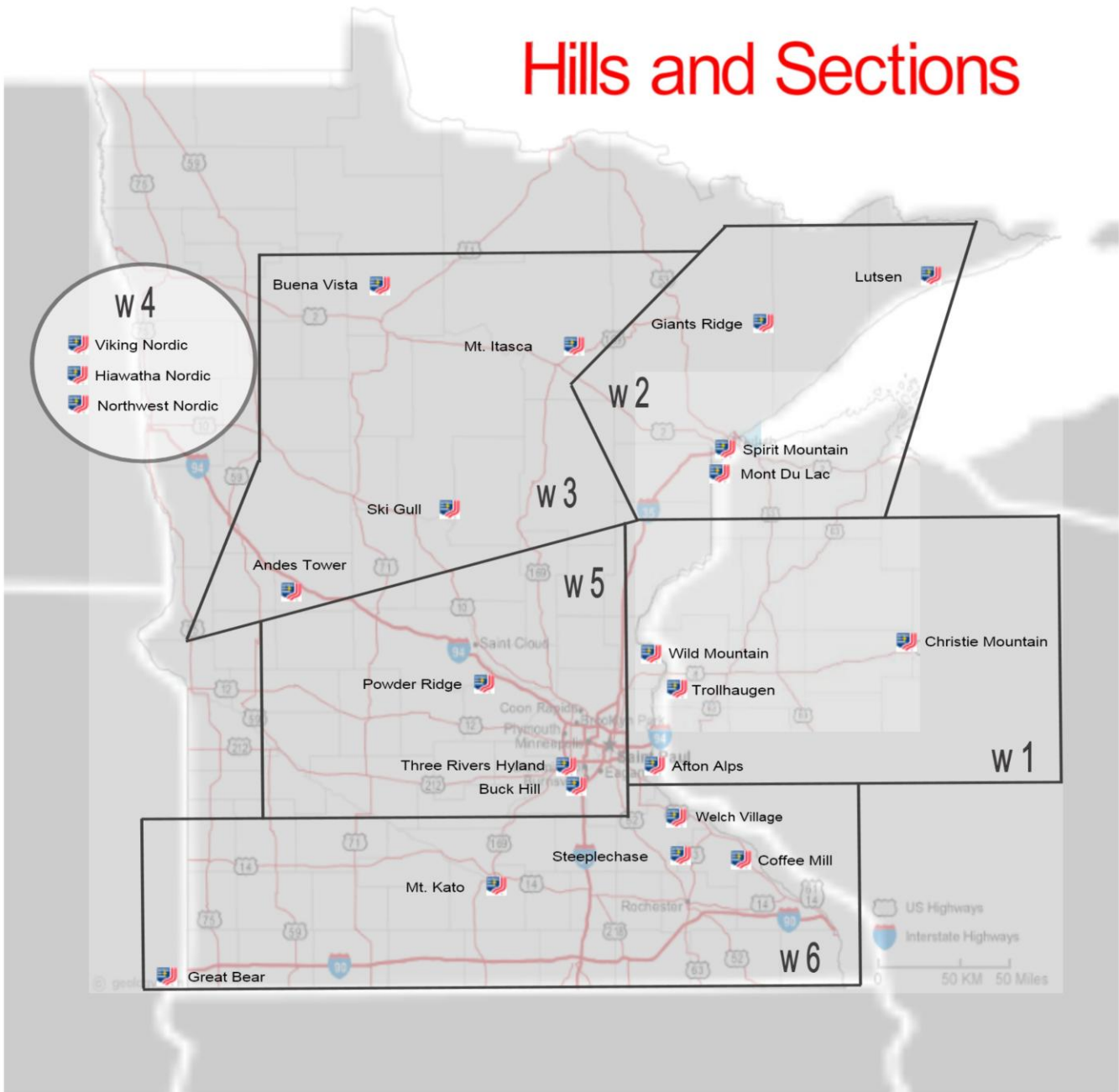
SECTION	#	PATROL NAME
W1	C002	AFTON ALPS
W1	C132	TROLLHAUGEN
W1	C152	WILD MOUNTAIN
W1	C154	CHRISTIE MOUNTAIN
W2	C046	GIANTS RIDGE
W2	C057	SPIRIT MOUNTAIN
W2	C066	LUTSEN MOUNTAINS
W2	C073	MONT DU LAC
W3	C296	ANDES TOWER HILL
W3	C098	BUENA VISTA
W3	C125	MT ITASCA
W3	C197	SKI GULL
W4	C045	VIKING NORDIC
W4	C294	HIAWATHA NORDIC
W4	C210	NORTHWEST NORDIC
W5	C019	BUCK HILL
W5	C105	POWDER RIDGE
W5	C055	THREE RIVERS
W6	C151	COFFEE MILL
W6	C285	GREAT BEAR
W6	C192	MT KATO
W6	C213	STEEPLECHASE
W6	C140	WELCH VILLAGE

APPENDIX C

WESTERN REGION BOUNDARIES



# Hills and Sections



## APPENDIX C

### WESTERN REGION BOUNDARIES

#### Section W-1

The section of W-1 is bounded on the north by Wisconsin 77 and Minnesota 48, on the east by Wisconsin 13 to Glidden , and on the west by Interstate 35 and on the south by Interstate 94 to Osseo, Wisconsin, and US 10 to Wisconsin 13:::

#### Section W-2

Section W-2 is bounded on the north by the Minnesota/Canadian border, on the east by Lake Superior to Duluth to Ashland and Wisconsin 13 to Glidden, on the west by Interstate 35, Minnesota 33, U.S. 53 to International Falls, on the south by Wisconsin 77 and Minnesota 48, .

