
SOUTHERN DIVISION NATIONAL SKI PATROL

POLICY AND PROCEDURE MANUAL

5th Edition August 2025

MISSION STATEMENT

To ensure the safety and well-being of individuals engaged in skiing, snowboarding or biking activities, through education, rescue services, and community support.

Vision

To be the preeminent provider of outdoor safety and rescue education, empowering individuals with the knowledge and skills to ensure their safety and the safety of others in all outdoor environments.

Core Values

Excellence in Leadership; Service; Community Support; Camaraderie; Integrity; and Responsiveness.

Credits

Southern Division Strategic Planning and Governance Committees

Southern Division Executive Committee

Southern Division Board of Directors

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Manual History: 1st Edition - July 1997, 2nd Edition – May 2000, 3rd Edition – August 2003,

4th Edition - August 2006, 4th Edition revised – August 2007, 5th Edition – August 2025

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AMENDMENTS

The SDNSP Policies and Procedures as amended represent the approved Board of Directors policies. All other publications are educational documents and may or may not reflect current SDNSP policies.

The following changes/amendments have occurred since the 5th Edition:

Amendment 1 Approved By the Board of Directors on 24 August 2025.

Page 12 **Meeting Attendance**

- Reads in part “Division Program Supervisors **are expected to** attend the Annual Fall meetings of the Southern Division Board of Directors,...” changed to read “Division Program Supervisors **may** attend the Annual Fall meetings of the Southern Division Board of Directors, ...”

Page 17 the following reimbursement policy has been added:

LEAD PRESENTER REIMBURSEMENT POLICY

- The Board may approve reimbursement of an expense allowance for Lead Conference Presenters who are active Patrollers in the amount to be determined during each year's budget process, with such amount subject to change annually based on the Division's financial position and priorities.



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INTRODUCTION

On October 2-3, 1971, all the line officers, staff advisors and patrol leaders of the Deep South Region of the Eastern Division met in an organizational meeting in Linville, North Carolina, to establish by-laws and an Executive Committee for the newly formed Southern Division of the National Ski Patrol system.

The first Executive Committee was made up of the Division Director and both Region Directors. At that time, there were only two regions: the Atlantic Region, consisting of the Carolina Highlands Section and the Virginia Section, and the Dixie Region, consisting of the Western Carolina Section, the Tennessee-Kentucky Section, and the Georgia-Alabama Section. The initial Division Board was also established, consisting of the Executive Committee and the five section chiefs.

Patrols Disbanded since Southern Division inception:

- Mount Rogers Nordic Patrol officially disbanded on December 31, 2003.
- Sky Valley Resort and Patrol officially disbanded prior to the 2005-6 ski seasons.
- Hawksnest Ski Patrol officially disbanded prior to the 2010-11 ski seasons.

STRATEGIC PLAN

To ensure the safety and well-being of individuals engaged in skiing, snowboarding or biking activities, through education, rescue services, and community support.

The Strategic Plan can help guide everything that SDNSP leadership and staff do to ensure the continued relevancy of the organization. Each specific objective will require a different focus to ensure that the organization is staying on point.

The Strategic Plan also helps guide the organization in maintaining a focus our vision and core values. The areas of focus can be thought of as SDNSP's core strategic activities, and are not intended for short-term goals, but rather for those goals that will keep the organization viable and healthy for future generations of patrols and patrollers.

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NSP STRUCTURE

National Structure

The National Ski Patrol is divided into 10 Geographic Divisions. A geographic division consists of all NSP registration units registered within its boundaries, except the units registered in the professional division. A geographic division is administered by a Division Director. Divisions establish the qualifications, responsibilities, and selection process for the regions.

Southern Division Structure

Member Areas of the Southern Division come from the states of Virginia, West Virginia, North Carolina, Alabama and Tennessee. The Division currently has two Areas (Northern & Southern) and four Regions.

NORTHERN AREA

Virginia Region

Bryce
DIRT Medical
Homestead
Massanutten
Shenandoah Nordic
Wintergreen

West Virginia Region

Blackwater Nordic
Snowshoe/Silver Creek
Timberline
Winterplace

SOUTHERN AREA

Blue Ridge Region

Appalachian
Beech
Sugar

High South Region

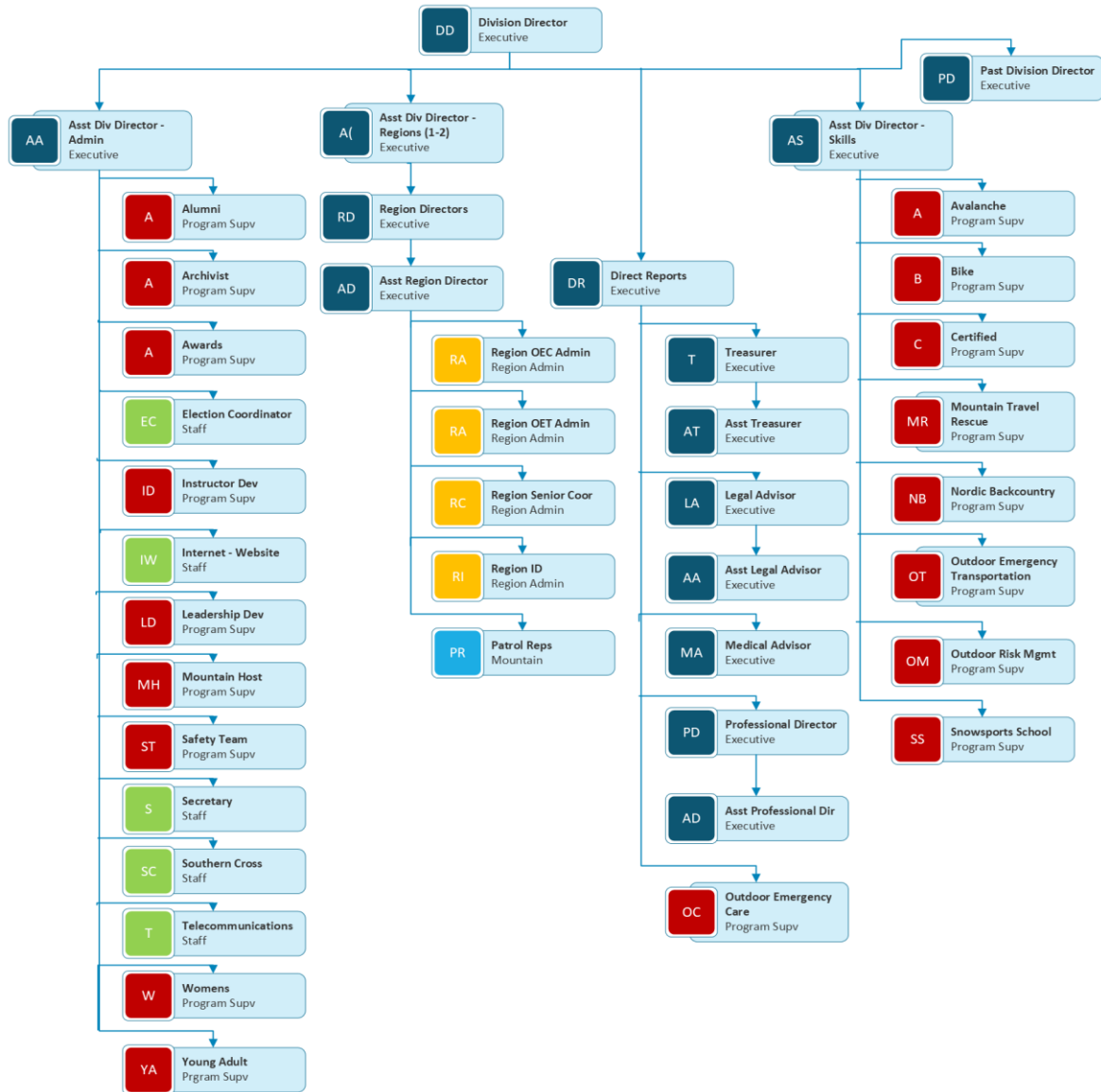
Cataloochee
Cloudmont
Hatley Pointe
Ober Mountain
Sapphire Valley
Smoky Mountain Nordic

Each Region will consist of a minimum of three (3) patrols and will have a Region Director appointed by the Division Director to supervise administration matters and the planning and delivery of all education programs and activities within that Region.

If the Region Director requires it, the Region Director may request in writing an Assistant Region Director and make the appointment upon approval of the position and appointee by the Division Director.

Region Director will appoint Region Supervisors for education programs to support delivery and activities within that Region.

SOUTHERN DIVISION ORGANIZATIONAL CHART



SOUTHERN DIVISION ORGANIZATION

BOARD OF DIRECTORS

The Southern Division Board of Directors (BOD) will be composed of the Executive Committee and **members of the NSP Patrol Representatives, as defined by the Bylaws.**

The Board of Directors shall:

- Manage the Division in a financially responsible fashion in good faith and with the degree of diligence, care and skill which ordinarily prudent people would exercise under similar circumstances in like positions.
- Adopt a budget annually.
- Ensure that members have reasonable access to high-quality programs.
- Periodically measure the effectiveness of the Division programs in meeting that delivery plan.
- Ensure the needs of members are being met.
- Periodically examine the need for new or updated programs to meet the changing requirements of the members.
- Operate within the constraints of Division Bylaws.
- Ratify standing committee members proposed by the Division Director or Executive Committee.

EXECUTIVE COMMITTEE

The Executive Committee is composed of the Division Director, Assistant Division Directors, Professional Director, Past Division Director, Secretary, Treasurer, Region Directors, and all Assistants to leadership stated above, as defined by the Bylaws. The OEC Supervisor is a part of the Executive Committee if requested by the Director. The Division Director appoints all members.

DIVISION COMMITTEES

The Southern Division shall have several committees that may meet throughout the year to address issues in a timely manner. Each committee will have a chair appointed by the current Division Director. Committees will provide annual reports to the Executive Committee and the Full Board.

Division Strategic Planning Committee

Division Governance Committee (to be developed)

Division Finance Committee

Division Legal Committee

Division Medical Committee (to be developed)

Descriptions of each committee is found in Appendix A - Southern Division Committees



DIVISION STAFF

Administrative Structure

Patrol Representatives elected or appointed by patrol registration units are Division Officers; however, the term is determined by their local bylaws or company policy. The Division Director may not remove Patrol Representatives as a Division Officer or Patrol Representative.

A Division Officer is a member of the Division Director’s staff, responsible to him or her through the designated Assistant Division Director. The Division Director, in accordance with the Division Bylaws, appoints Division Officers (e.g., Region Directors, Secretary, Treasurer, Assistant Division Directors, OEC Supervisor and Professional Directors). The Division Director, according to Division Bylaws, may remove Division Officers or staff from office. Terms of office are in accordance with Division Bylaws.

<p>Division/Line Officers</p> <ul style="list-style-type: none"> Division Director Past Division Director Assistant Division Directors Professional Director Secretary Treasurer Region Directors Assistant Region Directors Patrol Representatives Patrol Directors 	<p>Staff Advisors</p> <ul style="list-style-type: none"> Legal Advisor Medical Advisor Outdoor Emergency Care Supervisor
<p>Administrative Programs</p> <ul style="list-style-type: none"> Alumni Program Archivist – Historian Awards Election Coordinator Host Program Instructor Development Program Leadership Development Safety Team Southern Cross Editor Technology & Website Telecommunications Women’s Program Young Adult Program 	<p>Skills Programs</p> <ul style="list-style-type: none"> Avalanche Bike Patrol Certified Mountain Travel & Rescue Nordic/Backcountry Outdoor Emergency Transportation Outdoor Risk Management Snow Sports School Admin Snow Sports Technical Region Senior Coordinator

Descriptions of each Division Officers Programs are found in Appendix B - Specific Responsibilities And Duties of Division/Region Roles

GENERAL ROLES AND RESPONSIBILITIES

Division Officers / Advisors

- Each Division Officer/Advisor must be familiar with the national policies and procedures as defined in the current *NSP Policies and Procedures Manual*, Division Bylaws, Division Policies and Procedures Manual, as applicable.
- Division Officers/Advisor are expected to support and foster the NSP mission statement, to promote NSP educational programs within the Division and to maintain the integrity of NSP training standards.
- Officers promote the financial support of the Division and National organizational programs and cooperate with each other in maintaining the rules, regulations, and training standards of the NSP.
- Officers facilitate communication to and from membership and within the chain of command.

Meeting Attendance

- Division Officers are expected to attend the annual Fall meeting of the Division Board of Directors.
- Division Officers on the Executive Committee (Region Directors, Assistant Division Directors, Past Division Director, Professional Director, Secretary, Treasurer, Legal Advisor and OEC Supervisor if applicable) are additionally expected to attend the Executive Committee meeting for the Division on the dates announced by the Division Director.

Records and Equipment Responsibilities

- Each Division Officer is expected to keep records of his or her tenure and pass these on to their successor within one week of the successor's appointment.
- If the Officer purchases or is assigned equipment from Division funds, the Program Supervisor is expected to keep an inventory of these items and passes them on to their successor.
- For continuity, the Officer is expected to assist their successor in effecting a smooth transition.
- The Officer should make recommendations to the Division Director for successors and assist in leadership development by identifying capable individuals.

Budgets and Expense Requests

- Each Division Officer/Advisor shall submit a proposed line-item budget for the operation of their Program to the Division Registration Coordinator/Treasurer by April 15.
- Records and documentation of receipts and expenditures shall be maintained in a manner sufficient to support all deposits and requests for reimbursement, as well as applications for payments including advances of authorized expenditures.
- Requests for reimbursements and/or advances shall be made in writing through the Treasurer, based upon established budget guidelines. If the amount exceeds the budget, approval to exceed must be made through the respective ADD.

DIVISION PROGRAMS

The various Programs offered in the Southern Division reflect those programs at the National level and may include others as the need arises and with approval by the Executive Committee.

The National OEC Program Director appoints the OEC Division Supervisor, after consultation and agreement with the Division Director.

All other Program Supervisors are appointed by the Division Director (who consults with the National Program Director for the respective program), approved by the Division BOD, and are coordinated by the respective Assistant Division Director.

Program Supervisors are responsible for the equipment provided by the Division for use in fulfilling their duties. Equipment purchased by the Division for training may not be used for operations by any Patrol. Written receipt of said equipment will be obtained from each Program Supervisor upon their appointment, and each Program Supervisor is responsible for relinquishing this equipment upon completion of his or her term or should his or her position be terminated for any reason.

Program Supervisors are responsible for maintaining records of all activities in their Program. These records are to be turned over to the successor within one week of termination of assignment.

PROGRAM SUPERVISORS

- A Division Program Supervisor is a member of the Division Director's staff and is responsible to him or her through the respective Assistant Division Director.
- The position carries no policy-making powers.
- Each program is managed following the policies and procedures set by the National Ski Patrol.
- The purpose of the position is to advise the Division Director, Board of Directors and the membership on matters relating to Programs, course content, conduct and to maintain and promote related programs within the Southern Division.
- If the Program Supervisor has any question as to whether an issue is related to policy or simply procedure, the Program Supervisor should contact the respective Division ADD or National Program Advisor.
- The Program Supervisor will be expected to prepare a written report of all the Program's activities, goals, objectives and prospects for inclusion in the annual Division Report to NSP. The respective ADD for each discipline, in advance of the meeting, shall receive the Program Supervisor's report, generally by April 1st each year.

Meeting Attendance

- Division Program Supervisors may attend the Annual Fall meetings of the Southern Division Board of Directors, as well as any other meetings requested by the Division Director or ADD, to provide any necessary input.
- Each Division Program Supervisor is chairperson of a Division Advisory Committee consisting of Advisors or members from each region, as deemed necessary by the Division Program Supervisor, Division Director or respective ADD.
- The Program Supervisor shall be responsible to meet with respective committees to discuss goals and objectives of the program and to develop new programs for the organization. An advisory

committee has no policy making power but can suggest policy through motions to the Division Board of Directors.

