

ARCTIC WINTER GAMES BOARD OF DIRECTORS APPLICATION

Thank you for your interest in joining the Arctic Winter Games Host Society Board! The Host Society Board of Directors will be responsible for governance, organizational policy, and the financial health of the organization. **Each member of the Board of Directors will also oversee and chair committees within their purview and will be responsible for helping to recruit volunteers to serve on the committees.** The Board of Directors will also elect officers and form an executive committee. Below is a brief list of responsibilities for each chair. This list is not a comprehensive representation of duties. Applicants should be flexible to meet the needs of the Games during their time with the Board.

President: Chair the Board meetings, be one of the key spokes people about the Games and directly supervise and support the Games Manager.

Vice-President: Co-Chair the Board meetings, be one of the key spokes people about the Games, offer general support and guidance to the committees and co-supervise and support the Games Manager and staff.

Technical Sport Director: Lead the Sport Technical Committee to identify appropriate officials for the Games, ensure the technical needs of each event are met, and collaborate with local sport clubs and the MSB School District to supply the necessary sporting equipment.

Facilities Sport Director: Oversee facility rentals including tents, warming shelters, bathrooms, as well as upgrades and improvements to existing sport facilities (ice rinks, seating, curling court). The Facilities Sport Director and Technical Sport Director will work closely to match each sporting event with the appropriate facility and schedule each of the sporting events.

Culture and Ceremonies Director: Plan and execute the cultural program and the opening and closing ceremonies. Work closely with the Glenn Massay Theater, Menard Sport Complex, and Cook Inlet Tribal Council to develop a plan for ceremonies and cultural events that focus on cultural sharing, storytelling, dancing and more.

Care and Comfort Director: Oversee accommodations, food, and beverage for athletes, coaches, chaperones. This includes working closely with the MSB School District, local businesses, food and beverage vendors, and transportation partners. Develop a plan with the MSB Emergency Services Department and the Palmer and Wasilla Police Departments to provide medical staff and volunteers at all the venues including athlete villages, evening events and ceremonies and each of the sporting events.

Marketing & Communications Director: Work closely with the contracted communications professional to develop a communication plan that will provide messaging pillars and brand development, guidance on website content, social media content, earned media opportunities and a timeline for specific communications.

Fundraising Director: Draft a fundraising plan that identifies goals, potential sponsors and sponsor levels, individual donors, and in-kind support contributions. Work with the Mat-Su Borough and the chair of the Sport committee, Culture and Ceremonies committee and Host Society Staff to develop a detailed Games Budget. The Fundraising Director will also be responsible for developing a full sponsorship-recognition plan.

Information Technology Director: The Host Society will need to provide smart phones to all the Mission Staff, AWGIC, coaches, and chaperones for use during the Games. Develop a plan with the MSB IT department, Emergency Services Department, and the Public Relations department to meet the requirements of the staging manual that ensures adequate communication equipment and mobile devices are available at all the venues and facilities for all relevant staff and guest. The IT committee may also need to support the development of a website and mobile app to keep the participants and visitors informed about activities prior to and during the Games.

Volunteer Director: Oversee the volunteer acquisition and training plan of more than 2000 volunteers. The AWG staging manual has specific and detailed instructions that need to be adhered to assure that all volunteers are appropriately vetted and placed.

Legacy Director: Develop a Winter City Initiative plan that will imagine new and innovative ways to create accessible outdoor gathering spaces for all ages within Palmer and Wasilla and to create new recreation infrastructure that will support economic development after the Games.

Time Requirements: The Host Society Board of Directors will be required to participate in meetings and other committee work in the years, months, and days leading up to the Arctic Winter Games. Prospective board members should plan to dedicate approximately 8-10 hours per month on their board responsibilities, with increased participation as the Games draw nearer.

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Are you a resident of the Mat-Su
 Borough? YES NO

Have you ever served on a board of
 directors? YES NO

Can you regularly attend meetings? * YES NO *See front page for more information on attendance
 expectations.

Choose a Board Chair(s)	
<input type="checkbox"/> President	<input type="checkbox"/> Vice President
<input type="checkbox"/> Director of Finance	<input type="checkbox"/> Technical Sport Director
<input type="checkbox"/> Facilities Sport Director	<input type="checkbox"/> Culture and Ceremonies Director
<input type="checkbox"/> Care and Comfort Director	<input type="checkbox"/> Marketing & Communications Director
<input type="checkbox"/> Fundraising Director	<input type="checkbox"/> Information Technology Director
<input type="checkbox"/> Volunteer and Protocols Director	<input type="checkbox"/> Legacy Director

Please explain why you are interested in serving on the board, and your specific experiences and skills related to your board chair interest. Include any current organizational affiliations. You may attached a brief resume to highlight your qualifications, affiliations, and interests.

References

Name/Relation/Phone:

Name/Relation/Phone:

Name/Relation/Phone:

If you are not chosen as a Board member, or if you decide not to join would you like to be a volunteer to assist our organization in various ways that match your skills and interest?

Yes No Perhaps

By signing your application, you agree to provide at least 10 hours a month in attendance to Board and Committee meetings, and that you do not have any conflicts of interest in participating on the Board.

Applicant Signature: _____ Date: __/__/__

Please attach your resume and send your application packet to:

Matanuska-Susitna Borough
ATTN: Planning Division
350 E Dahlia Ave.
Palmer, AK 99645

OR

Send Via Email to:
Borough.Planning.Department@matsugov.us

For any questions regarding this application, please email Leda.Borys@matsugov.us or call 907-861-8556. Thank you again for your interest in the Arctic Winter Games Board!