#### Section W-3

Section W\_3 is bounded and on the north by the Minnesota/Canadian border, on the east by Minnesota 33 , US 53 and Interstate 35, on the west by the Missouri River and on the south by Interstate 94.

#### Section W-4

Section W-4 includes all Nordic Patrols within the Region.

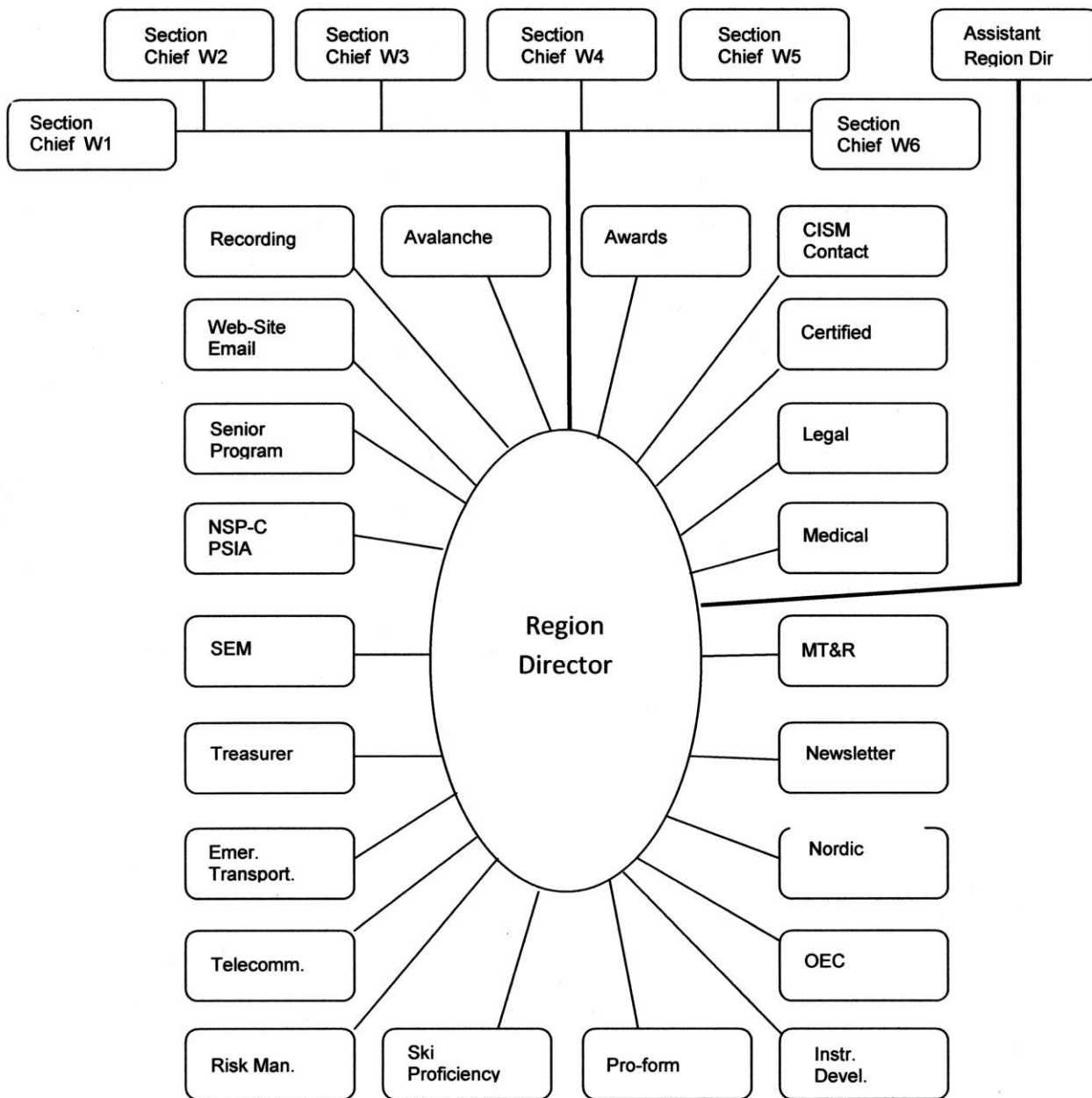
#### Section W-5

Section W-5 is bounded on the north by Interstate 94, on the east by Interstate 35, on the west by the Missouri River and on the south by US Route 14.

#### Section W-6

Section W-6 is bounded on the north by US Route 14 to Interstate 94, on the east by Wisconsin 35 and US 53, on the west by the Missouri River and on the south by, and the South Dakota/Nebraska border.