Records and Equipment Responsibilities

- Each Division Program Supervisor is expected to keep records of their tenure and to pass these on to their successor within one week of successor's appointment.
- If the Program Supervisor purchases or is assigned equipment from Division funds, the Program Supervisor is expected to keep an inventory of these items and passes them on to their successor.
- For continuity of the system, the Program Supervisor is expected to assist their successor in effecting a smooth transition.
- The Program Supervisor should make recommendations to the Division Director for successors and assist in leadership development by identifying capable individuals.

Budgets and Expense Requests

- Each Division Program Supervisor shall submit a proposed line-item budget for the operation of their Program to the Division Treasurer by April 15.
- Records and documentation of receipts and expenditures shall be maintained in a manner sufficient to support all deposits and requests for reimbursement, as well as applications for payments including advances of authorized expenditures.
- Requests for reimbursements and/or advances shall be made in writing through the Treasurer, based upon established budget guidelines. If the amount exceeds the budget, approval to exceed must be made through the respective ADD.

National Responsibilities

- Each Division Program Supervisor shall serve as members of the National Program Committee, if applicable, for their Divisional Program and shall promptly report any conclusions and recommendations of said committee to the Division Director, respective ADD and program members within the Division.

SKILLS DEVELOPMENT PROGRAMS

The Skills Development Program encompasses the Senior Program and the Certified Program, programs that affect the registration categories of NSP members.

Program Participation

- All Division Program offerings are open to Southern Division members in good standing as long as any program specific prerequisite has been met.

Senior Program

- The Senior program is a prerequisite for the Certified Patroller program.
- The Senior Program is a Skills Development Program administered at the Region level.
- Each Region Director will appoint a Region Senior Coordinator to oversee delivery of program specific events.
- Regional program structure will follow the National Ski Patrol program structure outlined in the NSP Policies & Procedures.
- Upon completion of the program requirements, a member's patrol representative will request to have the patroller's primary classification changed to reflect the new status.

Certified Program

- The Certified Program is a Skills Development Program administered at the Division level by current Certified patrollers.
- Current Certified Program application and program information is available on the Division website.

OPERATIONAL PROCEDURES

ADMINISTRATIVE PATROL

The division administrative patrol (the NSP patrol representative is the division director) consist of members whose responsibilities of office prevent them from fulfilling the member requirements at a specific area or unit.

- To register on the Administrative Patrol, a member must ski with a local patrol(s) for a minimum of 10 days per season.
- In addition to the 10 days listed above, members must perform National, Division or Region administrative work that requires a minimum of 8 additional days per season.
 - Included in these 8 days are:
 - Executive Committee Meetings
 - Annual Officers Meetings
 - Mid-Winter Executive Committee Meeting, if called by DD
 - Attendance at Fall OEC refreshers, if in an official capacity
 - An examiner at any discipline event
- Must attend an annual OEC Refresher and CPR re-certification, per NSP P&P.
- Past Division Directors, if requested in writing, with an explanation of extenuating circumstances, may be allowed to register with the Administrative Patrol.
- The current Division Director – as the NSP Patrol Representative of the Southern Division Administrative Ski Patrol – has the discretion to modify, approve or deny any request.
- All members are highly encouraged to be registered members with a local patrol, in lieu of the Administrative Patrol. Local patrols are the heart and soul of the organization for which we are here to support.

NORDIC PATROL AGREEMENTS ON PUBLIC LANDS

The following are the requirements for registration of Nordic Patrols operating on Public Lands.

- A Nordic patrol must have a written agreement whenever they operate on public lands.
- Agreement must be signed by the named Nordic patrol and the named controlling administration of the public lands or park service.
 - Agreement shall document the desires of the public land administration to have the patrol on premise.
 - Agreement must state that the operational liability is assumed by the public land or park service on premises where Nordic patrol provides services
 - Agreement shall document the services to be performed.
 - Agreement shall describe the scope of responsibilities to be performed
 - Agreement shall describe the methods used to perform these responsibilities.
- Agreement must be on file with the Division Registrar.
 - Copy of the agreement should be a part of the patrols operating procedures and on file with the Patrol Representative.
 - Incoming Patrol Representatives should review this agreement annually with the public lands administration.
- If an active agreement is not on file with the Division Registrar when annual registration procedures are processed, the Registrar will not be authorized to register the patrol.
- The current Division Director has the discretion to modify, approve, or deny any request.

DIVISION TRAVEL REIMBURSEMENT

SOUTHERN DIVISION REIMBURSEMENT FOR TRAVEL

An effective nonprofit organization travel reimbursement policy should clearly state the mileage reimbursement rules. For ease of reimbursement calculation and tax exemption of mileage reimbursement, you may ask individuals to submit the following documents and applicable receipts:

- Purpose of visit
- Destination
- Date(s) of travel
- No. of miles driven
- Fuel receipts (Optional)

You should also encourage employees and volunteers to keep a copy of these receipts and documents. It will help them prove that the reimbursement doesn't fall under taxable income. In case you are not reimbursing volunteer travel expenses, it will be considered a charitable contribution for the individuals.

When travel is required to conduct Southern Division's mission requirements (business) the following reimbursements shall be allowed:

Mileage Reimbursement:

- 32 cents per mile for business purposes
- Actual Toll charges with receipts
- Submit requests for reimbursement within 60 Days of the event
- Submit Southern Division Reimbursement Form SDRF-26
- If you are reimbursed for mileage no claim for excess expenses as an itemized deduction

Lodging Reimbursement:

- \$90.00 per night for business purposes
- Submit receipts
- Submit requests for reimbursement within 30 Days of the event
- Submit Southern Division Reimbursement Form SDRF-26

All travel reimbursement requests need to be submitted with Form SDRF-26 and receipts.

Note: Southern Division Reimbursement Form -26 is available on the Southern Division's Website

PROGRAM SUPERVISOR EDUCATION POLICY

The Southern Division of the NSP recognizes that its management team is one of its most valuable resources and that they operate in a rapidly changing environment. To maintain high standards of performance, the Southern Division is committed to helping each of its Supervisors through continuing education and collaboration with like-minded organizations. The Southern Division does have limited resources so will utilize its Division Director (DD) and its Assistant Division Directors (ADD) to prioritize and rotate within their Direct Reports assistance with the expenses associated with these opportunities.

Procedure:

Annually during the Budget Process, the DD and each ADD will budget a line item in their department's budget for Supervisor Education. Typically, this will be a planned, consistent amount per Supervisor times the number of supervisors. I.e. \$1,500 x 3 Supervisors = \$4,500 budget.

1. The Maximum Amount per one recipient will be set and approved by the EC and Board.
2. The DD will also include the ADDs as Direct Reports as well as those listed in the Division's Organization Chart.
3. During the Budget Process or throughout the year the DD or ADDs will identify those Supervisors who would best benefit the organization to enhance their skills or knowledge through attendance of an external event.
 - a. Supervisors may also request to attend an external event by soliciting their Superior.
4. Once a Supervisor is identified, the DD or ADD will notify the Treasurer of the details.
 - a. The Treasurer will transfer the requested amount to the Supervisor's department.
 - b. The Maximum Amount cannot be exceeded or supplemented by the Supervisor's budget, i.e. the Supervisor may have to personally fund part of the cost of attendance.
- a. A Supervisor cannot receive these funds more than once every three years
5. As expenses are incurred, the Supervisor will forward them to their ADD or DD who will approve them and request that the Supervisor be reimbursed.
6. It will be an expectation that those attending an external event will return and share the information, knowledge or skills learned with their team throughout the Division.
7. The DD and ADDs will maintain a historical schedule of the Supervisors and events attended.
8. Powder Fall. The DD or ADD's, at their discretion, may approve of a Supervisors attendance at Powder Fall or they may attend themselves. The expectations of rotating participation, learning and sharing their experiences will be the same as listed above. The reimbursement will be for actual expenses of travel, lodging and registration and will be limited to the same Maximum Amount listed above as approved by the EC. This would not cause the DD or ADD's Education budget line to be exceeded.

LEAD PRESENTER REIMBURSEMENT POLICY

- The Board may approve reimbursement of an expense allowance for Lead Conference Presenters who are active Patrollers in the amount to be determined during each year's budget process, with such amount subject to change annually based on the Division's financial position and priorities.

DIVISION ELECTION PROCEDURE

- The deadline for submitting a nomination shall be no later than December 1 prior to the election year. A nomination must be accompanied by a signed acceptance of the nominee. Nominations must be accompanied by a one-page resume of the candidate's qualifications for office and may be accompanied by the candidate's platform. The election coordinator will forward the platform and resume to the Division newsletter editor for inclusion in the January/Mid-winter issue of the Southern Cross. The candidate's resumes will also be forwarded to the division web site for posting.
- Candidates cannot use their current position or its resources to aid in campaigning for another office.
- Candidates should verify with the Southern Cross Editor and Division Internet Supervisor whether their respective articles have been received for publication.
- On or before December 15, the election coordinator will determine whether a candidate is eligible and submit a list of all eligible and ineligible candidates to the Division Director and to the NSP National Chair. In the event a candidate is found to be ineligible, the candidate has seven (7) days to appeal the finding to the Past Division Director. If the Past Division Director does not rule on the appeal within five (5) days after its submission, the decision of the election coordinator is deemed affirmed.
- The NSP National Chair shall review and approve the slate of candidates prior to January 1 of the election year.
- No later than February 1, the election coordinator shall mail, fax, deliver or e-mail ballots, together with resumes and platforms to each of the Patrol Representatives. Each patrol shall have one vote to be cast by the Patrol Representative of record as of January 1st of election year. The ballots for each election must list the name of the eligible candidate and provide space for a write-in vote. Ballots may be returned in person, by mail, by facsimile or by email no later than February 21.
- On March 1, the election coordinator shall announce the results of the election. In the event of a tie, the election coordinator shall submit ballots with the names of the tied individuals for re-voting within seven (7) days to each of the Patrol Representatives. Ballots on the re-voting must be returned to the election coordinator no later than March 21. On March 25, the election coordinator shall announce the results of the re-voting. In the event of a further tie, the election coordinator shall submit ballots with the names of the tied individuals for voting within seven (7) days to the Executive Committee, to break the tie. If individuals are members of the Executive Committee, they will be excluded from voting on the tie. If a nominee fails to receive a majority of the vote, a second and a third vote, if necessary, will be conducted. If no nominee still is able to obtain a majority of the vote, the Executive Committee shall vote to elect the Division Director.

DIVISION MEMORIAL DONATION AND AWARDS POLICY

As our organizations ages, so do our members, and more and more of us will be taking that “last run.” The guidelines below are intended to help a patrol representative and patrols as they make their own arrangements to celebrate the life and accomplishments of a member.

Final Sweep Procedure:

- When a member of Southern Division dies, the patrol representative of the patrol where the member patrols (or once patrolled) should arrange for an obituary to be written and sent to both the Southern Cross editor and to Ski Patrol Magazine.
- The Division Director or designee should be notified so that records can be updated at both National and the Division level.
- The patrol or family of the deceased will arrange for any memorial funds or memorial events at the patrollers ski area.
- Once the Division Director is notified of the death, he or she will send a note of sympathy to the family and/or patrol, as appropriate.

Memorial Donations by Southern Division

The Southern Division will donate up to \$50 in memory of the deceased to a registered Patrol, to a Southern Division Fund, or to another 501 (c) (3) charitable organization as requested by either the family of the deceased or the patrol representative, in the following situations:

1. The deceased is a past or present member of either the Board of Directors or the Executive Committee.
2. The deceased expired while actively patrolling or traveling to/from patrol duty.
3. The deceased was a member of the US Armed Forces and killed while in the line of duty, and was registered in good standing as either an active or inactive member of NSP within the Southern Division.

It is the responsibility of the patrol representative to notify the Division Director when a patroller or former patroller expires, and a memorial donation is requested. “Routine” memorial donations will not be made for every patroller who expires, although the Division Director may at his or her discretion request from the Division Treasurer a donation in the name of the deceased, based on a history of exceptional volunteer activities beyond the patrol level. In such cases, the donation amount will not exceed \$50 and will again be given to a charitable 501 (c) (3) organization.

Posthumous Awards

A Division member, who dies while patrolling, or while traveling to/from their patrol area on a duty day is eligible for a posthumous Meritorious Service Award. The patrol representative for the deceased is responsible for forwarding all appropriate information required for completion of such nomination to the Division Awards Coordinator. Patrollers who are not patrolling when they die, may be eligible for other posthumous appropriate national awards. The Division Awards Coordinator should be consulted for advice in these cases.

APPENDIX A – SOUTHERN DIVISION COMMITTEES

DIVISION STRATEGIC PLANNING COMMITTEE

Purpose

The mission of the Strategic Planning Committee (SPC) is to look both short term and long term into our educational programs, division structure and financial budgets to ensure that the Division is delivering the highest quality training services to our patrols. The SPC will work with the Executive Board and Full Board to provide recommendations and drive discussions on opportunities for continued improvement and change.

Core Responsibilities include:

- Maintains knowledge and understanding of Southern Division Educations Programs
- Maintains knowledge and understanding of Division By-laws and P&P
- Strategize to improve and deliver Division Educational opportunities to more members
- Review current activities and look for opportunities to optimize and or improve programs and delivery capabilities to our membership
- Focus on long term objectives while reviewing current processes

Composition:

- Chairperson: Appointed by the Division Director
- At Large Members: Three to Four individuals with knowledge of Division programs (may include any Division Office, Line Supervisor, Patrol Representative or other interested patrollers) as approved by Division Director
- Ex Officio: Division Director

Term:

- Members serve one two-year term, with reappointment at the discretion of the Division Director

Qualifications to Serve on Strategic Planning Committee

- Be an active member of the National Ski Patrol, preferably actively patrolling via an Alpine, Nordic or Bike patrol within the Southern Division
- Be an active member who has served a minimum of 5 years as a member and has held a leadership position within a patrol, region or division.
- Be familiar with the Southern Division implementation of educational programs.
- Be familiar with Southern Division By-laws, Policy & Procedures
- Be able to work well with a variety of personalities and temperaments.
- Be willing to invest time, expertise, and energy in the efforts of the committee

Meetings & Procedures

- Meeting frequency: At least quarterly, with additional meetings as needed.
- Quorum: A majority, 51% of voting members must be present for Strategic Planning Committee to submit program and/or policy change to the Board.
- Voting: Requires a majority 51% vote of those present.
- Recordkeeping: Meeting minutes and notes will be recorded and shared with Division Board as requested.

Reporting

-
- Strategic Planning Committee will report to the Division Director, the Executive Committee and the Board
 - A Financial summary and proposed budget must be submitted annually.

DIVISION GOVERNANCE COMMITTEE (TO BE DEVELOPED)



DIVISION FINANCE COMMITTEE

Purpose

The Finance Committee of the Southern Division of the National Ski Patrol is committed to ensure the financial health, integrity, and transparency of the Southern Division. Through responsible stewardship, strategic guidance, and collaborative oversight, we aim to support the Southern Division's mission to serve, support, and protect all ski patrollers and the public they serve. The Finance Committee provides financial oversight for the Southern Division of the National Ski Patrol.

Core responsibilities include:

- Developing and monitoring the annual budget
- Overseeing financial reporting and compliance
- Maintaining internal controls and financial policy standards
- Advising on fundraising, investments, and expenditures
- Supporting the long-term financial sustainability and integrity of the Division
- Present the annual budget to the Executive Committee and the Board

Composition:

- Chairperson: Appointed by the Division Director, ideally with a background in finance or accounting
- Treasurer: Serves as a standing member of the committee
- Secretary: Serves as the scribe for the meetings and will be responsible for setting up meetings and sending out the agenda and reports to the committee.
- At-Large Members: Two to four individuals with financial or operational experience (may include Patrol Representatives or Region Directors)
- Ex Officio: Division Director (non-voting member)

Term:

- Members serve one two-year term, with reappointment at the discretion of the Board.
- After four years, a Finance committee member will be required to cycle off the committee for two years or one cycle before they are eligible to reapply to this committee.

