

## **President**

Officer (elected)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Develop agenda, set location and time, and preside over monthly and special board meetings, and membership meetings. Developing the agendas involves obtaining status reports from all officers and officials and tracking all financial and other requests made of the club.
- Ensure that all activities are successfully planned and executed, by assigning or finding and appropriate individual or team to coordinate each, as appropriate.
- Ensure that club members are informed of everything going on with the club, including special club rides and races, race series and results, volunteer opportunities, member benefits, and anything else involving cycling and cyclists in our club and in our area. Information is dispersed through the newsletter, the website, e-mails, and the phone hotline.
- Attend local meetings regarding issues important to cyclists.
- Write a column for each edition of the newsletter.
- Keep the club members' best interests in mind. In all decisions, ensure that all club officers and officials represent and are accountable to all club members.
- Request and coordinate nominations for the next year's club officers.
- Serve as second signer on AACC checking account.
- Hold a copy of the storage shed key.

## **Vice-President**

Officer (elected)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Assist with organizing monthly and special board meetings, and membership meetings.
- Preside over monthly and special board meetings, and membership meetings if the President is unable to attend.
- Serve as alternate second signer on AACC checking account.
- Pick up club mail from Post Office box, if needed
- Manage and report on the inventory of club clothing.

## **Treasurer**

Officer (elected)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Maintain financial accounts of the AACC including obtaining signatures for checking account, writing checks, making deposits, and providing the Board of Directors with a monthly statement of AACC finances.
- Ensure that all tax forms are prepared and filed on time
- Serve as primary signer on AACC checking account.
- Coordinate budget planning process with all officers and officials having budget responsibility
- Present annual budget to BoD for approval.
- Process membership checks in the membership database.
- Pick up club mail from Post Office box.
- Process member reimbursements, if applicable.
- Process NCNCA & USCF memberships

## **Secretary**

Officer (elected)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Manage and archive AACC records as required in bylaws
- Prepare minutes for all Board of Directors and membership meetings, distribute to all board members for ratification, and provide final minutes to newsletter editor for publication.
- Manage all elections including the printing and distribution of ballots, the counting of ballots, and the announcement of election results.

## **Membership Director**

Officer (elected)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Ensure membership database contains up to date information on all members
- Ensure membership webpage is current and provide updates to website coordinator
- Review membership agreement annually and update when and as required
- Review list of organizational members
- Prepare electronic mailings and printed materials to promote new memberships and membership renewals
- Work with local merchants and community organizations to promote club membership
- Plan and execute new member recruitment and member retention efforts
- Encourage and track member renewals, contact members who fail to renew, and report to the board reasons members are not renewing
- Organize annual membership meetings
- Maintain membership agreements archive

## **Ride Director**

Officer (elected)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Organize weekend rides April through October
- Recruit ride leaders as needed
- Create ride schedule and send to newsletter editor and website coordinator
- Coordinate with the Road Cleanup coordinator to schedule a club ride after each cleanup event.
- Email reminder to club several days prior to each weekend ride
- Scout and classify new ride locations
- Promote participation in club events

- **Deputy Treasurer**

- Official (appointed)
- Expected to attend board meetings
- Term: January 1 to December 31
- Responsibilities:
  - Support maintaining financial accounts of the AACC including obtaining signatures for checking account, writing checks, making deposits, and providing the Board of Directors with a monthly statement of AACC finances.
  - Serve as alternate signer on AACC checking account to the Treasurer.
  - Support budget planning process with all officers and officials having budget responsibility
  - Assist treasurer in presenting annual budget to BoD for approval.
  - Support processing membership checks.
  - Support processing member reimbursements, if applicable.

## **Newsletter Editor**

Official (appointed)

Expected to attend board meetings

Term: From January 1 to December 31

Paid position: \$75/edition

Responsibilities:

- At start of year, work with publisher to create a schedule for submissions, drafts, printing and mailing. For each edition, ensure all submissions are available to the publisher per the schedule.
- Solicit or write articles for each of the 10 monthly newsletters, by being aware of club activities as well as bike-related news in the geographic area.
- Edit and proofread all articles
- Solicit or take photographs and edit/write, and proofread their captions for each edition.
- No newsletters will be published in November or January.