APPENDIX D  
CENTRAL DIVISION  
WESTERN REGION ORGANIZATION



APPENDIX E

## WESTERN REGION JOB DESCRIPTIONS

Recording Board Secretary Advisor  
Avalanche Advisor  
Awards Advisor  
Critical Incident Stress Management (CISM) Contact  
Certified Program Contact  
Legal Advisor  
Medical Advisor  
Mountain Travel & Rescue Advisor  
Newsletter Editor  
Nordic Supervisor  
OEC Administrator  
Instructor Development Supervisor  
Pro Form Advisor  
Ski Proficiency Advisor  
Risk Management Advisor  
Telecommunications Advisor  
Emergency Transportation Supervisor  
Treasurer  
Senior Emergency Management Coordinator  
NSP-C/PSIA Ski School Supervisor  
Senior Program Coordinator  
Web Site Manager, E-mail Coordinator  
Section Chief

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### RECORDING BOARD SECRETARY

TERM OF OFFICE: Appointed by the Region Director

HIERARCHY: reports to the Region Director.

REPORTS: Provides a written account of all Western Region Board of Governor (the Board) proceedings.

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Provide a written account of all Western Region Board of Governor proceedings.

#### DESCRIPTION:

- Provides (by direction of Region Director) Agenda for scheduled meetings of the Board.
- Attends and provides a written account of scheduled meetings of the Board.
- Attends and provides a written account of scheduled Western Region Roundtables.
- Accepts assignments as identified during roundtable and/or Board meetings.
- Perform other related duties as assigned by the Region Director or Assistant Region Director(s).

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### AVALANCHE ADVISOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director - Staff.

REPORTS: Provide an annual written report (verbal if required) to the Spring meeting of the Board of Directors (here after referred to as 'the Board'.)

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Provide Level I avalanche courses in the Region.

#### DESCRIPTION:

- Organize Level I courses as required in the Region, schedule geographically so that all that desire to attend are able to do so.
- Maintain the Region records for a period of seven years on course participants, to include date and certification number of all successful candidates.
- Run the courses so that they are financially self-supporting.
- Maintain a cadre of volunteers of adequate skill to assist in training and examining at the courses.
- Actively solicit the Patrol Representatives to obtain candidates.
- Establish and maintain communications as appropriate with the Division and National avalanche advisors.
- Act on any decisions from the Board concerning the avalanche courses.
- Maintain course materials and keep updated on the latest techniques and requirements.
- Submit appropriate articles to the Region newsletter.
- Perform any other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### AWARDS ADVISOR

**TERM OF OFFICE:** Appointed by the Region Director.

**HIERARCHY:** Reports to the Region Director.

**REPORTS:** Provide an annual written report (verbal if required) to the Spring meeting of the Board of Directors (hereafter referred to as 'the Board').

**BUDGET:** Submit an annual budget and when approved by the Board, control the expenditures within that budget.

**RESPONSIBILITIES:** Manage the Region's awards and recognition program

**DESCRIPTION:**

- Encourage patrols to submit award applications to recognize achievements and efforts of the patrol and the patrollers.
- Ensure patrols are notified in adequate time to submit award applications within the established time lines.
- Establish the Region award committee. Maintain a cross section membership from the Region to ensure all award applications are given a fair consideration for recognition. When outstanding awards are being considered every care must be taken to select the most appropriate application (or none if the minimum standard is not considered to have been met).
- Update the perpetual awards and obtain the individual awards for presentation at the award ceremony.
- Forward all Region outstanding awards to division for further consideration as Division awards.
- Forward all Regions approved National appointments to Division for final approval.
- Maintain the Region records (historical and current) on award recipients.
- Establish and maintain communications as appropriate with the Division and National award advisors.
- Operate the awards committee per the procedures detailed in appendix F
- Act on any decisions from the Board concerning awards.
- Submit appropriate articles to the Region newsletter.
- Perform other duties as required
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### CRITICAL INCIDENT STRESS MANAGEMENT CONTACT

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: reports to the Region Director - Staff.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Establish and maintain a CISM structure within the Region, available for any patrollers as the need arises.

#### DESCRIPTION:

- Establish a critical incident stress relief management structure within the Region.
- Maintain a cadre of defusers that are geographically located within the Region so as to be available on short notice to any patroller.
- Maintain coordination and integration within the state system for support and training of the Region system and cross utilization.
- Develop a screening process for candidates for their suitability before training.
- Ensure that absolute confidentiality is maintained at all times within the CISM system, and to all patrollers using CISM.
- Maintain communication with the Region Patrol Representatives so that they can establish a procedure within their patrols to activate the system.
- Submit appropriate articles to the Region newsletter.
- Perform other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

Appendix E

WESTERN REGION JOB DESCRIPTIONS

CERTIFIED PROGRAM CONTACT

TERM OF OFFICE: Appointed by the Region Director and be a Certified Patroller

HEIRARCHY: reports to the Region Director (ARD)

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as "the Board").

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Primary contact for Region Certified activity, scheduling Region Certified clinics with Region and Division, attend Region and Division testing and qualification events.

DESCRIPTION: At the Region level lead the staff of Certified Patrollers when evaluating patrollers that would like to become candidates in the Certified program.

Submit articles to the Region newsletter.

Caretaker of training equipment used by the Certified Staff purchased with Region funds.