Responsibilities and Duties

A. Budgeting

- Prepare and present the annual budget for Board approval.
- Collaborate with Program Chairs and the Board to gather input to develop an annual budget.
- Prepare and present the annual budget to the Executive Committee at the Spring Meeting and the full Board for final approval at the Fall Officers Meeting.
- Review and update the Accountable Plan as needed.

B. Financial Reporting

- Report on financial status at Division meetings to the Board, DDs, PRs, and the Southern Division members.
- Review year-end financials and recommend any necessary changes.
- Ensure timely preparation and review of Annual financial statements. i.e. IRS Form 990-EZ Short Form, Return of Organization From Income Tax.

C. Oversight & Internal Controls

-
- Maintain and update financial policies as needed. (e.g., reimbursement procedures, expense approvals) See the Strategic Planning Committee's outline on this topic.
 - Ensure proper separation of duties (e.g., treasurer processes disbursements; another committee member reviews monthly reports).
 - Coordinate or conduct a financial review or audit every two years.

D. Investments & Reserves

- Develop and recommend guidelines for reserves and investment strategies to increase or decrease investments/reserves.
- Monitor the performance of any long-term financial investments and reserves. To achieve this, the Finance Committee will develop an Investment Policy Statement (IPS) to guide all investments.

E. Fundraising & Grants

- Support planning and oversight of fundraising initiatives. We can recruit from the patrols, anyone with professional development or professional fundraising.
- Review the use of grants and restricted funds to ensure compliance with the givers instructions and wishes.

Meetings & Procedures

- Meeting Frequency: At least quarterly, with additional meetings as needed
- Quorum: A majority, 51%, of voting members must be present
- Voting: Actions require a majority, 51%, vote of those present
- Recordkeeping: Meeting minutes will be recorded and shared with the Division Board

Policies

A. Conflict of Interest

- Functioning as a Fiduciary, all committee members must sign and abide by a conflict-of-interest policy.

B. Reimbursement Policy

- Reimbursements shall be in accordance with the Southern Division's Accountable Plan.
- Pre-approval required for any expense that was not pre-approved in the annual budget and exceeding \$500
- All reimbursement receipts will be submitted in accordance with the Southern Division's Accountable Plan.
- Mileage reimbursed shall be in accordance with the Southern Division's Accountable Plan.

C. Financial Review Policy

- The Division's finances must undergo a review every two years by an independent party or by a committee not involved in day-to-day financial operations.
- After the conclusion of the review, the Finance committee will make any and all finance records available to the members in a secure way.

D. Record Retention

- Financial records must be retained for a minimum of seven years
- Cloud-based storage is encouraged for accessibility and backup

E. Reporting

- The Finance Committee will report directly to the Executive Committee and Division Board.

-
- A financial summary and proposed budget must be submitted annually.

DIVISION LEGAL COMMITTEE

Purpose

To serve as an active member of the Southern Division Legal Committee, providing legal and advisory services to support the Southern Division of the National Ski Patrol (NSP), ensuring compliance with organizational policies, mitigating risks, and promoting consistent governance and operational standards.

Qualifications

- Active member of the National Ski Patrol, preferably patrolling regularly at an alpine or Nordic ski area in the Southern Division.
- Licensed attorney practicing in one or more state(s) and/or an active member of a law school faculty.
- Expertise in one or more of the following areas of law: personal injury defense, workers' compensation, employment, commercial, or general business law.
- Familiar with:
 - NSP articles of incorporation, national charter, bylaws, strategic plan, policies and procedures, governance, and education programs.
 - Southern Division bylaws, strategic plan, policies and procedures, and implementation of NSP education programs.
- Committed to the NSP-NSAA Joint Statement of Understanding as the framework for the relationship between volunteer patrollers and ski area management.
- Knowledgeable about parliamentary law as set forth in *Robert's Rules of Order*, particularly concerning board meeting conduct and minutes.
- Demonstrates the ability to work effectively with diverse personalities and temperaments.
- Willingness to provide legal advice and services on issues and opportunities facing the division and its subunits.
- Capable of dedicating sufficient time and energy to fulfill assigned tasks.

Responsibilities and Duties

Legal Services

- Report to and serve under the direction of the Southern Division Legal Advisor.
- Maintain familiarity with relevant legal topics, including:
 - General common law, such as negligence and intentional torts.
 - Statutes directly applicable to skiing and ski patrolling, including ski safety, volunteer liability and immunity, Good Samaritan liability, and statutory modifications to general tort law.
 - Statutes and regulations impacting ski patrolling, such as anti-discrimination (civil rights), child labor, emergency medical services licensing and regulation, occupational health and safety, and workers' compensation.
- Provide legal advice and services on behalf of the Southern Division and its subunits as requested.

Policy and Governance

-
- Review and propose revisions to the Southern Division bylaws, administrative procedures, and educational program delivery to ensure compliance with NSP bylaws, policies, and procedures, and to align documents with actual division operations.
 - Assist in resolving issues within the Southern Division, promoting consistent application of policies and procedures.
 - Advise and support officers, supervisors, administrators, and educators in applying and implementing the NSP Code of Conduct.

Collaboration and Committee Participation

- Consult with the Southern Division Legal Advisor and other committee members.
- Refer division-level issues to the Legal Advisor and/or national legal counsel as appropriate.
- Assist the Southern Division Legal Advisor with tasks as needed.

Relationship Building

- Develop and maintain cooperative working relationships with ski area management, ski organizations, and other outdoor recreation groups.

Mentorship and Succession Planning

- Actively identify, train, and mentor potential successors for the role.
- Resign position when unable or unwilling to fulfill the responsibilities outlined.

DIVISION MEDICAL COMMITTEE (TO BE DEVELOPED)

APPENDIX B – RESPONSIBILITIES AND DUTIES OF DIVISION AND REGIONAL ROLES

Division / Line Officers

DIVISION DIRECTOR

Purpose

To lead and oversee the Southern Division of the National Ski Patrol (NSP) by managing day-to-day operations, presiding over the Board of Directors meetings, and ensuring effective administration of division activities. The role upholds NSP's mission and goals while supporting division staff and patrollers.

Qualifications

- Southern Division NSP member in good standing.
- Demonstrated leadership experience at the patrol, region, or division level.
- Strong organizational, communication, and management skills.
- Familiarity with NSP regulations, policies, and governance.
- Ability to build relationships and work collaboratively with Board members, staff, and external stakeholders.

Responsibilities and Duties

Leadership and Governance

- Preside over all meetings of the Division Board of Directors.
- Provide day-to-day oversight of the Division's activities.
- Perform duties as described in NSP's published regulations and any additional responsibilities assigned by the Board of Directors.
- Propose or appoint members of standing committees of the Board for each calendar year, subject to Board ratification.
- Follow and execute the objectives and priorities established by the Board of Directors.

Communication and Reporting

- Maintain regular contact with the Board of Directors to ensure effective communication.
- Report decisions and updates to the Board of Directors in a timely manner.

Staffing and Appointments

- Appoint all Division staff personnel, except the Division Certified Supervisor (appointed per Certified by-laws) and Past Division Director.
- Possess the authority to remove any appointed officer as necessary.

Administrative Oversight

- Serve as a liaison with the National NSP office and National Board of Directors.
- Act as a liaison with Program Supervisors to ensure the coordination and execution of division programs.
- Appoint and oversee special sub-committees and/or task forces as needed.
- Ensure the annual division budget is prepared, distributed, and managed in alignment with Division Board of Directors' oversight.

Support Services

- Facilitate the efficient operation of the Division, ensuring alignment with NSP's goals and division needs.

PAST DIVISION DIRECTOR

Purpose

To serve as a mentor and advisor to the Southern Division of the National Ski Patrol (NSP), supporting the Executive Committee and Division Director (DD) by providing guidance based on past leadership experience and ensuring a smooth transition of division leadership in alignment with NSP values, goals, and mission.

Qualifications

- Former Director of the Southern Division NSP.
- Demonstrates extensive knowledge of division and national operations, policies, and recent historical events.
- Strong mentoring, communication, and advisory skills to support the new Division Director.
- Ability to actively participate in committees, task forces, and Executive Committee responsibilities as needed.

Responsibilities and Duties

Advisory Role

- Serve as a member of the Southern Division Executive Committee for the duration of the current Division Director's term.
- Provide guidance to the Executive Committee and Division Director, utilizing experience and recall of recent historical events to inform decision-making.

Mentorship

- Mentor the current Division Director by:
 - Meeting with the newly elected Division Director promptly after election to review the State of the Division, clarify responsibilities, and address rising obligations.
 - Providing advice and support concerning division leadership needs.
 - Conducting an in-depth turnover of division records to the incoming Division Director.
 - Serving as liaison as needed with national office and board leadership, as well as other Division Directors.
 - Remaining in close contact with the new Division Director as they gain experience and comfort in their role.
 - Offering advice and assistance to the Division Director as needed.

Committee Participation

- Participate in committees and task forces as assigned by the current Division Director.

1ST ASSISTANT DIVISION DIRECTOR - ADMINISTRATION

Purpose

To support the administration of the Southern Division of the National Ski Patrol (NSP) by assisting the Division Director (DD) and assuming their responsibilities in their absence. This role involves oversight of assigned programs, grievance handling, and leadership development to ensure the division's operations align with NSP's mission and goals.

Qualifications

- Southern Division NSP member in good standing.
- Proven administrative and leadership experience at the patrol, region, or division level.
- Demonstrates strong organizational, communication, and problem-solving skills.
- Familiarity with NSP's Mission Statement and NSP Code of Conduct.
- Ability to mentor successors and support program supervisors effectively.

Responsibilities and Duties

Leadership and Oversight

- Serve as the Division Director (DD) and Chair in their absence or inability to act, exercising delegated powers and duties as assigned by the Board.
- Provide oversight and guidance to all division supervisors and programs assigned within the division chain of command.

Administrative Responsibilities

- Publish and file an annual staff roster identifying programs and their staff under the 1st Assistant Division Director's supervision.
- Prepare and submit an End of Year report by April 15 for inclusion in the Division Annual Report.
- Compile all 1st Assistant Division Director reports and submit a summary to the Division Director by May 1 annually.
- Maintain division records of all activities and ensure their proper transfer to a successor upon assignment termination.
- Develop and submit an annual budget for the 1st Assistant Director role.

Grievance and Code of Conduct Responsibilities

- Serve as the division grievance officer for matters assigned by the Division Director.
- Investigate and report violations of the NSP Code of Conduct for programs under supervision.
- Investigate and report any NSP Code of Conduct violation breaches for officers or patrollers as assigned by the DD.

Meeting Attendance and Collaboration

- Attend spring and fall meetings, as well as any others called for by the Division Director.
- Ensure attendance and participation of assigned Program Supervisors at required division meetings.

Communication and Outreach

- Submit articles for each issue of the division newsletter to promote division activities and updates.

Mentorship and Succession Planning

- Mentor, evaluate, and recommend a named successor and other potential successors to ensure continuity in leadership roles.

2ND ASSISTANT DIVISION DIRECTOR - SKILLS

Purpose

To assist the Division Director (DD) in the administration of the Southern Division of the National Ski Patrol (NSP) by overseeing assigned programs, ensuring compliance with NSP standards, and promoting leadership development. This role supports the efficient management of division operations and aligns with NSP's values, goals, and mission.

Qualifications

- Southern Division NSP member in good standing.
- Proven administrative and leadership experience at the patrol, region, or division level.
- Demonstrates organizational, communication, and problem-solving skills.
- Familiarity with NSP's Mission Statement and NSP Code of Conduct.
- Ability to mentor successors and support program supervisors effectively.

Responsibilities and Duties

Leadership and Oversight

- Serve as the DD and Chair in the absence or inability of the DD or 1st ADD to act, exercising delegated powers and duties as assigned by the Board.
- Provide oversight to all division supervisors and programs assigned in the division chain of command.

Administrative Responsibilities

- Publish and file an annual staff roster identifying programs and their staff under the 2nd Assistant Division Director's supervision.
- Prepare and submit an End of Year report by April 15 for inclusion in the Division Annual Report.
- Compile all 2nd Assistant Division Director (ADD) reports and submit a summary to the Division Director by May 1 annually.
- Maintain division records of activities, ensuring proper turnover to a successor upon assignment termination.
- Develop and submit an annual budget for the office.

Grievance and Code of Conduct Responsibilities

- Investigate and report violations of the NSP Code of Conduct for programs under supervision.
- Investigate and report any NSP Code of Conduct violations breaches for officers or patrollers as assigned by the DD.

Meeting Attendance and Collaboration

- Attend spring and fall meetings, as well as any others called for by the Division Director.
- Ensure attendance and participation of assigned Program Supervisors at division meetings.

Communication and Outreach

- Submit articles for each issue of the division newsletter to keep members informed of division updates and initiatives.
- Update, staff, and present the New Patrol Representative and Officer's seminar as needed.

Proficiency and Quality Assurance

- Encourage proficiency and skill development among patrollers.
- Supervise and coordinate quality assurance programs to ensure high standards of performance and training across the division.

Mentorship and Succession Planning

- Identify, mentor, and recommend successors and potential successors to ensure continuity of leadership within the division.

3RD & 4TH ASSISTANT DIVISION DIRECTORS - REGIONS

Purpose

To coordinate division activities and promote uniformity with respect to NSP and Southern Divisions Policies and Procedures throughout the Division. This role may be optional at the discretion of the Division Director. The role serves to advance NSP's growth and educational opportunities within the Regions and Division.

Qualifications

- Southern Division NSP members in good standing.
- Strong working knowledge of the latest editions of NSP Bylaws, NSP Policies and Procedures, and Southern Division Policies and Procedures.
- Leadership experience at the patrol, region, or division level.
- Knowledge of legal, safety, and employment issues relevant to patrollers.
- Excellent communication and organizational skills.

Responsibilities and Duties

Leadership and Representation

- Fulfill all requirements and responsibilities for Division Officers as outlined by NSP and Southern Division regulations.
- Serve as a voting member of the Southern Division Executive Committee, representing the interests of paid patrollers in the Southern Division.
- Support and foster NSP's Mission Statement in all division activities.

Communication and Outreach

- Encourage communication between Region Directors and Patrol Representatives to strengthen collaboration.
- Be responsive to requests from Region Directors and the Division. Take necessary actions and communicate all actions to DD.
- Be aware of matters of concerns of the regions. Stay in touch with Region Directors, the other ADD's and the DD
- Be consultative to members and Patrols. Be available to assist RD's resolve issues at the patrol level if called upon for assistance

Training and Standards

- Ensure NSP training standards meet the expectations of ski area management.
- Work with Region Directors in the division to share knowledge and enhance professional development.

Administrative Responsibilities

- Provide an annual report of all activities performed by the Division Professional Director to the Division Director by April 15 each year.
- Maintain all records of activities to ensure proper turnover to a successor upon assignment termination.
- Develop and mentor successors and potential successors by name to ensure continuity of leadership.

Engagement and Education

-
- Stay informed on legal, safety, and employment issues affecting patrollers to address evolving challenges.

Mentorship and Succession Planning

- Identify, mentor, and recommend successors and potential successors to ensure continuity of leadership within the division.

DIVISION PROFESSIONAL DIRECTOR

Purpose

To represent and support paid patrollers in the Southern Division of the National Ski Patrol (NSP) by fostering collaboration, maintaining training standards, and promoting professional growth and educational opportunities. This role serves to advance NSP's mission and ensure the success of division operations and staff.

