



JOB DESCRIPTION – PRESIDENT

2018

Overview – The President is a leadership position with responsibility for the management and administration of the affairs of the PNSAA, as set forth in the PNSAA Articles of Incorporation and Bylaws, and as directed by the PNSAA Board chairperson and Board of Directors. The mission statement, vision, values and key result areas of the Association, as established by the Board, will guide the President. He or she will act as the spokesperson for the PNSAA, as well as leading the execution of the Association’s various programs.

Reports – to the PNSAA Board of Directors.

I. **Advocacy/Regulatory**

- a. Represent and advocate on behalf of the PNSAA members at federal, state and local legislatures, councils and governmental agencies on legislative, administrative and policy issues.
 - i. Develop and maintain relationship with appropriate staff at the USDA Forest Service Region 6 Office. Maintain positive relationships with the appropriate USFS staff on a forest, region, and national level.
 - ii. Establish and maintain a relationship with local, state, and federal elected representatives and staff, as appropriate.
- b. Stay current on relevant regulations, forest plans, laws and policies that impact ski area operations; be familiar with the steps surrounding the NEPA disclosure process to include scoping, environmental analysis (EA), environmental impact statement (EIS), categorical exclusion (CE), Finding of No Significant Impact (FONSI), and Record of Decision (ROD).
- c. Stay current on state laws and regulations relevant to ski area operations including, but not limited to lift inspections, workplace safety, liability and labor.
- d. Involved with legislatures and agencies to represent the industry perspective and provide input on the formation, interpretation, administration and application of federal and state laws, regulations and mandates in the region.
- e. Knowledgeable about current ANSI B77 safety requirements for aerial tramways, aerial lifts, surface lifts, tows and conveyors as well as be current on updates.
- f. Represent the Association at the National Ski Area Association (NSAA) conventions and educational events. Actively participate in NSAA’s Public Lands, Governmental Affairs, and Environmental committees. Assure an ongoing relationship with the President of NSAA, and NSAA staff.

- g. Liaison with related industry organizations on a national level (such as NSAA, National Ski Patrol [NSP], Professional Ski Instructors Association [PSIA]), regionally (such as NSP-NW, PSIA-NW, Pacific Northwest Ski Association [PNSA]) and state level (Ski Oregon, Travel Oregon, Ski Washington, Big Tent Outdoor Recreation Coalition).
- h. Spokesperson for the industry in the Northwest with local, regional, and national media representatives; prepare press releases as needed; assist with public relations, marketing, research, and general dissemination of PNSAA programs.

II. Education

- a. Organize and manage, in collaboration with NSAA staff, the annual Spring PNSAA Conference and Trade Show. Duties include but not limited to: selection of conference location and conference center/hotel contracts, budget creation and financial management, recruiting steering committee track leaders; assisting with development of track sessions as needed or requested; assisting with on-site logistics; coordinating PNSAA annual award programs and awards for recipients; prepare and issue certificates of completion to attendees; assisting with event follow-up, including sponsor recognition.
- b. Monitor and disseminate information to the membership on operational, legal and regulatory developments with an impact on the winter sports industry; keep the membership informed of pertinent environmental issues.
- c. Coordinate additional educational programs and opportunities for the benefit of the members as needed or desired.
- d. Support the NSAA Fall Educational Series Fall Risk Management Workshop at the northwest event.

III. Support

- a. Support members as requested on master plan development, and/or NEPA process documentation, on behalf of the PNSAA;
- b. Monitor and share the latest information on federal, state and local laws, regulation or other policies that may have an immediate or future impact on the members.
- c. Provide assistance to members with operational issues as requested.
- d. Stay abreast of and share with members ski industry trends, news and legal decisions that have an impact on their business.
- e. Visit ski area members, learning their operations and needs from the association.

IV. Administration

- a. Oversee, in conjunction with third party accountants, the Association's financial records including but not limited to: submit complete financial reports, develop annual budgets, monthly payroll and file all financial reports, as required by laws governing 501(c) 6 organizations.
- b. Arrange for and purchase appropriate insurance to cover Directors and Officers liability, PNSAA general liability, and office equipment fire and casualty coverage
- c. Manage membership dues invoices and assure dues are collected on an annual basis.
- d. Conduct studies including but not limited to: monthly and annual skier visits, marketing surveys, lift operations surveys and economic studies.

- e. Administer the PNSA-PNSAA Elite Pass program; help the PNSAA Board determine annual pass rates and distribute rebate funds.
- f. Coordinate the Ski Area Rental & Accessories Buying Program with the Midwest Ski Areas Association.
- g. Maintain the Association web site (www.pnsaa.org) with current information for the benefit of the membership
- h. Oversee purchase of office equipment and office supplies as needed.

Qualifications

- I. Prefer relevant ski area operations experience.
- II. Knowledge of Forest Service organizational structure, policies and regulations as it applies to ski area SUPs and NEPA.
- III. Ability to build and maintain positive, productive relationships with people at partner associations, government agencies, elected officials and all association members, particularly ski area personnel.
- IV. Knowledge and skill in using computer programs including Excel, Word, Outlook, Power Point and Publisher.
- V. Financial management abilities.