Reports to Division Certified Supervisor of activities in the Region, i.e., qualification clinic results and recertification of existing Certified Patrollers.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### LEGAL ADVISOR

**TERM OF OFFICE:** Appointed by the Region Director.

**HIERARCHY:** Reports to the Region Director.

**REPORTS:** Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

**BUDGET:** Submit an annual budget and when approved by the Board, control the expenditures within that budget.

**RESPONSIBILITIES:** Advise the region on any legal matters associated with the National Ski Patrol System and/or the Western Region and its patrols.

**DESCRIPTION:**

- Advise on any legal matters that occur within the Region and/or any of its patrols.
- Give a legal opinion on any documents served on or created by the Region as part of carrying out its obligations to the National Ski Patrol System.
- Establish and maintain communications as appropriate with Division and National legal advisors.
- Submit appropriate articles to the Region newsletter.
- Perform other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### MEDICAL ADVISOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Provide medical advice and guidance to the Region.

#### DESCRIPTION:

- Provide the appropriate medical input to the Region as applicable (statistics, technology, etc.)
- Establish and maintain communications with the Division and National medical advisors.
- Provide assistance with any medical questions arising from the OEC procedures and contact the appropriate people as necessary.
- Assist in bridging of OEC to first responder and/or EMT in the state of Minnesota.
- Act as liaison between EMS services medical directors and the National Ski Patrol System - Western Region.
- Develop and implement medical protocols in conjunction with the OEC administrator.
- Submit appropriate articles to the Region newsletter.
- Work with the Region CISM advisor.
- Perform other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### MOUNTAIN TRAVEL & RESCUE ADVISOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Provide basic and advanced mountaineering courses in the Region.

#### DESCRIPTION:

- Organize basic and advanced courses as required in the Region, schedule geographically so that all who desire to attend are able to do so.
- Maintain the Region records (historical and current) on course participants, to include date and certification number of all successful candidates.
- Run the courses so that they are financially self-supporting.
- Maintain a cadre of volunteers of adequate skill to assist in training and examining at the courses.
- Actively solicit the Patrol Representatives to obtain candidates.
- Establish and maintain communications as appropriate with the Division and National Mountaineering advisors.
- Act on any decisions from the Board concerning the mountaineering courses.
- Maintain course materials and keep updated on the latest techniques and requirements.
- Submit appropriate articles to the Region newsletter.
- Perform any other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### NEWSLETTER EDITOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Edit and publish the Region newsletter.

#### DESCRIPTION:

- Solicit material for the newsletter.
- Collect the material, edit and arrange the newsletter in web ready form.
- Obtain photographs as needed to support articles.
- Perform other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.
- E-mail newsletter to website manager for additional assistance with editing and publishing to the Region website

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### NORDIC SUPERVISOR

Term of Office: Appointed by the Region Director.

Hierarchy: Reports to the Region Director.

Reports: Provide an annual written report (verbal if required) to the Spring meeting of the Board of Governors (“the Board”).

Budget: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

Responsibilities: Manage the Nordic program within the Region.

Description:

- Work with Patrol Representatives of both Nordic and dual Alpine-Nordic Patrols and Program Supervisors to schedule SESs, TESs, OESs, ID, Avalanche, MTR, Senior exams and pre-courses and other Nordic-related NSP Programs with the goal of providing effective support for both Basic and Senior Nordic Patrollers.
- Coordinate the Nordic portion of the Senior program with the Region Senior Advisor.
- Attend all Region Senior events related to the Nordic program.
- Submit appropriate articles to the Region newsletter.
- Perform any other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the option that the assistant may assume the supervisory position when the current supervisor vacates the post.

The Western Region Nordic Supervisor is normally also the Section W-4 Section Chief. If these positions are separated, the Section Chief and the Nordic Supervisor together will support the Nordic program, with the Section Chief handling administrative and Awards Committee duties as described in the Section Chief Job Description, and the Nordic Supervisor taking the education and training duties, and managing the Nordic portion of the Senior program.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### OEC ADVISOR/ADMINISTRATOR (ROA)

(last updated 11/2007; 4/2009)

**TERM OF OFFICE:** Appointed by Division OEC Supervisor with input from Region Director or Division Director.

**HIERARCHY:** Reports to the Division OEC Supervisor and region director or their designee.

**REPORTS:** Provides an annual written report (verbal if required) to the Spring Board of Directors (hereafter referred to as "the Board". This may include information and updates regarding Senior Emergency Management (SEM).

**BUDGET:** Submit an annual budget and when approved by the Board, control the expenditures within that budget. This budget is to include Senior Emergency Management.

**RESPONSIBILITIES:** Organize and manage the OEC program including SEM within the Region.

#### DESCRIPTION:

Facilitates program implementation by working with the Region and Patrol line officers to establish financial budgets and an effective communications network with the OEC program administration, medical advisors, and instructors.

Establishes a distribution method for a schedule of dates for area OEC courses and refreshers within the Region. \* Compile the annual region OEC refresher/class calendar for distribution to the OEC Instructor Trainer's (IT's). Meet with OEC IT's annually.\*

Works with the Division OEC Supervisor to establish an agenda for OEC Instructor Re-certification clinics. Schedule Annual Region OEC Instructor Re-cert clinics (number of clinics to be determined each year by ROA).

Works with the OEC Instructor Trainers to implement the Region's annual OEC Instructor Re-certification clinics.