Qualifications

- Southern Division NSP member in good standing.
- Strong working knowledge of the latest editions of NSP Bylaws, NSP Policies and Procedures, and Southern Division Policies and Procedures.
- Leadership experience at the patrol, region, or division level.
- Knowledge of legal, safety, and employment issues relevant to patrollers.
- Excellent communication and organizational skills.

Responsibilities and Duties

Leadership and Representation

- Fulfill all requirements and responsibilities for Division Officers as outlined by NSP and Southern Division regulations.
- Serve as a voting member of the Southern Division Executive Committee, representing the interests of paid patrollers in the Southern Division.
- Support and foster NSP's Mission Statement in all division activities.

Communication and Outreach

- Encourage communication between Patrol Directors and Patrol Representatives to strengthen collaboration.
- Promote joint educational opportunities between Patrol Directors, National Ski Patrol (NSP), National Ski Areas Association (NSAA), Southeast Ski Areas Association (SSAA), and other industry stakeholders.
- Respond to ski area management requirements from patrols and patrollers, addressing their needs effectively.

Training and Standards

- Ensure NSP training standards meet the expectations of ski area management.
- Work with Patrol Directors in the division to share knowledge and enhance professional development.

Administrative Responsibilities

-
- Provide an annual report of all activities performed by the Division Professional Director to the Division Director by April 15 each year.
 - Maintain all records of activities to ensure proper turnover to a successor upon assignment termination.
 - Develop and mentor successors and potential successors by name to ensure continuity of leadership.

Engagement and Education

- Stay informed on legal, safety, and employment issues affecting patrollers to address evolving challenges.

ASSISTANT DIVISION PROFESSIONAL PATROL DIRECTOR

Purpose

To support the Professional Director and the paid patrollers in the Southern Division of the National Ski Patrol (NSP) by fostering collaboration, maintaining training standards, and promoting professional growth and educational opportunities. This role serves to advance NSP's mission and ensure the success of division operations and staff.

Qualifications

- Southern Division NSP member in good standing.
- Strong working knowledge of the latest editions of NSP Bylaws, NSP Policies and Procedures, and Southern Division Policies and Procedures.
- Leadership experience at the patrol, region, or division level.
- Knowledge of legal, safety, and employment issues relevant to patrollers.
- Excellent communication and organizational skills.

Responsibilities and Duties

Leadership and Representation

- Assist the Professional Director to fulfill all requirements and responsibilities for Division Officers as outlined by NSP and Southern Division regulations.
- Respond to needs of Professional Director, Division Director and ADD's and the Patrols within the Division
- Support and foster NSP's Mission Statement in all division activities.

Communication and Outreach

- Encourage communication between Patrol Directors and Patrol Representatives to strengthen collaboration.
- Promote joint educational opportunities between Patrol Directors, National Ski Patrol (NSP), National Ski Areas Association (NSAA), Southeast Ski Areas Association (SSAA), and other industry stakeholders.
- Respond to ski area management requirements from patrols and patrollers, addressing their needs effectively.

Training and Standards

- Ensure NSP training standards meet the expectations of ski area management.
- Work with Patrol Directors in the division to share knowledge and enhance professional development.

Administrative Responsibilities

- Provide an annual report of all activities performed by the Division Professional Director to the Division Director by April 15 each year.
- Maintain all records of activities to ensure proper turnover to a successor upon assignment termination.
- Develop and mentor successors and potential successors by name to ensure continuity of leadership.

Engagement and Education

- Stay informed on legal, safety, and employment issues affecting patrollers to address evolving challenges.

DIVISION SECRETARY

Purpose

To provide administrative support and documentation for the Southern Division of the National Ski Patrol (NSP) by recording and maintaining official records, ensuring effective communication, and contributing to the success of division activities. This role supports the division's mission and ensures continuity and transparency in its operations.

Qualifications

- Southern Division NSP member in good standing.
- Experience in administrative tasks, including recordkeeping, transcription, and organization.
- Proficient in typing and using email communication platforms.
- Capable of managing division recording equipment and other related tools.
- Strong communication skills including web based skills, ensuring timely dissemination of information.

Responsibilities and Duties

Committee Membership

- Serve as a member of the Executive Committee (EC) and participate actively in Division decision-making processes.
- Act as a voting member of the Board of Directors (BOD) to represent Division interests.

Meeting Attendance

- Attend all required meetings, including:
 - Spring EC planning meeting (April/May).
 - Fall EC/BOD meeting (August/September).
 - Possible mid-winter meeting (January).
 - Any other meetings that are called as necessary.

Recording and Transcription

- Record and transcribe all minutes of called meetings:
 - Present transcription documents to the Division Director (DD) for initial review within three (3) weeks after the conclusion of respective meetings.
 - Distribute reviewed minutes via email (or U.S. Postal Service for those without email access) to all EC and BOD members at least 10 days before any scheduled meeting.

-
- Maintain copies of all minutes and ensure proper turnover to successors upon assignment termination.

Equipment Management

- Ensure maintenance and care of division recording equipment and any other tools assigned to the role.

Communication and Outreach

- Submit articles, summaries, or updates to support division activities and facilitate effective communication.
- Respond promptly to administrative needs and provide reliable support for division operations.

Mentorship and Succession Planning

- Mentor and ensure smooth transition by turning over all maintained records and tools to successors.

DIVISION TREASURER

Purpose

To manage the financial operations of the Southern Division of the National Ski Patrol (NSP), ensuring effective budget development, and income management in alignment with NSP's mission and goals. This role supports the division's administrative and operational success.

Qualifications

- Southern Division NSP member in good standing.
- Proficient in financial management and recordkeeping.
- Familiarity with NSP policies and procedures for budget planning, expenditure reporting, and registration processes.
- Strong organizational, communication, and administrative skills.
- Ability to use electronic tools for correspondence and financial documentation.

Responsibilities and Duties

Leadership and Representation

- Serve as a voting member on the Division Executive Committee, providing insight on budget and finances.
- Serves on the Division Finance Committee and promote financial responsibility of the Division. See Appendix A.
- Communicate with the National office on a regular basis on financial matters.

Budget Development

- Collect budget proposals from Division Officers and Program Supervisors by April 15 annually.
- Submit preliminary budget proposals to the Executive Committee at the Spring Executive Committee Meeting.
- Collaborate with the Executive Committee to finalize and approve the division budget at the Spring Executive Committee Meeting.
- Present the approved budget to the Board of Directors for final approval at the Fall Officers' Meeting.
- Review/update Annual Accountable Plan as per IRS Publication 463.

Income Management

-
- Oversee the collection and deposit of division income derived from dues, course fees, donations, ski swaps, and other sources into the Division Account.
 - Monitor and oversee Division's income from investments accounts. Provide recommendations to the Division Director and the Financial Committee on renewing investments.

Expenditure Management

- Process current fiscal year itemized reimbursement requests for division expenditures, including receipts, prior to July 1 each year.
- Ensure significant reimbursement requests exceeding the budget are approved by the Division Director and the responsible Assistant Division Director.

Reports

- Submit detailed expense reports for budgetary functions exceeding \$500 or for significant expense overruns to Division Director.
- Maintain current financial records to ensure accurate and timely reporting of the Division's financial status.
- Prepare and submit the annual financial report to the Executive Committee for approval at the Spring Executive Committee Meeting or via electronic communication.
- Submit the approved financial report to the Board of Directors for approval at the Fall Officers' Meeting.
- Provide a copy of the Annual Treasurer's Report for publication in *The Southern Cross* by September 1 each year.
- Submit IRS Form 990-EZ Short Form Return of Organization Exempt From Income Tax for current fiscal year to IRS no later than November 15th of each year.

REGION DIRECTOR

Purpose

To coordinate region activities, foster uniformity with National Ski Patrol (NSP) policies and procedures, and provide leadership and guidance to patrols within the Southern Division. The Region Director ensures effective communication, promotes educational opportunities, and addresses concerns at the patrol level, all while supporting the Division's mission and goals.

Qualifications

- Southern Division NSP member in good standing.
- Demonstrated leadership experience at the patrol, region, or division level.
- Strong familiarity with NSP policies and procedures and Southern Division Administrative Procedures.
- Excellent communication, organizational, and problem-solving skills.
- Ability to mentor successors and effectively support patrol leadership.

Leadership and Coordination

- Serve as the primary point of contact for regional activities, coordinating efforts to promote uniformity with NSP policies and procedures throughout the region.
- Respond promptly to requests and take necessary actions to address concerns and issues.
- Recommend to visit all patrol areas within the region annually to maintain visibility and engagement.
- Ensure the availability of required educational courses for patrollers.

Communication and Outreach

- Communicate national and divisional policies to patrol registration units and convey registration unit concerns to the Assistant Division Director (ADD), with a copy to the Division Director (DD).
- Foster communication with Patrol Representatives (PRs) via email, phone, and personal visits. Request inclusion on patrol servers to stay informed.
- Represent division perspectives while recognizing that patrol operations are the responsibility of their leadership. Provide consultation and guidance to patrols and membership as needed.

Issue Resolution

- Attempt to resolve all issues at the patrol level. If unresolved, escalate the matter to the ADD with a copy to the DD.

Oversight and Reporting

- Investigate and report any violations of the Code of Conduct or duties for officers and programs under the supervision of the Region Director.
- Ensure NSP registration units submit annual reports, financial reports, and award nominations by established deadlines.
- Submit an End-of-Year report summarizing region activities, goals, objectives, and future plans to the assigned ADD by April 15 annually for inclusion in the division report.
- Manage the region calendar:
 - Ensure minimal conflicts of dates so that region courses are available for everyone.
 - Update Division website calendar to reflect courses and events within Region.

Award Judging

- Appoint award judges annually from respective regions to evaluate division outstanding awards. Submit the names of proposed judges, who must be experienced patrollers and an NSP member in good standing, to the Division Awards Coordinator by April 1.

Administrative Responsibilities

- Attend all Executive Committee, Board of Directors, and other called meetings as required.
- Check with Patrol Representatives in February/March each year to ensure delinquent rosters are corrected with National NSP records.

Mentorship and Succession Planning

- Mentor, by name, a successor and other potential successors to ensure leadership continuity within the region.
- Recommend Assistant Region Director positions with justification to the DD in writing if critical to the region's needs. Oversee the selection and appointment process with the DD's approval.
- Recommend Region Administrator positions as appropriate to respective educational disciplines. Work collaboratively with the Division Program Supervisor to finalize appointments.

ASSISTANT REGION DIRECTOR

Purpose

To support the Region Director (RD) in coordinating region activities, promoting adherence to Division Administrative Procedures and NSP Policies & Procedures, and ensuring effective communication of patrol concerns. This role contributes to the smooth operation and uniformity of practices within the region in alignment with NSP's mission and goals.

Qualifications

- Southern Division NSP member in good standing.
- Familiarity with NSP Policies & Procedures and Southern Division Administrative Procedures.
- Strong communication and organizational skills to address patrol concerns effectively.
- *Recommended but not required:* Previous leadership experience at the patrol or region level.

Responsibilities and Duties

Region Activity Coordination

- Assist the RD in promoting uniformity with NSP Policies & Procedures and Division Administrative Procedures across the region.
- Actively participate in region initiatives and provide administrative support as directed.

Patrol Communication

- Serve as the primary liaison for patrol concerns, ensuring these are communicated promptly and accurately to the RD.
- Foster collaboration between patrols and region leadership to support effective operations and problem resolution.

Role Assignment and Support

- Perform duties and responsibilities assigned by the RD, adapting to the needs of the region and patrols.
- Assist in implementing region strategies to improve efficiency and performance.

Mentorship and Succession Planning

-
- Act as a resource and support for patrol representatives, promoting leadership development within the region.
 - Work closely with the RD to contribute to the growth and success of the region.

PATROL REPRESENTATIVE

Purpose

To represent the interests of a single Southern Division Patrol within the National Ski Patrol (NSP) by managing administrative tasks, fostering communication, and ensuring compliance with NSP and Southern Division policies. The Patrol Representative supports patrollers' growth and development while promoting the organization's mission and goals.

Qualifications

- Current NSP member in good standing.
- Working knowledge of the latest edition of:
 - NSP Bylaws.
 - NSP Policies and Procedures.
 - Southern Division Bylaws.
 - Southern Division Policies and Procedures Manual.
- Skills deemed necessary by area management to support patrol operations.
- *Recommended but not required:* Experience or familiarity with patrol administrative tasks.

Leadership and Representation

- Support and foster the Mission Statement of the National Ski Patrol in all patrol activities.
- Represent all registered patrol members at Board of Directors (BOD) meetings as a voting member.
- Attend BOD meetings to advocate for patrol interests and address member concerns.

Administrative Responsibilities

- Maintain patrol registration records and associated forms to comply with NSP, Southern Division, and local area guidelines, including but not limited to:
 - Patrol Bylaws.
 - Patrol Administrative Procedures.
 - Patrol Finances.
 - Personnel Development.
 - Patrol Training Records.
- Update member classification records to reflect individual members' educational status and membership standing.
- Submit the Patrol's End of Year Report as prescribed by Division Policies and Procedures.
- Correct any discrepancies in OEC delinquent rosters received each January and notify NSP National Office accordingly.
- Maintain all patrol records and ensure they are turned over to the newly elected/appointed Patrol Representative.

Communication and Outreach

- Promote NSP educational programs to patrollers, fostering professional growth.
- Communicate effectively with patrol leadership and local governing bodies to address and implement patrol-specific and division-wide initiatives.

Miscellaneous Responsibilities

- Meet any additional requirements set forth by area management, the local patrol's governing body, or the Southern Division.
- Complete all required patrol year-end reports as specified by the Southern Division.

PATROL DIRECTOR

Purpose

To manage and lead a single Southern Division Ski Patrol, ensuring compliance with NSP policies, fostering the professional growth of patrollers, and maintaining strong collaboration with area or resort management. The Patrol Director supports patrollers in delivering exceptional service to the SnowSports community while upholding the mission and values of the National Ski Patrol (NSP).

Qualifications

- Current NSP member in good standing.
- Working knowledge of:
 - NSP Bylaws
 - NSP Policies and Procedures
 - Southern Division Policies and Procedures
- Skills and certifications required by area or resort management.
- Completion of educational and certification programs deemed necessary by area management.
- Strong leadership and organizational skills, with the ability to effectively manage a patrol team.

Responsibilities and Duties

Leadership and Collaboration

- Work directly for and maintain strong communication with area or resort management.
- Foster and support NSP's Mission Statement in all patrol operations.
- Encourage paid staff to become members of the NSP and participate in approved NSP training programs to advance their skills.

Compliance and Operations

- Fulfill all requirements and responsibilities set forth by NSP and Southern Division regulations, demonstrating proficiency in their application.

Patroller Development

- Promote participation in NSP training programs and encourage skill enhancement among patrollers.
- Identify and meet training needs as required by the patrol and area management.

Administrative Responsibilities

- Perform all other duties, tasks, and responsibilities as deemed necessary by area or resort management.
- Ensure all patrol operations and activities are aligned with local area requirements and Southern Division standards.
- Maintain patrol records and ensure adherence to administrative processes.

Educational Standards and Requirements

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- Complete any educational or certification programs deemed necessary by area or resort management to meet operational needs.



RESPONSIBILITIES AND DUTIES OF DIVISION ADVISORS

DIVISION LEGAL ADVISOR

Purpose

To provide expert legal and risk management guidance to the Southern Division of the National Ski Patrol (NSP), ensuring compliance with organizational policies, reducing liability risks, and supporting the division's governance in alignment with NSP's values, goals, and mission.

Qualifications

- Must be a Southern Division NSP member in good standing.
- Licensed attorney, actively practicing law in one or more states within the Southern Division.
- Familiarity with NSP's articles of incorporation, national charter, bylaws, and policies and procedures, as well as those of the Southern Division.
- Knowledgeable about parliamentary law as outlined in *Robert's Rules of Order, Newly Revised*.
- Experience in governance, risk management, or legal counseling.
- Ability to communicate effectively across the division through appropriate electronic media.
- *Recommended but not required:* Past leadership experience at the patrol, region, or division level.