Works with the Division OEC Supervisor to recruit and train OEC Instructor Trainers.

Functions as an OEC IT and/or instructor within the limitations necessary to accomplish prescribed duties.

Work with the OEC IT's, and local patrols to recruit and maintain an adequate number of OEC Instructors.

Works with the Division OEC Supervisor and OEC IT's to establish and administer a quality management program within the Region.

Follow up on OEC records as needed.

Assists in scheduling, planning and conducting the annual Senior Emergency Management pre-courses and the final evaluation.

Submit appropriate articles to the Region newsletter. To include Senior Emergency Management when necessary.

Perform other related duties as required.

Appoint an assistant (with the Division OEC Supervisor's approval and input from the region director) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### INSTRUCTOR DEVELOPMENT SUPERVISOR

**TERM OF OFFICE:** Appointed by the Region Director

**HIERARCHY:** Reports to Region Director.

**REPORTS:** Provide an annual written report (verbal if required) to the Spring meeting of the Board of Directors (hereafter referred to as "the Board").

**BUDGET:** Submit an annual budget and when approved by the Board, control the expenditures with than budget.

**RESPONSIBILITIES:** Provide training resources for all disciplines within the National Ski Patrol System (OEC, Transportation, Avalanche, Instructor Development, and Mountain Travel and Rescue.)

**DESCRIPTION:**

1. Schedule ITs for ID Courses - monitor classes by IT from another ski area (or section or region) to provide QA feedback, and report for course to Division ID Supervisor.
2. Assure ID Instructor Updates and Instructor Refreshers about teaching skills and resources by one or more of the following every three years to recertify as an ID Instructor.
  - Instructors should attend as a student a full ID Course once every three Years
  - Teach 2 different modules of ID Course and participate in full ID Course once every three years
  - Attend an Instruction Refresher covering ID topics for another discipline within the three year period
  - Complete two different modules of the ID CD every year and verify with ID Division Supervisor
3. Assist all Disciplines in implementing Mentoring process including helping orient Mentors in all disciplines to their role.
4. Assist with other disciplines instruction refreshers/updates to review ID information
5. Make sure records of courses are completed and forwarded to Division ID Supervisor
6. Assure that an adequate number of ID Courses are scheduled in the Region
7. Act as liaison with each patrol section
8. Manages or delegate with supervision, mentoring of
  - a. New ID Instructors
  - b. Current ID Instructors
  - c. New ID Instructor Trainers
  - d. Current ID Instructor Trainers
9. Write articles for Region newsletters

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### PROFORM ADVISOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Organize and manage the pro form system within the Region.

#### DESCRIPTION

- Establish which ski shops within the Region are willing to participate with the ski patrol for the sale of equipment at discount prices (professional discounts)
- Organize the pro-form distribution and authorization.
- Communicate the system to all patrollers.
- Monitor the system to ensure it is not abused.
- Generate and maintain good relations with the ski shops and acknowledge our appreciation as appropriate.
- Submit appropriate articles to the Region newsletter.
- Perform other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### SKI PROFICIENCY ADVISOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Conduct the Region senior hill test.

#### DESCRIPTION:

- Schedule senior hill tests geographically throughout the Region as required to accommodate the number of registered senior candidates.
- Maintain the Region records (historical and current) on all candidates. To include date and certification number of all successful candidates.
- Run the tests economically.
- Maintain a cadre of volunteers of adequate skill to assist in training and examining at the tests.
- Actively solicit the Patrol Representatives to obtain candidates.
- Establish and maintain communications as appropriate with the Division and National testing advisors.
- Act on any decisions from the Board concerning the senior hill test.
- Maintain course materials and keep updated on the latest techniques and requirements.
- Submit appropriate articles to the Region newsletter.
- Perform any other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### RISK MANAGEMENT ADVISOR (RMA)

Provide recommendations as requested to the RD or Region Board Members relating to insurance, casualty and property loss exposures, and risk management. In addition, communicate as necessary with the Division RMA to promote consistency in actions and communications. Lastly, disseminate information as directed by the Region Director or Region Board relating to this advisorship.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### TELECOMMUNICATIONS ADVISOR

**TERM OF OFFICE:** Appointed by the Region Director.

**HIERARCHY:** Reports to the Region Director.

**REPORTS:** Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

**BUDGET:** Submit an annual budget and when approved by the Board, control the expenditures within that budget.

**RESPONSIBILITIES:** Ensure the Region is in compliance with all applicable telecommunication regulations.

**DESCRIPTION:**

- Keep apprised of government and state telecommunications and advise the Region and its patrols as appropriate.
- Establish and maintain communications as appropriate with Division and National telecommunication advisors.
- Assist the Region ski patrols as required on all matters pertaining to their telecommunication equipment.
- Assist in any license problems or requests as needed.
- License and maintain the Region's telecommunication equipment.
- Submit appropriate articles to the Region newsletter.
- Perform other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### EMERGENCY TRANSPORTATION SUPERVISOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Provide training resources for senior and basic testing in the Region

#### DESCRIPTION:

- \* Provide Toboggan training clinics for senior candidates to assist them in preparing for the senior hill test. Clinics are to be scheduled geographically throughout the Region.
- \* Provide Toboggan Enhancement Seminar opportunities for the patrol membership at large. ETS's role is to facilitate cooperation among all stakeholders including section chiefs, patrol hill advisors, Patrol Representatives, hill examiners and all interested patrollers.
- \* Provide Toboggan instructor certification seminars, geographically throughout the region.
- \* To establish uniform standards of training throughout the Region and maintain a cadre of volunteers to assist in running the clinics.
- \* Establish and maintain communications as appropriate with the Central Division and National Ski Patrol training and testing advisors.
- \* Act on any decisions from the Board concerning the training clinics.
- \* Submit appropriate articles to the Region newsletter.
- \* Perform any other related duties as required by the Region Director.
- \* Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor's term is completed.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### TREASURER

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Maintain control of all incomes and expenditures for the Region.