Legal Counsel

- Provide legal advice and counsel to the Division Director, Executive Committee, Board of Directors, Officers, and Patrollers.
- Respond to claims or potential claims against the Southern Division and monitor litigation involving the division.
- Represent the Southern Division as a legal entity in the event of litigation or threats of future litigation.
 - Ensure representation is limited to the division as an entity, not individuals.
 - Address potential conflicts of interest within the Legal Committee in cases requiring personal legal advice for officers or members.

Governance Support

- Serve as parliamentarian during Board and Executive Committee meetings, advising on parliamentary procedure and the application of *Robert's Rules of Order*.
- Assist and advise the Board in policy-making decisions.
- Act as liaison between the Southern Division and the National Ski Patrol System, Inc., on all legal matters.

Collaboration and Committee Leadership

- Participate actively in the NSP Legal Committee, attending meetings as required and sharing updates with the Division Director and membership.
- Form and chair a Division Legal Committee as needed, comprising practicing or retired attorney members from across the Southern Division.
 - Oversee the review of division documents, such as waivers, releases, and assumption of risk forms.
 - Assess the legal implications of division policies on a state-by-state basis.
 - Engage committee members to assist with claims, potential claims, or other legal matters.

Administrative Responsibilities

- Submit an annual summary of all Division Legal activities to the Division Director no later than April 15 for inclusion in the Division Report.
- Maintain accurate records of all legal activities and ensure proper transfer to a successor upon assignment termination.
- Submit a year-end report and budget request, including any proposed changes to the job description.
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis.

Mentorship and Succession Planning

- Mentor and identify successors or potential successors for the role of Legal Advisor.
- Ensure smooth transition of responsibilities by training new appointees as necessary.



DIVISION MEDICAL ADVISOR

Purpose

To support the Outdoor Emergency Care (OEC) Program by serving as a resource on medical and safety-related topics, providing guidance to the Southern Division of the National Ski Patrol (NSP), and promoting the values, goals, and mission of the NSP.

Qualifications

- Licensed MD or DO.
- Familiarity with various segments of the OEC curriculum, including SEM, skill sign-offs, refresher modules, etc.
- Ability to effectively communicate across the division using electronic media.
- Previous leadership experience at the Patrol, Region, or Division level.
- Must be a Southern Division NSP member in good standing.

Advisory and Leadership Roles

- Serve as a resource on current medical and safety issues such as OSHA, infection control, trauma care, ALS, AEDs, and pediatric care for the division, area patrols, and NSP members.
- Provide guidance and advice to the Division Director and Legal Supervisor on pertinent medical and safety-related issues.
- Serve as a member of the National Medical Committee.
- Act as a consultant to Region ROAs and the Division Awards Advisor concerning OEC-related issues.

Participation and Representation

- Actively participate in Division meetings, OEC instructor trainer/instructor meetings, seminars, and/or committees.
- Represent the NSP at national, regional, and state EMS activities as appropriate, ensuring the organization's interests in ski patrolling are well-represented.
- Participate in NSP education programs and continuing education upon request and as appropriate.
- Medical Committee Engagement

Innovation and Evaluation

- Evaluate new medical and rescue equipment and techniques for their application in ski patrolling activities.
- Provide quality assurance (QA) for various OEC programs within the division.

Communication and Outreach

- Develop and request an annual budget for the program in the spring.
- Submit an annual summary report of all division activities to the respective ADD by April 15 for inclusion in the annual Division Report.
- Prepare articles for the division newsletter, *The Southern Cross*.

Administrative Responsibilities

- Prepare and submit expense vouchers to the Division Treasurer on a timely basis.

Mentorship and Succession Planning

- Identify, mentor, and name a successor or potential successors for the Internet Coordinator role to ensure continuity in program leadership.

OUTDOOR EMERGENCY CARE (OEC) EDUCATION PROGRAM SUPERVISOR

Purpose

To implement and oversee the Outdoor Emergency Care (OEC) Program within the Southern Division of the National Ski Patrol (NSP), ensuring alignment with national goals, objectives, policies, and procedures. The role supports the division's mission to provide exceptional education and training while maintaining high standards of instruction and quality management.

Qualifications

- Southern Division member in good standing.
- *Recommended (but not required):* Alpine Senior, Senior, or Certified Patroller
- Strong commitment and capability to deliver the OEC Program effectively to members.
- Broad technical expertise and experience in all phases of OEC knowledge and skills performance.
- Proven administrative track record, with proficiency in written communication and organizational tasks.
- Certified OEC Instructor Trainer (IT) or qualified to become one.
- Technical proficiency in electronic tools and systems used by NSP for program delivery and reporting.

Responsibilities and Duties

Program Delivery and Management

- Implement and maintain the OEC Program within the division in accordance with NSP's national goals, policies, and procedures.
- Promote the OEC Program in collaboration with division officers, instructor trainers, and instructors.
- Develop a performance-driven instructional staff to support the effective delivery of programs.
- Facilitate continuing education opportunities, refresher courses, and training aids for OEC instructors.
- Address and resolve issues impacting the OEC Program's delivery to members.

Quality Management

- Administer a quality management program to ensure consistency and high standards in instruction, content, materials, and course delivery.
- Evaluate trainee competency and overall course effectiveness within the division.
- Ensure adherence to OEC Program standards and integrity.
- Train, appoint, mentor, and supervise Instructor Trainers (ITs) in the division.
- Provide instructor recertification programs, supported by the ITs.

Communication and Outreach

- Participate actively in the national OEC committee, contributing to the development of program content and the evaluation of member needs.
- Communicate regularly with the national office, division supervisors, line officers, instructor trainers, and instructors to create mutual understanding of OEC objectives and standards.
- Develop and review an annual Planning and Feedback Tool in collaboration with the division director and national OEC Program director.
- Establish and distribute training schedules in partnership with division and region staff to meet the needs of instructors and members.

Administrative Responsibilities

- Prepare and submit an annual report summarizing program activities and a budget request by April 15 for inclusion in the Division Report.
- Maintain accurate division records of OEC activities and ensure proper turnover to successors when necessary.
- Resolve delinquent OEC rosters by assigning them to respective OEC Regional Advisors during the February/March timeframe.
- Provide the Division Senior Coordinator with a list of qualified OEC instructors for Senior evaluations, filling vacancies as needed.
- Submit expense vouchers to the Division Treasurer promptly.

Communication and Outreach

- Prepare articles for *The Southern Cross* newsletter.
- Update Southern Division OEC information on the division's website.

Mentorship and Succession Planning

- Identify, mentor, and recommend successors and potential successors for the OEC Supervisor position to ensure program continuity. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.



RESPONSIBILITIES AND DUTIES OF ADMINISTRATIVE PROGRAM SUPERVISORS

ALUMNI PROGRAM SUPERVISOR

Program Coordination

- Develop and promote the Alumni Program within the Southern Division.
- Serve as a liaison between the National Alumni Program and the Southern Division.
- Appoint Assistant Alumni Program Supervisors, as needed, with Division Director approval.

Communication and Outreach

- Maintain active communication with Alumni Region Advisors, Patrol Representatives (PRs), and Patrol Directors (PDs).
- Maintain active communication with Division Alumni Supervisors and participate in National committee meetings.
- Participate actively in the national Alumni committee, contributing to the development of program content and the evaluation of member needs.
- Provide updates and information about the alumni program and activities through:
 - Articles in *The Southern Cross* newsletter.
 - Announcements and handouts to Patrol Representatives at the Fall Officers' Meeting.
 - Schedules of social gatherings shared on the Division website and through social media, Alumni listserv.
- Identify and engage potential future Alumni Program members.

Event Management

- Organize and coordinate alumni program activities, including social gatherings and events.
- Maintain strong alumni engagement through regular communication and program updates.

Administrative Responsibilities

- Submit an annual summary report of all Alumni Program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the Annual Division Report.
- Develop and submit a budget request for the Alumni Program each spring to the Division Treasurer.
- Prepare and maintain records of program activities and expenditures.

Mentorship and Succession Planning

- Identify and mentor a successor for the Division Alumni Program Supervisor position, naming potential successors to ensure continuity of the program. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

ARCHIVIST AND HISTORIAN

Purpose

To preserve, document, and celebrate the history and legacy of the Southern Division of the National Ski Patrol (NSP) by maintaining archives, fostering historical awareness, and ensuring the safe storage and accessibility of division memorabilia.

Qualifications

- Southern Division NSP member in good standing.
- Demonstrated organizational skills and attention to detail.
- Experience with archiving, cataloging, or maintaining historical records is preferred.
- Proficient in communication through phone and email.
- Familiarity with NSP operations and history is an advantage.

Preservation and Documentation

- Maintain and organize Division albums, films, photographs, and memorabilia.
- Record NSP events within the Southern Division through photography or videotaping.
- Compile all gathered information, photos, and memorabilia in a format to share with Division members.

Coordination with Patrols and Regions

- Request photos, news items, and other important materials from individual patrols for cataloging.
- Work with webmaster to ensure inclusion of all past newsletters and current electronic communications to include historical, and current photos
- Work with individual member patrols to maintain accurate and detailed records of their history.

Presentation and Events

- Transport scrapbooks and albums to NSP Division Officer's Meetings or other events as requested.
- Coordinate and prepare displays of historical materials for key events and gatherings.

Administrative Responsibilities

- Develop and submit an annual budget request and expenditure report to the Division Treasurer.
- Provide an annual summary report of Division Archivist-Historian Program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the Annual Division Report.
- Maintain an electronic detailed record of all archival materials and their locations for easy reference.

Mentorship and Succession Planning

- Identify, mentor, and name a successor for the Division Archivist and Historian role, along with other potential candidates to ensure the continuation of the program.
- The Division Archivist may appoint Assistant Archivist as needed after conferring with the Division Director.

AWARDS PROGRAM COORDINATOR

PURPOSE

TO PROVIDE RECOGNITION TO THOSE WHO SERVE THE SOUTHERN DIVISION OF NSP WITH AWARDS AS OUTLINED IN THE AWARDS CHAPTER OF NSP POLICIES AND PROCEDURES. ACT AS AN EX-OFFICIO MEMBER OF THE AWARDS COMMITTEE (EXECUTIVE COMMITTEE).

QUALIFICATIONS

- SOUTHERN DIVISION NSP MEMBER IN GOOD STANDING.
- PRIOR LEADERSHIP EXPERIENCE AT THE PATROL, REGION, OR DIVISION LEVEL.
- ACTIVE MEMBER OF A SOUTHERN DIVISION PATROL.
- ABILITY TO COMMUNICATE EFFECTIVELY ACROSS THE DIVISION USING ELECTRONIC MEDIA.
- *RECOMMENDED BUT NOT REQUIRED:* PREVIOUS AWARDS COMMITTEE PARTICIPATION AT THE DIVISION OR LOCAL PATROL LEVEL

RESPONSIBILITIES AND DUTIES

PROGRAM LEADERSHIP

- HE OR SHE WILL ASSEMBLE INDIVIDUAL AWARDS INFORMATION, AND MAKE HIS OR HER RECOMMENDATIONS ON THE AWARD, AS DIRECTED BY THE AWARDS CHAPTER OF THE NSP POLICIES AND PROCEDURES.
- TO ASCERTAIN THE VALIDITY OF AN AWARDS NOMINATION AND EITHER PROCESS THE NOMINATION OR RETURN IT TO THE PERSON SUBMITTING THE NOMINATION WITH SPECIFIC REASONS FOR ITS RETURN.
- THE AWARDS COORDINATOR WILL WORK WITH REGION DIRECTORS, WHO WILL RECOMMEND TWO AWARDS JUDGES EACH YEAR, TO JUDGE NATIONAL OUTSTANDING AWARDS. THE REGIONAL JUDGES MUST BE EXPERIENCED PATROLLERS IN GOOD STANDING
- NAMES OF AWARDS JUDGES WILL BE REQUESTED BY APRIL 1 OF EACH YEAR
- THE RATING SYSTEM IN THE NSP P&P MANUAL WILL BE USED TO JUDGE ALL OUTSTANDING AWARDS

COMMUNICATION AND OUTREACH

- COORDINATOR WILL SUBMIT THE NAMES OF THE (2) SOUTHERN DIVISION JUDGES TO JUDGE THE NATIONAL OUTSTANDING AWARDS TO NSP.
- PREPARE AN ANNUAL REPORT SUMMARIZING THE ACTIVITIES OF THE AWARDS COORDINATOR AND PROVIDE TO THE APPROPRIATE DIVISION OFFICER NO LATER THAN 30 DAYS PRIOR TO THE ANNUAL FALL CONFERENCE AND AWARDS BANQUET.
- COORDINATOR WILL BE RESPONSIBLE FOR COMMUNICATING WITH NATIONAL NSP AWARDS PROGRAM AND PARTICIPATE IN THE NATIONAL PROGRAM AS REPRESENTATIVE OF THE SOUTHERN DIVISION.

ADMINISTRATIVE RESPONSIBILITIES

- TO MAINTAIN A SUPPLY OF SERVICE AWARD CERTIFICATES AND PINS, AND AWARDS FOLDERS AND FRAMES PAID FOR FROM THE ANNUAL AWARDS BUDGET.
- TO KEEP ACCURATE RECORDS OF EVERY AWARD NOMINATION FILED AND ON EVERY AWARD PRESENTED
- PROVIDE AN ANNUAL REPORT AS MENTIONED ABOVE
- PROVIDE THE SOUTHERN CROSS EDITOR OR DIVISION WEBMASTER WITH A LISTING OF AWARDS, FOR INCLUSION IN NEWSLETTER OR WEBSITE, AS DETERMINED BY DIVISION DIRECTOR

MENTORSHIP AND SUCCESSION PLANNING

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- MENTOR AND NAME A SUCCESSOR OR POTENTIAL SUCCESSORS FOR FUTURE AWARDS LEADERSHIP ROLES.
 - SERVE AS A RESOURCE FOR PATROL, REGION, DIVISION, AND NATIONAL AWARDS PROGRAMS, WHILE WORKING WITH THE NATIONAL OFFICE AND THE NATIONAL AWARDS PROGRAM SUPERVISOR.



ELECTION COORDINATOR

Purpose

To coordinate and oversee the election process for the Director of the Southern Division of the National Ski Patrol (NSP), ensuring a fair and transparent election that aligns with the values, goals, and mission of the NSP and the Southern Division. As requested by the Division Director, to coordinate the creation of a recommended slate of candidates for the annual National Board election.

Qualifications

- Must be a Southern Division NSP member in good standing.
- *Recommended (but not required):* Alpine Senior, Senior, or Certified Patroller.
- Strong communication skills with the ability to interact across the Southern Division using appropriate electronic media.
- *Recommended (but not required):* Previous leadership experience at the patrol, region, or division level.

Responsibilities and Duties

Division Election Coordination

- Oversee regular elections of the Division Director, conducted during odd years.
- Ensure the election coordinator:
 - Receives nominations and verifies candidate qualifications.
 - Communicates with candidates and oversees the election process.
 - Reviews and determines eligibility of candidates and provides the Division Director and NSP National Chair with a list of eligible and ineligible candidates by December 15.
- Review appeals regarding candidate eligibility, coordinating with the Past Division Director for resolution.

National Election Coordination

- If requested by the Division Board, the coordinator will oversee the Division's involvement with the National Board Election.
- Coordinator will form a committee to build a slate of recommended candidates for the National Board. Attend any National forums, interview candidates, organize position and policy statements for the committee to review.

Candidate Management

- Accept nominations by December 1 of the year preceding the election. Ensure nominations include:
 - Signed acceptance from the nominee.
 - A one-page resume of qualifications.
 - (Optional) A candidate's platform.
- Post candidate resumes and platforms on the Division website and send them to full board 60 days prior to election.
- Ensure candidates do not use their current position or its resources to campaign.