#### DESCRIPTION:

- \* Administer the Region expenditures through the region checkbook.
- \* Control the Region investments and endeavor to place the investments so as to maximize their returns without undue risk.
- \* Maintain a running balance and publish copies to the executive committee monthly during the ski season.
  - \* Present a balance sheet at the spring board meeting.
- \* Present a trial budget at the spring board meeting.
- Establish and maintain communications as appropriate with the Division and National Treasurers.
  - \* Submit appropriate articles to the Region newsletter.
- \* Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.
- \* Hire a CPA to do an audit of the Financial Status after each Region Director Election, and appoint a Financial Review Committee to review to financial records in the non-election year.
- \* Conduct a follow-up on checks not cashed 90 days or more from the date of issue.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### SENIOR EMERGENCY MANAGEMENT COORDINATOR (SEM)

(last updated 11/2007; 4/2009)

**TERM OF OFFICE:** Selected/Appointed by outgoing SEM Coordinator and Region OEC Administrator

**HIERARCHY:** Reports to Region OEC Administrator (ROA)

**REPORTS:** Provide an annual report (verbal or written) to the ROA. Either the SEM Coordinator or the ROA can give the annual report at the Board of Directors spring meeting.

**BUDGET:** Falls under OEC

**RESPONSIBILITIES:** Provide training resources for the Senior Emergency Management program.

**DESCRIPTION:**

When requested, provide a suggested training schedule for candidates and/or their trainers.

Provide SEM pre-courses (2) for senior candidates to assist them in preparing for the SEM evaluation.

Pre-courses are scheduled around the region with the help of the OEC Administrator

Provide training clinics as needed for personnel who participate in SEM evaluations. Calibration clinics are generally done at the pre-courses.

To achieve the objective in all the clinics of uniform standards of training throughout the Region.

Maintain a cadre of qualified volunteers to assist at the pre-courses and final evaluation.

Establish and maintain communications as appropriate with Region and Division and National advisors.

Work very closely with ROA to schedule, plan and conduct 2 pre-courses and the final evaluation.

Maintain close communication with the Region OEC Administrator

File the appropriate course completion records with the National office, and Region OEC Admin.

Submit appropriate articles to the Region newsletter (this can be done by the ROA).

Appoint an assistant (with the Region OEC Admin approval) to assist and help perform job responsibilities with the intention that they may assume the position when then the current Coordinator is done.

Senior Emergency Management is not a separate program. It is an integral part of the OEC program. Therefore it comes under the responsibility of the OEC Administrator. The annual report that is given at the Spring BOG is done by either the SEM coordinator or the ROA. The annual budget report and control of expenditures is handled by the Region OEC Administrator.

Appendix E  
WESTERN REGION JOB DESCRIPTIONS

NSP-C/PSIA REGION SKI SCHOOL ADVISOR

Term of Office: Appointed by Region Director

Hierarchy: Reports to Region Director

Qualifications: Shall be a registered Senior or Certified Patroller. A member in good standing with NSP-C Ski School and currently a PSIA/AASI certified instructor. Provide the leadership necessary for the continuous development of the skiing and snowboarding program in the Western Region.

Reports: Provides an annual written report to the Board of Directors at the spring BOG meeting.

Budget: Submit an annual budget and when approved by the Board, control the expenditures. Keep personal records for reimbursement from Region.

Responsibilities: Promote opportunities for patrollers to improve their skiing skills through Ski Enhancement Seminars. (SES) Coordinate and run SES events in the Western Region.

Description:

- Promote the Region NSP-C Ski School and their use of the PSIA/AASI instruction standards and methodology throughout the Region Ski School programs and instructor faculty.
- Provide on-site educational and training programs for skiers & boarders; this is predominantly done through nationally registered Ski (& Ride) Enhancement Seminars, held on location at local patrols.
- Organize annual schedule of SES events with Instructor Staff and local area representative; provide leadership for each year's program.
  - Encourage PR/patrols to host a SES.
  - Schedule Instructors for seminars.
  - Register all SES's with National Office.
  - Advertise seminars on Western Region website.
  - Tailor seminars to participant/group needs. (Beginner, advanced, snowboards, or tele ski).
  - Provide videotaping and analysis of participants as requested at SES's.
  - Send in completion records to National Office for all SES's held in Region.
- Attend the annual Division Ski Trainers Workshop to be re-calibrated and receive updated information for region events.
- Support the Division Ski School Advisor as requested or assigned.
- Attend all Division and Region meetings to represent the Western Region Ski School.
- Provide PSIA development opportunities as needed throughout the region; both through the PSIA and through Region staff instruction, in order to support ongoing PSIA certification development.
- Be a PSIA liaison and general resource to the Western Region patrolling community.

- Provide senior SES ski and bump clinics.
- Assist with senior ski and toboggan pre courses and evaluations.
- Maintain Region records on all NSP-C Instructors.
- Submit articles to Region newsletter.
- Administrate Western Region Ski School program; choose and work with an Assistant Advisor to the program on all events and decisions in order to execute yearly goals and objectives. Oversee a smooth transition of the Assistant assuming the Advisor role.
- Maintain personal PSIA/AASI certification growth and educational credits.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### SENIOR PROGRAM COODINATOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Directors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Provide centralized service for registering and tracking participants in regional senior events.

#### DESCRIPTION:

- To compile applications of candidates and evaluators for Hill/Toboggan, SEM, and Nordic clinics for the Senior program.
- To keep centralized records of Senior applicants of what has been completed.
- To achieve the objective in all the clinics of uniform standards of training throughout the Region. Help the coordinators of Hill/Toboggan, SEM, Auxiliary SEM, & Nordic maintain a cadre of volunteers to assist in running the clinics.
- Establish and maintain communications as appropriate with the Division and National training and testing advisors.
- Forward names of those candidates that passed Hill/Toboggan & SEM to the right people to be posted on the Western Region Website.
- Act on any decisions from the Board concerning the Senior clinics.
- Maintain close communication with the Region testing advisor to ensure uniformity between the training and testing.
- Submit appropriate articles to the Region newsletter.
- Perform any other related duties as required.
- Appoint an assistant (with the Region Directors approval) to assist and help perform job responsibilities with the intention that they may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### WEB SITE MANAGER, E-MAIL COORDINATOR

TERM OF OFFICE: Appointed by the Region Director.

HIERARCHY: Reports to the Region Director.

REPORTS: Provide an annual written report (verbal if required) to the spring meeting of the Board of Governors (hereafter referred to as 'the Board').

BUDGET: Submit an annual budget and when approved by the Board, control the expenditures within that budget.

RESPONSIBILITIES: Maintain the Region Web site; coordinate e-mailings.

#### DESCRIPTION:

- \* Maintain the Region event calendar, various staff rosters, on-line event sign-up programming, and other sections of the Region Web site in cooperation with the Region Director and Program Supervisors in a timely way such that the Region Web site is a current, definitive information resource for the Western Region.
- \* Renew annually (or multiple-year periods) the Region Web site URL [www.nspwr.org](http://www.nspwr.org) with Network Solutions, Inc.
- \* Pay the periodic Web site hosting and storage charges with Network Solutions, Inc.
- \* Participate with the annual Fall Region Meeting Planning Committee, and prepare the on-line registration form and programming to process the registrations.
- \* In cooperation with the Region Treasurer, maintain the Region's PayPal account, and initiate timely transfers of monies to the Region's Wachovia bank account set up to receive monies collected via PayPal.
- \* Assist with mass e-mailings to the Region patrollers.
- \* Assist the Newsletter Editor with postal mailings when required.
- \* Work with WR PR's and NSP national office staff to improve accuracy of WR patroller information on file in the national membership database.
- \* Perform other related duties as required.
- \* Appoint an assistant (with the Region Director's approval) to assist and help perform job responsibilities with the intention that the assistant may assume the position when current advisor is done.

## Appendix E

### WESTERN REGION JOB DESCRIPTIONS

#### SECTION CHIEF

**TERM OF OFFICE:** Three years voted in by the Patrol Representatives.

**HIERARCHY:** Reports to the Region Director.

**REPORTS:** Provide an annual written report (verbal if required) to the Spring meeting of the Board of Governors (hereafter referred to as the "BOG").

**BUDGET:** Submit an annual budget and when approved by the Board, control the expenditures within that budget.

**RESPONSIBILITIES:** Provide administrative assistance to the Section Patrol Representative and Region Director.

**DESCRIPTION:**

- Attend Board of Governor Meetings (BOG) as a voting member
- Attend the PR Retreat as a Section Representative
- Ensure Patrol registration materials are forwarded to the patrols within their Section.
- Assists the Patrol Representatives (PRs) with operational questions they may have
- Work with Patrol Representatives and Program Supervisors to schedule SESs, TESs, OESs ID, Avalanche, MTR, Senior exams and pre-courses and other NSP Programs in their Section. With the goal of having at least one event at each Area in their Section each season.
- Visit each Area in their Section at least once each calendar year.
- Attend the Awards meeting (3 each year)
- Attend the Annual Awards Banquet
- Work with each PRs in their Section and assist the PRs in writing Awards
  - With the goal of obtaining at least one written Region Level Award from each Patrol in their Section each season.
- Attend Region Senior events that are scheduled in their Section.
- Educate the PRs and patrollers in their section on all NSP Programs.
- Submit appropriate articles to the Region newsletter.
- Perform any other related duties as required.