Ballot and Voting Administration

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- By February 1 of the election year, distribute ballots, resumes, and platforms to Patrol Representatives (one vote per patrol).
 - Provide clear instructions for ballot submission via mail, email, fax, or in person by February 21.
 - Announce election results on March 1. In the event of a tie:
 - Facilitate re-voting among Patrol Representatives within seven days.
 - If necessary, conduct further voting by the Executive Committee, excluding members directly involved in the tie.

Communication and Outreach

- Prepare and submit timely articles for *The Southern Cross*, the Division newsletter.
- Submit an annual year-end report by April 15, summarizing election activities and including any proposed changes to the job description.
- Maintain clear and consistent communication with the Southern Cross Editor and Division Internet Supervisor.

Administrative Responsibilities

- Ensure adherence to division policies regarding financial procedures and reporting.
- Prepare and submit expense vouchers to the Division Treasurer in a timely manner.
- Develop and submit an annual budget request to the Division Treasurer.

Promotion of NSP Values

- Promote the values, goals, and mission of the NSP and the Southern Division in all aspects of election administration and coordination.

HOST PROGRAM SUPERVISOR

Purpose

To coordinate and support the Host Program within the Southern Division of the National Ski Patrol (NSP), fostering engagement, promoting awareness, and ensuring alignment with the National Host Membership category's mission and objectives.

Qualifications

- Must be a Southern Division NSP member in good standing.
- Familiarity with all aspects of the National Host Membership category, including its classifications and guidelines.
- Strong organizational and communication skills, with the ability to engage effectively across the division.
- *Recommended (but not required):* Previous leadership experience at patrol, region, or division level.

Responsibilities and Duties

Program Coordination

- Develop and promote the Host Program throughout the Southern Division.
- Provide information about the Host Program and its activities through various communication channels.
- Communicate with patrols about the process for building host programs as requested.
- Identify and engage potential future Host Program members.

Administrative Responsibilities

- Submit an annual summary report of all Host Program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the annual Division Report.
- Develop and request an annual budget for the Host Program each spring, submitting it to the Division Treasurer.
- Prepare and submit expense vouchers to the Division Treasurer in a timely manner.

Mentorship and Succession Planning

- Mentor and name a successor or potential successors to ensure the continuation of the Host Program leadership. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

INSTRUCTOR DEVELOPMENT EDUCATION PROGRAM SUPERVISOR

Purpose

To oversee and manage the Instructor Development Program within the Southern Division of the National Ski Patrol (NSP), ensuring the effective training and mentorship of patrollers while maintaining alignment with the values, goals, and mission of the NSP.

Qualifications

- Must be a Southern Division NSP member in good standing.
- *Recommended (but not required):* Alpine Senior, Senior, or Certified Patroller.
- Committed to the values and mission of the NSP and the Southern Division.
- Strong organizational skills and ability to complete administrative tasks within established deadlines.
- Effective communication skills, including written and electronic communication across the division.
- Working knowledge of the National Instructor Development Program.
- Previous leadership experience at patrol, region, or division level preferred.
- Minimum of five years as an involved instructor in the Instructor Development discipline.
- Experience as an Instructor Trainer (IT) in this discipline is ideal.
- Background in teaching or education preferred.

Responsibilities and Duties

Program Management

- Promote and manage the Instructor Development Program across the Southern Division.
- Ensure that Instructor Development courses are taught in each region as needed to maintain a sufficient number of instructors for all NSP programs.
- Publish and file an annual staff roster identifying Instructor Development (ID) instructors and their mentor and IT statuses, categorized by regions and patrol bases if required.

Support and Collaboration

- Serve as a liaison with division program supervisors to ensure the mentoring process is completed for each discipline.
- Assist Region ID Administrators with marketing and scheduling Instructor Development courses.
- Work with program supervisors in each discipline to assign mentors to all new mentees upon course completion (except for those taking the course for elective credit or who decline interest in becoming an instructor).
- Address and report any failure to appoint mentors to the Division Director and the involved Division Supervisor.

Instructor Development and Evaluation

- Monitor and periodically evaluate ID instructors to ensure that training standards, quality assurance, and content continuity align with NSP texts.
- Promote instructional skills in continuing education programs with a focus on adult learners in a volunteer setting.
- Identify and train ITs in Instructor Development to ensure quality assurance and mentorship for the program.

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- Promote the development of course instructors and ITs regionally and across the division.

Administrative Responsibilities

- Ensure the completion of all ID course paperwork, including registration, completion records, and payment of fees.
- Facilitate communication between Instructors of Record (IORs) and division supervisors to ensure mentees are assigned to discipline mentors within 10 days of course completion.
- Report any failures in paperwork or mentor assignment to the Division Director and take disciplinary action as authorized.
- Develop and request an annual budget for the Instructor Development Program, submitting expense vouchers to the Division Treasurer on a timely basis.
- Submit an annual summary report of ID program activities to the respective ADD by April 15 for inclusion in the Annual Division Report.

Communication and Outreach

- Market information about Instructor Development courses through:
 - *The Southern Cross* newsletter and Division website
 - Schedule updates provided to the Division Website Supervisor for publication.

National Collaboration

- Maintain communication with National Instructor Development personnel to implement updates and new directives.
- Ensure revisions to courses from the National level are integrated into division practices.

Quality Control

- Travel within the division to monitor the delivery of classes and provide support to instructors and administrators in need.
- Ensure the consistency and adequacy of classes delivered across patrols and regions.
- Certify new instructors and ITs while maintaining up-to-date records of certifications.

Mentorship and Succession Planning

- Mentor, evaluate, and identify a successor for the Division Instructor Development Program Supervisor role, as well as other potential successors for leadership positions within the program. Any successors must be approved by the Division Director or Region Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

LEADERSHIP DEVELOPMENT EDUCATION PROGRAM SUPERVISOR

Purpose

To lead, develop, and promote the Leadership Development (LD) Program within the Southern Division of the National Ski Patrol (NSP), empowering patrollers to grow as leaders at the patrol, region, and division levels. This role ensures the effective delivery of leadership courses and mentoring programs in alignment with NSP's values, goals, and mission.

Qualifications

- Southern Division NSP member in good standing.
- Proven leadership experience at the patrol, region, or division level.
- Demonstrates excellent communication, organizational, and mentoring skills.
- Experience in program development and management.
- Familiarity with NSP educational standards and goals.

Responsibilities and Duties

Program Management

- Manage and promote the Leadership Development Program within the Southern Division.
- Develop and maintain the Leadership Program, ensuring it aligns with the NSP Mission Statement to educate patrollers.
- Ensure Leadership Development courses are conducted in the division as often as needed.

Mentorship Coordination

- Collaborate with program supervisors across all disciplines to assign mentors to new mentees at the completion of respective courses.
 - Ensure mentor assignments occur unless the student is taking the course for elective credit only or declines interest in becoming an instructor.
 - Report any failure to appoint mentors to the Division Director and notify the respective Division Supervisor.

Communication and Outreach

- Market information about Instructor Development courses through:
 - *The Southern Cross* newsletter and Division website
 - Schedule updates provided to the Division Internet Supervisor for publication on the Division website.

Administrative Responsibilities

- Ensure the completion of all paperwork related to Leadership Development courses, including registration, course completion, and fee processing.
- Prepare and submit an annual report summarizing LD Program activities and recommendations to the Division Director or respective Assistant Division Director (ADD).
- Prepare and submit expense vouchers to the Division Treasurer in a timely manner.

Instructor Evaluation and Quality Assurance

- Monitor and periodically evaluate Leadership Development instructors to ensure:
 - Training and quality assurance standards are upheld.

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- Content continuity is maintained in alignment with NSP texts and guidelines.

Mentorship and Succession Planning

- Identify, mentor, and name a successor or potential successors for the Internet Coordinator role to ensure continuity in program leadership. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.



REGION SENIOR COORDINATOR

Purpose

To administer and maintain the Senior Program within the Southern Division of the National Ski Patrol (NSP) at the Region level, ensuring the program's delivery aligns with NSP's goals, objectives, and policies. The role involves promoting participation, maintaining high standards of instruction, and supporting the professional development of Senior Evaluators and candidates.

Qualifications

- Must be a current Southern Division NSP member in good standing.
- Strong commitment and capability to implement and deliver the Senior Program to members.
- Demonstrates technical expertise and broad experience in all phases of the Senior Program, including knowledge, skills performance, electives, and more.
- Proven administrative track record, including written and communication skills.
- Must hold the position of Senior Patroller or higher.
- Current OEC Instructor, actively serving as a Senior Evaluator in OEC.
- *Recommended but not required:* Minimum of 3 years of experience as a Senior Program evaluator.
- Recognized by peers as a leader with demonstrated organizational, leadership, and management skills at the local level.
- Sufficient flexibility to perform all duties associated with the position.

Responsibilities and Duties

Program Delivery

- Implement and maintain the Senior Program within the region in alignment with NSP national goals, objectives, policies, and procedures.
- Promote and encourage participation in the Senior Program in collaboration with division officers, patrol directors, patrol representatives, and instructors.
- Administer and coordinate Senior OEC and OET clinics and evaluations for the region, ensuring proper submission of all course documentation.
- Coordinates with Region OET and OEC supervisors to assure quality and provide instructors for clinics for evaluations.
- Maintain activity records for all active Senior evaluators.
- Develop performance-driven instructional staff, facilitating clinics, evaluations, and equipment caches as needed.
- Mentor, train, and provide development opportunities for new and current Senior Trainer Evaluators (TEs), actively recruiting and selecting new TEs for the program.
- Identify and address issues that could negatively impact the delivery of the Senior Program to its members.
- Serve as a resource for regional patrols and Senior candidates.

Communication and Outreach

- Assist with the development of the Senior national program content.
- Provide input on Senior programs and evaluate how well the existing program meets member needs.
- Communicate with regional Senior Coordinators to foster collaboration and mutual understanding of Senior objectives and performance standards.

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- Establish and distribute training schedules for clinics and evaluations in collaboration with division and regional staff to meet instructional and member needs.
 - Notify Patrol Directors and Patrol Representatives of candidate progress and classification changes.
 - Provide a Year-End Summary Report to Assistant Division Director - Skills, detailing the number of clinics and evaluations held, candidate progress, and the number of active evaluators in the program.

Quality Management

- Administer a quality management program to ensure consistency in instruction, program content, materials, trainee competency, and overall effectiveness.
- Maintain the integrity and standards of the Senior Program.
- Train and support regional program personnel as needed.
- Complete all record-keeping and reporting requirements promptly and accurately.



SAFETY TEAM COORDINATOR

Purpose

The Southern Division of National Ski Patrol is an industry leader in the promotion and education of outdoor recreational safety. The purpose is to administer and lead the division in promoting safety in outdoor sporting activities and events within the southern division. This program calls for personal commitment to safety-not only commitment to safety as a value, but commitment to the management factors that integrate the value into our outdoor activities.

Qualifications

- Southern Division member in good standing
- *Recommended but not required:* Alpine Senior, Senior, or Certified Patroller in good standing.
- Previous leadership experience at the patrol, region, or division level.
- *Recommended but not required:* Current active instructor in any NSP discipline.

Responsibilities and Duties

Support and Assistance

- Provide information and support to our regions and local patrols and patrollers regarding the National Safety Team programs.
- Establish and implement short-term and long-term goals for the Safety Program to ensure its growth and success.
- Support the development of Safety programs at the patrol, region, and division level, providing resources and guidance as needed.

Compliance and Record Keeping

- Maintain familiarity with safety program promotions and activities
- Keep accurate records of all program activities and ensure proper reporting. Forward a copy of the annual report to the respective ADD by April 15 for inclusion in the Division Report.

Administrative Responsibilities

- Prepare and submit annual budget and expenditure reports to the Division Treasurer.
- Submit expense vouchers to the Division Treasurer in a timely manner.
- Compile and submit a year-end report, including any proposed changes to the job description, by April 15.

Mentorship and Succession Planning

- Mentor, identify, and name a successor and other potential successors to ensure program continuity. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

SOUTHERN CROSS EDITOR

Purpose

To publish and distribute *The Southern Cross*, the Southern Division's principal communication tool, three times annually (Fall, Winter, and Summer). This role involves coordinating contributions, managing publication logistics, and promoting the NSP's values and sponsors, ensuring effective communication across the Southern Division.

Qualifications

- Current Southern Division NSP member in good standing.
- Strong communication skills, with the ability to interact effectively across the Southern Division using electronic media.
- Previous leadership experience at the patrol, region, or division level.
- Proven experience editing manuscripts or articles for spelling, grammar, and content.
- Proficient in the use of publication software.

Responsibilities and Duties

Coordination and Publication

- Oversee the timely production, layout, publication, and distribution of *The Southern Cross* four times annually.
- Establish deadlines for article submissions and enforce them to meet publication schedules.
- Forward each issue to the Division Director (DD) or respective Assistant Division Director (ADD) for review and approval prior to publication.

Content Development

- Solicit articles, news features, and photographs from Division staff, board members, patrollers, and Program Supervisors.
- Create and share an annual schedule for article contributions, assigning topics to Program Supervisors and board members as needed.
- Acknowledge receipt of submitted articles with a return email; contributors must follow up if no acknowledgment is received.

Announcements and Events

- Include timely announcements and registration forms for key events, such as the Fall Officer's Meeting, in regular issues of *The Southern Cross*. On occasion, coordinate separate mailings for such events.

Distribution

- Provide PDF versions of the newsletter to the Division Internet Supervisor for inclusion on the Division website.

Administrative Responsibilities

- Prepare an annual budget request and expenditure report for submission to the Division Treasurer.
- Submit an annual report summarizing the activities of *The Southern Cross* Editor, including recommendations for future issues, to the respective ADD by April 15.
- Prepare and submit expense vouchers to the Division Treasurer on a timely basis.

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- Attend the Fall Board of Directors Meeting to represent the role and provide updates on publication activities.

Mentorship and Succession Planning

- Mentor a successor and other potential successors to ensure smooth continuity of the position. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.



TECHNOLOGY AND WEBSITE COORDINATOR

Purpose

To manage, maintain, and promote the Division Internet site for the Southern Division of the National Ski Patrol (NSP), ensuring effective communication, accurate information sharing, and alignment with the values, goals, and mission of the NSP.

Qualifications

- Southern Division NSP member in good standing.
- Ability to effectively communicate across the division via electronic media.
- Prior leadership experience at the patrol, region, or division level is preferred.
- Proficiency in web development and maintenance, including knowledge of:
 - Pertinent tools to provide up to date website and communications capabilities
 - Content Management Systems (CMS) and web server management.
 - Graphic design software such as Photoshop.
 - E-commerce payment systems (e.g., PayPal integration).
- Understanding of the Southern Division's organization and operations.

Responsibilities and Duties

Website Management

- Maintain and update the Division Internet site to ensure accessibility and accuracy.
- Create a Web Team to manage the Division website. Team will update the annual calendar, course information, Division staff roster, and additional items as needed.
- Provide training to the Web Team.

Communication and Outreach

- Assist local patrols in developing their own Internet sites, as requested.
- Support the division with electronic mailings and forms through Internet email.
- Disseminate changes to the division calendar, collaborating with Region Directors and webmasters.

Program Coordination

- Work with NSP and Division leadership to integrate news, updates, and other relevant information on the website.
- Collaborate with Region Directors, Program Supervisors, and content providers to ensure website updates align with regional/division needs.
- Update program and meeting pages on the website, including registration links, home page news, and meeting areas for each Division event.

Administrative Responsibilities

- Provide an annual summary report of all Division Internet activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the Annual Division Report.
- Develop and submit an annual budget request for the Internet Coordinator role to the Division Treasurer.
- Submit expense vouchers to the Division Treasurer in a timely manner.

Mentorship and Succession Planning

- Identify, mentor, and name a successor or potential successors for the Internet Coordinator role to ensure continuity in program leadership. Any successors must be approved by the Division Director.

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- The Division Coordinator may appoint Assistant Coordinators as needed after conferring with the Division Director.

TELECOMMUNICATIONS SUPERVISOR

Purpose

To promote the effective use and maintenance of telecommunications within the Southern Division of the National Ski Patrol (NSP), ensuring compliance with FCC regulations and supporting local patrols and members in the acquisition and operation of radio equipment. The role aligns with NSP's values, goals, and mission to provide essential communication tools for ski patrolling activities.

Qualifications

- Current Southern Division NSP member in good standing.
- Proven ability to communicate effectively across the Southern Division using electronic media.
- Prior leadership experience at the patrol, section, region, or division level.

Responsibilities and Duties

Support and Assistance

- Provide information and support to local patrols and patrollers regarding the acquisition, maintenance, and operation of telecommunication equipment.
- Assist NSP Registration Units and ski area management in obtaining FCC radio licenses as requested.
- Locate available calibration services for radios used by Southern Division members to ensure compliance with FCC rules, operational readiness, and effectiveness.

Compliance and Record Keeping

- Maintain familiarity with current FCC regulations related to licensing and the use of radios by patrols within the division.
- Keep accurate records of all program activities and ensure proper reporting. Forward a copy of the annual report to the respective ADD by April 15 for inclusion in the Division Report.

Administrative Responsibilities

- Prepare and submit annual budget and expenditure reports to the Division Treasurer.
- Submit expense vouchers to the Division Treasurer in a timely manner.
- Compile and submit a year-end report, including any proposed changes to the job description, by April 15.

Mentorship and Succession Planning

- Mentor, identify, and name a successor and other potential successors to ensure program continuity. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

WOMEN'S PROGRAM SUPERVISOR

Purpose

To administer and lead the Southern Division Women's Seminars within the National Ski Patrol (NSP), promoting the development of female patrollers by fostering skill-building, leadership opportunities, and mentorship in alignment with NSP's values, goals, and mission.

Qualifications

- Current Southern Division NSP member in good standing.
- *Recommended (but not required):* Alpine Senior, Senior, or Certified Patroller.
- Current Outdoor Emergency Care (OEC) or Toboggan Instructor.
- Current OEC or Toboggan Instructor Trainer (IT).

Responsibilities and Duties

Program Administration

- Plan, organize, and oversee the annual Southern Division Women's Seminar.
- Assist regions in implementing regional women's clinics to enhance participation and accessibility.
- Evaluate and modify the program annually based on feedback from staff and participants to ensure continued improvement.

Mentorship and Leadership

- Promote the teaching, sharing, and learning of ski patrol techniques by women instructors for female participants.
- Provide positive female patrol role models to inspire and develop future leaders within the Southern Division.

Communication and Outreach

- Prepare articles for *The Southern Cross*, the division newsletter, division Women's Program social media, to raise awareness and encourage participation.
- Update and maintain Southern Division Women's Seminar information on the division's website.

Administrative Responsibilities

- Prepare an annual budget and expenditure report for submission to the Division Treasurer prior to the Spring Division Board meeting.
- Submit expense vouchers to the Division Treasurer in a timely manner.
- Provide a year-end report summarizing activities and recommendations for the program, submitted to the respective Assistant Division Director (ADD) by April 15.

Mentorship and Succession Planning

- Identify, mentor, and name a successor and other potential successors to ensure program continuity. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

YOUNG ADULT PROGRAM (YAP)

Purpose

To administer and lead the Southern Division Young Adult Patroller (YAP) Program, fostering the development of young patrollers by promoting skill-building, leadership, and engagement in alignment with the values, goals, and mission of the National Ski Patrol (NSP) and the Southern Division.

Qualifications

- Southern Division member in good standing
- *Recommended but not required:* Alpine Senior, Senior, or Certified Patroller in good standing.
- Previous leadership experience at the patrol, region, or division level.
- Current active instructor in any NSP discipline.

Responsibilities and Duties

Program Leadership

- Promote the Southern Division YAP Program to increase participation and visibility.
- Establish and implement short-term and long-term goals for the YAP Program to ensure its growth and success.
- Support the development of YAP programs at the patrol, region, and Division level, providing resources and guidance as needed.

Quality Assurance

- Annually evaluate the YAP Program and recommend modifications based on feedback from staff and participants to ensure continued relevance and effectiveness.

Communication and Outreach

- Communicate regularly with the National YAP Advisor to align divisional initiatives with national goals and standards.

Administrative Responsibilities

- Prepare and submit expense vouchers to the Division Treasurer in a timely manner.
- Submit a year-end report summarizing program activities, progress, and recommendations to the respective Assistant Division Director (ADD).

Mentorship and Succession Planning

- Identify, mentor, and name a successor and other potential successors to ensure program continuity. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

RESPONSIBILITIES AND DUTIES OF SKILLS PROGRAM SUPERVISORS

AVALANCHE EDUCATION PROGRAM SUPERVISOR

Purpose

To oversee and provide avalanche safety and rescue education for Southern Division National Ski Patrol (NSP) members, ensuring high-quality Avalanche programs that align with NSP curriculum and values.

Qualifications

- Must be a Southern Division member in good standing.
- Must be an Avalanche instructor
- *Recommended (but not required):* Alpine Senior, Nordic Senior, or Certified Patroller
- *Recommended (but not required):* Membership in the American Avalanche Association (A3)
- Strong ability to communicate effectively across the division using electronic media.
- Organized and skilled in completing paperwork within established deadlines.
- Previous leadership experience at the patrol, region, or division level.

Responsibilities and Duties

Program Development and Coordination

- Provide avalanche training for NSP members and non-members.
- Manage, promote, and ensure quality assurance for avalanche programs across the division.
- Establish short-term and long-term goals for the Southern Division Avalanche program in collaboration with Division avalanche instructors.
- Adhere to the quality assurance elements outlined in the National Program.
- Recruit, develop, and certify avalanche instructors.
- Participate in National Avalanche Program meetings and calls and participates in National Avalanche Education Program Team.
- Maintain Southern Division avalanche equipment and coordinate with other programs for sharing and use.
- Provide support to the Division Certified Program avalanche module, as requested by the Certified Program Supervisor.

Communication and Outreach

- Share information about Avalanche program (events, courses, updates) through *the Southern Cross* newsletter and Division website.
- Attend the Fall Division Meeting to represent the Avalanche Program, present topics and provide program status update.
- Communicate regularly with National and Divisional Avalanche Advisors on program updates and standards.

Mentorship and Evaluation

- Assign mentors to avalanche course participants who express interest in becoming avalanche instructors.
- Monitor and evaluate avalanche instructors to ensure training standards and quality assurance are maintained.

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- Identify future avalanche course instructors, ITs, and mentors to support program growth and development.

Administrative Responsibilities

- Ensure the completion of all course-related paperwork, including registration, completion records, and payment of fees.
- Review and approve instructor status for avalanche instructors on the Division roster.
- Maintain detailed records of all courses held, participants, and involved instructors.
- Submit updated Avalanche Instructor and IT rosters to National office annually as directed by NSP.
- Prepare and submit expense vouchers to the Division Treasurer promptly.
- Develop and request an annual budget for the avalanche program each spring.
- Provide an annual report summarizing program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the annual Division Report.

Succession Planning

- Identify potential successors and mentor potential successors to ensure continuity of program leadership.



BIKE EDUCATION PROGRAM SUPERVISOR

Purpose

To oversee and lead the Southern Division Bike Education Program providing bike safety and rescue education for bike patrollers within the Southern Division. The program promotes safety, skill-building, and growth while fostering collaboration among Region Bike Advisors, Bike Patrol Representatives, and Bike patrollers. The role aligns with NSP's values, goals, and mission.

Qualifications

- Southern Division NSP member in good standing.
- Prior leadership experience at the patrol, region, or division level.
- Active member of a Southern Division Bike Patrol.
- Ability to communicate effectively across the division using electronic media.
- *Recommended but not required:* Senior or Certified Patroller; PMBIA Instructor certification.

Program Leadership

- Monitor and support the Southern Division Mountain Bike Program, ensuring alignment with NSP goals and standards.
- Provide guidance and assistance to develop region-level Mountain Bike programs.
- Mentor and develop new Bike Program instructors.

Communication and Outreach

- Share information about program (events, courses, updates) through *the Southern Cross* newsletter and Division website.
- Maintain active communication with Mountain Bike Region Advisors and Mountain Bike Patrol Representatives (PRs) and Patrol Directors (PDs).
- Collaborate with the National Mountain Bike Program Director to ensure consistency and integration of best practices.
- Attend the Fall Division Meeting to represent the Mountain Bike Program and provide updates on progress and achievements.

Administrative Responsibilities

- Ensure the completion of all course-related paperwork, including registration, completion records, and payment of fees.
- Review and approve instructor status for Bike instructors on the Division roster.
- Maintain updated records for all participants attending Bike Program Instructor courses and certification rosters.
- Submit updated Bike Program Instructor and IT rosters to National office annually as directed by NSP.
- Maintain detailed records of all courses held, participants, and involved instructors.
- Prepare and submit expense vouchers to the Division Treasurer promptly.
- Develop and request an annual budget for the Bike Program each spring.
- Provide an annual report summarizing program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the annual Division Report.
- Maintain updated Bike Patrol information on the Southern Division website to support engagement and awareness.

Mentorship and Succession Planning

- Identify, mentor, and name a successor and other potential successors to ensure program continuity. Any successors must be approved by the Division Director.

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- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

CERTIFIED PROGRAM SUPERVISOR

Purpose

To oversee and coordinate the Certified Program within the Southern Division of the National Ski Patrol (NSP), ensuring high standards of training, evaluation, and certification while fostering the development and continuity of Certified leadership roles within the division.

Qualifications

- Elected position within the membership of Certified Patrollers, reporting to the Division Director.
- Approval from the Southern Division Executive Committee is required for confirmation of the Certified Program Supervisor.
- Proven experience in NSP programs, including familiarity with policies and procedures.
- Strong organizational, communication, and leadership skills.

Responsibilities and Duties

Program Coordination

- Coordinate Certified Clinics and Evaluation within the Southern Division, delegating pre-planning of clinics and modules to Certified Examiners when necessary.
- Collect and review applications for new candidates in the Certified Program.
- Ensure consistent administration and organization of Certified qualification clinics throughout the division.
- Plan, organize, promote, and administer key Certified Program events, including:
 - Annual Certified evaluation.
 - Annual Certified business meeting.

Certification Management

- Maintain records of all applicants, participants, and Certified Patrollers in the division, including:
 - Forwarding the names of patrollers completing the Certified Program to the National Office for Certified Number assignment.
 - Submitting names to the Division Awards Supervisor for award certificate preparation upon receiving Certified Numbers.
- Coordinate the recertification of Certified Patrollers every three years and submit the appropriate records to the National organization.

Communication and Outreach

- Gather, develop, and disseminate information about the Certified Program's mission, services, and activities to Certified staff, supporters, and division leadership.
- Build and promote relationships between Certified Program staff and NSP leadership at all levels through proactive communication, including articles, website updates, emails, and personal contact.
- Submit articles to *The Southern Cross* and maintain updated Certified Program information on the Southern Division website.
- Submit award nominations for Certified Patrollers at the division level.

Mentorship and Succession Planning

- Mentor and name a successor or potential successors for future Certified leadership roles.
- Serve as a resource for Patrol, Region, Division, and National Certified programs, working with the National Office and the National Certified Program Supervisor.

Administrative Responsibilities

- Prepare and submit an annual report summarizing Certified Program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the Annual Division Report.
- Develop and submit an annual budget request and expenditure report to the Division Treasurer.
- Prepare and submit expense vouchers to the Division Treasurer in a timely manner.
- Ensure financial and administrative data is reported accurately and on time to division staff and leadership.

Standards and Quality Control

- Ensure consistent standards and quality controls are applied to the Certified Program.
- Track and manage the progress of Certified Candidates, ensuring compliance with National and Division standards.
- Monitor and mentor Certified staff members through their refresher cycle to maintain compliance.



MOUNTAIN TRAVEL AND RESCUE (MTR) EDUCATION PROGRAM SUPERVISOR

Purpose

To oversee and provide basic and advanced training in mountaineering and rescue for Southern Division National Ski Patrol (NSP) members, ensuring high-quality Mountain Travel and Rescue (MTR) programs that align with NSP values, goals, and mission.

Qualifications

- Must be a Southern Division member in good standing.
- Must be an MTR instructor
- Must be an MTR Instructor trainer
- *Recommended (but not required):* Alpine Senior, Nordic Senior, or Certified Patroller
- Strong ability to communicate effectively across the division using electronic media.
- Organized and skilled in completing paperwork within established deadlines.
- Previous leadership experience at the patrol, region, or division level.

Responsibilities and Duties

Program Development and Coordination

- Provide basic and advanced mountaineering and rescue training for division members aiming to improve patrol skills and/or advance in classification.
- Manage, promote, and ensure quality assurance for MTR programs across the division.
- Establish short-term and long-term goals for the Southern Division MTR program in collaboration with Region MTR Advisors.
- Assist Region MTR Advisors in setting and achieving their program goals.

Communication and Outreach

- Market information about Instructor Development courses through:
 - *The Southern Cross* newsletter and Division website
 - Schedule updates provided to the Division Internet Supervisor for publication on the Division website.

Mentorship and Evaluation

- Assign mentors to MTR participants who express interest in becoming MTR instructors.
- Periodically monitor and evaluate MTR instructors to ensure training standards and quality assurance are met.
- Identify future MTR course instructors, ITs, and mentors to support program growth and development.

Administrative Responsibilities

- Ensure the completion of all course-related paperwork, including registration, completion records, and payment of fees.
- Maintain detailed records of all courses held, participants, and involved instructors.
- Maintain updated records for all participants attending OET Instructor courses and certification rosters.
- Submit updated MTR Instructor and IT rosters to National office annually as directed by NSP.

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- Prepare and submit expense vouchers to the Division Treasurer promptly.
 - Develop and request an annual budget for the MTR program each spring.
 - Provide an annual report summarizing program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the annual Division Report.

Collaboration and Representation

- Communicate regularly with National and Divisional MTR Advisors on program updates and standards.
- Present topics and updates as requested during Fall Division meetings.
- Update Southern Division MTR web information.

Leadership and Succession Planning

- Actively mentor and name a successor and other potential successors to ensure continuity of program leadership. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.



NORDIC / BACKCOUNTRY EDUCATION PROGRAM SUPERVISOR

Purpose

To oversee the Nordic/Backcountry Program in the Southern Division of the National Ski Patrol (NSP), supporting Nordic/Backcountry Patrol Representatives, Advisors, and patrollers while fostering the development of healthy and productive Nordic/Backcountry Patrols. The role also aims to promote safety, training, and excellence in Nordic/Backcountry patrolling, aligning with the NSP's values, goals, and mission. This role also aims to promote skill-building and education for backcountry and cross country travel to allow Nordic / Back country patrollers to travel comfortably and safely in the winter environment and become competent in Outdoor Emergency Care, Mountain Travel & Rescue as well as Avalanche Awareness.

Qualifications

- Must be a Southern Division NSP member in good standing.
- *Recommended but not required:* Nordic Senior Patroller or Nordic Master Patroller.
- Previous leadership experience at the patrol, region, or division level.
- Must be familiar with the JSOU between the National Park Service and the National Ski Patrol.
- *Recommended but not required:*
 - Nordic/Backcountry Instructor certification.
 - PSIA Nordic Instructor certification (Level 1, 2, or 3).
 - MTR Instructor certification.
 - OET Instructor certification
 - Membership in the Southern Division NSP Snowsports School.