## Appendix F

### WESTERN REGION AWARDS COMMITTEE PROCEDURES

- I. Administration
  - A. Committee shall consist of the following members:
    1. Voting members
      - a. Region director.
      - b. Section chiefs.
      - c. Awards advisor (will cast a vote only when the total number of ballots cast is tied).
      - d. One section representative from each section (to be appointed by the Section Chief and approved by Region Director– HAVING A NATIONAL APPOINTMENT OR A LEADERSHIP COMMENDATION APPOINTMENT).
      - e. Immediate past Region director.
      - f. Assistant Region directors.
  - B. Term of membership
    1. Committee membership shall be three years and staggered so all terms of members do not expire simultaneously.
    2. Section Representatives shall be appointed, or reappointed in accordance with Section Chief elections.
    3. It is strongly recommended that Section Representatives be appointed from a Patrol other than the Patrol the Section Chief would normally roster with.
    4. Section Representatives must attend 2 of 3 awards meetings annually. A new member will be appointed if the attendance requirements are not met. Other Awards Committee members are also expected to meet the same attendance requirements.
  - C. Awards committee is to meet three times a year.
    1. September at the Region Meeting or an agreed upon date in October.
      - a. Review old business.
      - b. Organization meeting to begin year.
      - c. Receive and review any awards as time permits.
      - d.
    2. February/March, date to be determined by the committee within sufficient time to allow for Division deadlines.
      - a. Review old business.
      - b. Receive and select Region Outstanding Awards (All awards must be into the Committee by meeting time).
      - c. Receive and review all other awards as time permits.
    3. April/May, date to be determined by the committee within sufficient time to allow for Division deadlines, not to adjourn until all business before the committee is completed.
      - a. Review old business.
      - b. Receive and review any submitted awards.

#### D. Committee Procedures

1. All available Committee members must review each Candidate application. (For Committee members being considered for an award, this can be done by phone, letter, or meeting)
2. All votes will be by secret ballot
3. All awards voted on and rejected will not be considered again that season
4. The National Awards Manual and the National Policies and Procedure Manual will be used as a guideline.
5. The Awards Committee will only consider fully completed award applications with the appropriate number of copies. (All spaces must be filled in; Sponsor and/or Patrol Representative's signature on form and copies must accompany the original application sent to the Committee for review, exceptions are with the PR/PD is the nominee).
6. Voting:
  - a. A quorum is defined here as one half of Awards Committee membership plus one.
  - b. Two thirds of a quorum, but not less than 9 votes must be cast for each award.
  - c. Approval is by simple majority.
  - d. Voting on an outstanding award where there are multiple nominations will be by single name selection.
  - e. Outstanding awards must receive a majority of the votes cast, if a majority is not reached, the candidate receiving the least votes shall be dropped and another ballot shall be cast. Voting will be done until there is a majority for one candidate.
7. National Appointments
  - a. If a committee member does not hold a National Appointment or LCA, that member cannot be present for discussion or voting.
  - b. If a National Appointment Candidate is held for review that application form with an explanation for withholding must be placed on file and reviewed within one calendar year of the initial review.
8. If an award application is held for review, that application, with an explanation for withholding must be placed on a form (Appendix A), sent to the submitter, and reviewed within one calendar year of the initial review.
9. The deadline for an awards nomination is one week prior to the awards Committee meeting. The Awards nomination is to be received by the Awards Supervisor one week prior to the Awards Committee meeting. Subsequent copies can be delivered before the start of the meeting.
10. If a committee member is to be considered for an award, they will not be present during the consideration.
11. All sponsors and Patrol Directors/Patrol Representatives, as appropriate, will be notified in writing upon final approval of an award.

#### II. AWARDS TO BE CONSIDERED BY THE COMMITTEE

##### A. Outstanding

1. Outstanding Alpine Patroller.
2. Outstanding Nordic Patroller.
3. Outstanding Auxiliary Patroller.
4. Outstanding Paid Patroller.
5. Outstanding Young Patroller (age 15 – 19).
6. Outstanding Administrative Patroller.
7. Outstanding Instructor –OEC.

8. Outstanding Instructor.
9. Outstanding Alpine Patrol Representative.
10. Outstanding Nordic Patrol Representative.
11. Outstanding Large Alpine Patrol.
12. Outstanding Small Alpine Patrol.
13. Outstanding Large Nordic Patrol.
14. Outstanding Small Nordic Patrol.

Outstanding Awards must receive a majority of the votes cast.  
If a majority is not reached, the candidate (s) receiving the  
fewest votes shall be dropped and another ballot shall be cast.

#### B. National Awards

1. Distinguished Service Award.
2. National Appointments.
3. Merit Stars
  - a. Purple Merit Star.
  - b. Green Merit Star.
  - c. Yellow Merit Star.
  - d. Blue Merit Star.
4. Leadership Commendation Awards.
5. Patrollers Cross.

#### C. Division Awards

1. Critical Care Certificate.
2. Lifetime Achievement.

#### D. Region Awards

1. Super Angel Award.
2. Certificate of Appreciation.
3. Tenth Mountain Division Award.
4. Western Region Outstanding Service Award.

### III. PRESENTATION OF AWARDS

All approved Awards must be presented at the Region Awards Banquet as first priority. If the Award cannot be presented at the Region Awards Banquet, then the Award shall be presented at a Region sanctioned event within one (1) year of the award approval by the National Office at his discretion of the Region Director.