Program Development and Support

- Work within the Southern Division to enhance and grow the Nordic/Backcountry Program.
- Collaborate with the National Nordic/Backcountry Program Supervisor to integrate the latest Nordic/Backcountry initiatives into the Southern Division and share locally developed ideas with the National Program Director.
- Work with Nordic/Backcountry Patrols to establish and maintain productive and healthy operations, following guidelines in *The Guide to Becoming a Nordic/Backcountry Patroller (Draft – In Development)*.
- Assist Nordic/Backcountry Patrol Representatives in creating and maintaining written agreements between patrols and partner areas (e.g., state or national parks, Nordic centers).

Training and Education

- Coordinate Basic and Advanced Nordic/Backcountry Clinics and Evaluations throughout the division as needed.
- Collaborate with the Division Avalanche, OET, and Mountain Travel and Rescue (MTR) Supervisors to provide training opportunities for Nordic/Backcountry members.
- Maintain accurate records of courses held, participants, and those completing basic or senior Nordic/Backcountry patroller evaluations.
- Identify and develop future Nordic/Backcountry Examiners, instructors, and Instructor Trainers (ITs).
- Monitor and evaluate Nordic/Backcountry Instructors periodically to ensure all training standards are met.

Communication and Outreach

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- Work with local ski clubs, Nordic centers, and community organizations to promote safety in Nordic skiing and foster positive public relations.
 - Market information about Instructor Development courses through:
 - *The Southern Cross* newsletter and Division website
 - Schedule updates provided to the Division Internet Supervisor for publication on the Division website.

Collaboration and Representation

- Maintain communication with Nordic/Backcountry Patrol Representatives (PRs)/Patrol Directors (PDs).
- Serve as a liaison with the National Nordic/Backcountry Program Director to align division efforts with national goals.
- Attend the Fall Division Meeting to present updates and discuss Nordic/Backcountry initiatives.

Administrative Responsibilities

- Develop and submit an annual budget request and expenditure report for the Nordic/Backcountry Program to the Division Treasurer upon request.
- Provide an annual report summarizing Nordic/Backcountry Program activities to the respective Assistant Division Director (ADD) by April 15 for inclusion in the Division Report.
- Submit updated Nordic/Backcountry Instructor and IT rosters to National office annually as directed by NSP.
- Submit expense vouchers to the Division Treasurer on a timely basis.

Mentorship and Succession Planning

- Identify, mentor, and name a successor and potential successors to ensure continued leadership and program success. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

OUTDOOR EMERGENCY TRANSPORTATION (OET) EDUCATION PROGRAM SUPERVISOR

Purpose

To administer and lead the Outdoor Emergency Transportation Program for Southern Division of the National Ski Patrol (NSP), ensuring the implementation of national program standards, the development of skilled instructional staff, and develop and maintain high-quality training and certification practices in alignment with the values, goals, and mission of the NSP.

Qualifications

- Must be a Southern Division Alpine Senior, Nordic Senior or Certified Patroller in good standing.
- *Recommended (but not required):* active member of PSIA and Division Ski School in good standing.
- Strong ability to communicate effectively across the division using electronic media.
- Organized and skilled in completing paperwork and the ability to work within established deadlines.
- Previous leadership experience at the patrol, region, or division level.
- Current Toboggan Instructor Trainer (IT), actively engaged, and in good standing.

Responsibilities and Duties

Program Implementation and Oversight

- Implement and maintain the NSP OET Program standards within the Southern Division in accordance with national goals, objectives, policies, and procedures.
- Promote NSP OET programs in collaboration with Southern Division officers, staff, ITs, and instructors.
- Market programs such as Toboggan Enhancement Seminars and Women's Toboggan Clinics to boost participation and skill development.
- Work with Region OET administrators and OET program training staff to deliver instructor recertification programs.
- Develop and maintain criteria for Senior Alpine Skills and Toboggan training, clinics, and evaluations with Region OET Administrators and Senior Coordinators. Develop and calibrate an effective Senior Alpine Trainer/Evaluator Cadre to be used division wide for Senior Alpine evaluations.
- Ensure completion of and provide resources to region OET administrators and individual resorts to support Annual Toboggan Refreshers.
- Coordinate with Bike Patrol Program, regions and resorts, and MTR program for training in off snow rescue and transportation skills development.

Communication and Outreach

- Share information about the OET program (events, courses, updates) through the *Southern Cross* newsletter and Division OET Program page on the website.
- Update the Southern Division OET Program page on the website to maintain visibility and engagement.
- Serve as a member of the National OET Committee, actively contributing to discussions and decisions.
- Maintain communication with the National office, National OET Director, Southern Division Region OET Supervisors, officers, ITs, instructors, and other program supervisors.
- Attend the Fall Division Meeting to represent the OET Program and present topics and provide program status update.

Mentorship and Evaluation

Work with the Instructor Development Supervisor to ensure that all OET Mentees interested in becoming OET Instructors are assigned mentors after completing Instructor Development courses.

- Periodically monitor and evaluate OET instructors to ensure training standards and quality assurance are met.
- Identify future OET course instructors, ITs, and mentors to support program growth and development.

Administrative Responsibilities

- Maintain updated records for all participants attending OET Instructor courses and certification rosters.
- Submit updated OET Instructor and IT rosters to National office annually as directed by NSP.
- Provide an annual report summarizing program activities and achievements to the respective ADD by April 15 for inclusion in the Division Report.
- Prepare and submit expense vouchers to the Division Treasurer promptly.
- Submit a budget request to the Treasurer by April 15.

Mentorship and Succession Planning

- Identify and mentor a successor and other potential successors to ensure continuity and leadership for the program. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

OUTDOOR RISK MANAGEMENT EDUCATION PROGRAM SUPERVISOR

Purpose

To oversee and lead the Southern Division Outdoor Risk Management Program within the National Ski Patrol (NSP), promoting safety, skill-building, and growth while fostering collaboration among Patrollers and their host resorts. The role aligns with NSP's values, goals, and mission.

Qualifications

- Southern Division NSP member in good standing.
- Prior leadership experience at the patrol, region, or division level.
- Ability to communicate effectively across the division using electronic media.
- *Recommended but not required:* Senior or Certified Patroller

Responsibilities and Duties

Program Leadership

- Monitor and support the Southern Division ORM Program, ensuring alignment with NSP goals and standards.
- Provide guidance and assistance to develop ORM education opportunities programs.
- Mentor and develop new ORM Program instructors.

Communication and Outreach

- Maintain active communication with Patrol Representatives (PRs) and Patrol Directors (PDs).
- Collaborate with the National ORM Program Director to ensure consistency and integration of best practices.
- Attend the Fall Division Meeting to represent the ORM Program and provide updates on progress and achievements.

Administrative Responsibilities

- Prepare articles for *The Southern Cross*, the division newsletter, to promote program initiatives and activities.
- Maintain updated ORM information on the Southern Division website to support engagement and awareness.
- Submit expense vouchers to the Division Treasurer promptly and accurately.
- Provide a year-end report and budget request, including any proposed changes to the job description, by April 15.

Mentorship and Succession Planning

- Identify, mentor, and name a successor and other potential successors to ensure program continuity. Any successors must be approved by the Division Director.
- The Division Supervisor may appoint Assistant Supervisors as needed after conferring with the Division Director.

Snowsports School Director - Administrative

Purpose

The Snowsports School Director co-administers the Southern Division Snowsports School for the National Ski Patrol (NSP), and serves as the primary administrative liaison between Southern Division NSP members and the Professional Ski Instructors Association (PSIA). The position promotes the PSIA within the Southern Division, supports the development of the NSP-Southern Division Snowsports School, and fosters engagement and growth among its members.

Qualifications

- Southern Division Patroller and PSIA/AASI member in good standing.
- *Recommended but not required:* Alpine Senior or Certified Patroller
- *Recommended but not required:* OET Instructor.
- Active member of the NSP-Southern Division Snowsports School.
- Prior leadership and training experience at the patrol, region, or division level.
- Excellent understanding of the Southern Division organization and patrols.

Responsibilities and Duties

Program Leadership

- Encourage NSP members to advance through PSIA certification levels, supporting their professional growth.
- Manage Snowsports School registration, including:
 - Collecting membership applications.
 - Ensuring registration of Snowsports School through PSIA and NSP.
 - Planning and coordination of training events with Southern Division Snowsports School staff and/or PSIA/AASI Education Staff.

Communication and Outreach

- Serve as the liaison between Southern Division NSP members and PSIA, ensuring clear communication and collaboration.
- Promote PSIA activities, certifications, and resources within the Southern Division.
- Provide direct member communication and responses for any PSIA-related issues.
- Share information about the Division Ski School (events, courses, updates) through *the Southern Cross* newsletter and Division website.
- Attend the Fall Division Meeting to represent the Division Ski School and present topics and provide program status update.

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- Coordinate and manage the Southern Division NSP Snowsports School Education Assistance Grants.

Support and Engagement

- Attend PSIA conferences and training events to stay informed and engaged with the latest developments in PSIA.
- Participate in NSP Division Ski and Toboggan Workshops (STWs), supporting staff from the NSP-Southern Division Snowsports School.
- Work with other Division Skills Supervisors to coordinate instruction at clinics as needed.
- Provide support and resources for Senior level clinics and evaluations, working collaboratively with the Region Senior Coordinators and staff.
- Coordinate with the OET program to provide support and resources for Toboggan Trainer Workshops (TTWs) and other training events.

Documentation and Reporting

- Review and submit expense vouchers to the Division Treasurer promptly.
- In coordination with the Technical Director submit a year-end report and budget request by April 15, including any proposed changes to the job description.
- Collect program fees from each Snowsports School clinic and submit, at the completion of the event, along with a P&L statement promptly to the Treasurer.

Succession Planning

- Actively mentor and name a successor and other potential successors to ensure continuity of program leadership.

Snowsports School Director - Technical

Purpose

The Southern Division Snowsports School Technical Director promotes the advancement of skiing and riding skills, ensuring alignment with NSP's values, goals, and mission through standardized instruction and effective program management.

Qualifications

- Southern Division Patroller and PSIA/AASI member in good standing.
- *Recommended but not required:* Alpine Senior or Certified Patroller
- Level III Certified member of PSIA/AASI.
- Active Toboggan Instructor.
- *Recommended but not required:* Toboggan Instructor Trainer (IT).

Responsibilities and Duties

Standards and Instruction

- Establish and refine skiing/riding performance standards for the Division Senior Manual.
 - Contribute content to Alpine skiing/riding sections of the Southern Division Senior Manual and scorecards.
 - Make formal recommendations to the Senior Supervisor for any proposed changes to the manual.
- Provide standardized teaching platforms for skiing and riding through PSIA/AASI instruction.
- Offer technical support for quality assurance on movement details and techniques.
- Coordinate staffing for Ski and Toboggan Workshops (STWs) and Skier Enhancement Seminars (SEs) upon request.
- Provide support and resources for Senior level clinics and evaluations, working collaboratively with the Region Senior Coordinators and staff.
- Coordinate with the OET program to provide support and resources for Toboggan Trainer Workshops (TTWs) and other training events.
- Remain current in PSIA/AASI teaching standards and methods.

Communication and Outreach

- Prepare articles for *The Southern Cross*, the division newsletter.
- Update, along with the Administrative Director, the Southern Division Snowsports School web information to promote awareness and engagement.

Administrative Responsibilities

- Promptly prepare and submit expense vouchers to the Administrative Director.
- In conjunction with the Administrative Director, develop and submit a year-end report and budget by April 15, including proposed changes to the job description.

Mentorship and Succession Planning

- Identify, mentor, and name a successor and other potential successors to ensure program continuity.



APPENDIX C – DIVISION SPECIFIC AWARD PROCEDURES

NATIONAL APPOINTMENT/LEADERSHIP COMMENDATION AWARDS

National Appointment

- May be awarded to a patroller who has a minimum of eight seasons of service (at least one year as a Senior or Certified) and has demonstrated leadership that benefits the NSP beyond the patrol level, and/or served as a certified instructor for NSP for two or more ski seasons, and/or shown exceptional performance as a NSP Patrol Representative.
- A patroller does not apply for this appointment. The appointment should be overdue rather than premature. A member may receive only one appointment – either National or LCA.

Leadership Commendation Appointment

- Qualifications for this appointment are generally the same as those for a National Appointment – outstanding leadership and commitment – but nominees for this appointment are those members who are registered as patrollers (must have completed the senior patroller requirements at least one year before nomination), or basic patrollers (must have completed OEC Aid Room Module and four additional courses from the Senior elective list at least one year before nomination).
- A member may receive only one appointment – either National or LCA.

Southern Division Process for Awards coming before Executive Committee

- All nomination forms must be typed on the most current form. Handwritten submission will not be accepted.
- All original signatures must be on the nomination form, from sponsor through Region Director, before it is submitted to the Division Awards Supervisor.
- The Awards Supervisor must receive nominations a minimum of 14 days prior to the next scheduled Executive Meeting, if the nomination is to be considered at that meeting. Otherwise, the nomination will be held until the next scheduled meeting.
- An emailed copy of the Awards Nomination form and a letter of support must be sent.
- The Awards Coordinator after reviewing nominations for completeness, appropriateness, and signatures, will email the nominations and their accompanying point's worksheet to the Division Director.

Southern Division point form (found in Division Forms Library)

- Must be attached to all NA or LCA applications for submission to the Awards Coordinator.
- The Region Director normally confirms the points and must certify them to the Awards Coordinator, who then submits the nomination only to the Executive Committee members, who are prior recipients of the award.
- If the Region Director or an Assistant Division Director is nominated, then his or her superior officer performs this task.
- The points system is listed in the Southern Division Policies & Procedures Manual in Appendix “A,” the awards procedures section. A minimum of 30 points is required to qualify for these awards with 15 points coming from above the Patrol Level.

Division Awards Review Committee procedures

- Each EC member with either an NA or LCA will serve as a member of the Division Awards Review Committee. As such, they must understand their responsibility by reviewing the criteria for these awards in the NSP P&P Awards Chapter.
- Prior to the next Executive Meeting, the Division Director will share the nomination documents with members of the Executive Committee holding either National or Leadership Commendation Appointments.
- Typically, at the next Executive Committee Meeting, committee members holding a National or Leadership Commendation Appointment will form a Division Awards Review Committee. They will meet to vote on current nominations. A special separate meeting date may be established if needed to allow enough participants to vote.
- The sponsor for any NA or LCA, or his/her representative, will be strongly encouraged, by the Awards Coordinator, to attend the EC meeting when their nomination is reviewed. If “awards” is put on the agenda at the onset of the meeting, the sponsor can easily be given a time to be present.
- Following the presentation of a nomination by the sponsor, he/she will then be excused, and the “pros” and “cons” of the nomination explored. A vote will be taken by secret ballot, with a majority of votes necessary for the outcome. The Division Director will vote in case of a tie.
- If the Awards Review Committee does not approve the nomination, the committee and the Awards Coordinator should try to suggest a suitable alternative award. It is the responsibility of the Awards Coordinator to notify the sponsor if a nomination is rejected, and suggests a possible alternative award recommendation (for possible resubmission by the sponsor at a later time).
- Sponsor may seek the assistance of the DD if there are any disputes.

APPENDIX D - GLOSSARY OF TERMS

BOD: Board of Directors

DD: Division Director

ADD: Assistant Division Director

RD: Region Director

PD: Patrol Director

PR: Patrol Representative

RC: Region Coordinator

IT: Instructor Trainer:

TE: Trainer Evaluator: A Division-trained individual who specifically supports the training and evaluation of Senior candidates

OEC: Outdoor Emergency Care

OFC: Outdoor First Care

OET: Outdoor Emergency Transportation (Toboggan)

ID: Instructor Development

MTR: Mountain Travel and Rescue

ORM: Outdoor Risk Management

YAP: Young Adult Patroller

SES: Snowsports Enhancement Seminar

STW: Snowsports Trainer Workshop

TES: Toboggan Enhancement Seminar

TTW: Toboggan Trainer Workshop