## **Newsletter Publisher**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Paid position: \$75/edition

Responsibilities:

- Work with the editor to create a schedule for submissions, drafts, printing, and mailing.
- Layout, typeset, and arrange printing of monthly newsletters
- Coordinate labeling and mailing of monthly newsletters
- Maintain budget and submit expenses to Treasurer

## **Website Coordinator**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Design, organize, and maintain the club website.
- Maintain a process for board members to submit content to be placed on the webpages in their areas of responsibility.
- Ensure that contents of webpages, and the home page in particular, remain up to date.
- Participate in board meeting and coordinate with other board members to ensure timely submission of content.
- Solicit content such as text, photographs, graphics, and captions from members.
- Review and edit all submitted text and captions for grammar, spelling, good taste, and size. Check that all photographs and images satisfy publication requirements. Secure permission to publish all content received.

- **Social Media Coordinator**

- Official (appointed)
- Expected to attend board meetings
- Term: January 1 to December 31
- Responsibilities:
  - Manage club presence on social media platforms chosen by the board.
  - Safely and securely manage club social media account information (usenames, passwords, etc.)
  - Coordinate and implement social media campaigns with board members to support their areas of responsibility.
  - Solicit and obtain content from club members.
  - Maintain a pipeline of content to be pushed out through social media feeds.
  - Maintain and implement publishing schedule based on marketing/ media campaign plans.
  - Monitor social media daily and ensure that questions and comments receive prompt replies

- **Membership Growth Coordinator**

- Official (appointed)
- Expected to attend board meetings
- Term: January 1 to December 31
- Responsibilities:
  - Update/maintain the description of "membership benefits" and "reasons to join"
  - Plan and execute new member recruitment and member retention efforts
  - Work with local merchants and community organizations to promote club membership
  - Advise the board on membership growth

## **Database Coordinator**

Official (appointed)

Term: January 1 to December 31

Responsibilities:

- Manage and maintain membership database system
- Provide current mailing list label information for newsletter and other mailings
- Manage and maintain system for distributing emails to member email lists
- Generate membership lists for races, meetings, and events

## **Insurance Coordinator**

- Official (appointed)
- Term: January 1 to December 31
- Responsibilities:
  - Evaluating and purchasing insurance policies
  - Updating insurance policy terms to reflect changing participant numbers / dates / coverage needs
  - Working with insurance vendors to update list of named insured
  - Obtaining proof of insurance documents for permits / vendors with appropriate named insured shown
  - Identifying club members and volunteers who should be named insured on policies
  - Working with insurers to make sure we have the right waiver language
  - Working with insurers and club volunteers so that everyone knows how to correctly handle a situation where someone is injured so as to eliminate the risk of being sued

## **Race Series Director (road or mountain)**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Prepare annual race program budget
- Maintain knowledge of USCF, NCNA, and NORBA race rules
- Propose schedule: 16-18 week race series with road races, criteriums, and time trials; 4-8 week mountain bike series with a variety of courses.
- Road: Coordinate with Reno Wheelmen for RW / AACCC four-race series
- Obtain insurance coverage and manage waivers
- Obtain all permits needed and work with local law-enforcement officials
- Ensure there is a race leader / official for each race who will organize, support, and manage the race, and set up and clean up the course.
- Provide light snacks and drinks for the races
- Order prizes and awards and present them at the end of the season event.
- Ensure publication of race schedule, information and results in newsletter and on website.
- Promptly publish race results via the membership mailing system. Use the membership email system for all information directed at racers.

## **Race Team Director**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Propose annual race team budget to BoD
- Propose list of designated races to BoD
- Organize and chair race team meetings
- Ensure race team webpage is current and provide updates to website coordinator
- Facilitate race team carpooling
- Maintain race team roster
- Facilitate training rides
- Provide guidance, including strategy, to racers



## **Junior Team Coach**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Propose annual junior team budget to BoD
- Maintain coaching skills
- Organize and run junior team events
- Ensure junior team webpage is current and provide updates to website coordinator
- Operate bicycle loan program for junior team members
- Coach juniors
- Recruit prospects
- Advocate community involvement
- Have a valid driver's license

## **Clothing Coordinator**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Propose design changes and clothing purchases to BoD
- Recommends clothing vendor(s) to BoD
- Prepare clothing budget
- Work with selected clothing vendor(s) through every stage of production and purchase process
- Ensure appropriate webpage is current and provide updates to website coordinator
- Work with selected merchants to monitor clothing inventory and receipts

## **Bicycle Advocacy Coordinator**

Official (appointed)

Expected to attend board meetings

Term: From January 1 to December 31

Responsibilities:

- Ensure advocacy webpage is current and provide updates to website coordinator
- Attend bicycle advocacy meetings and events on behalf of the club
- Prepare regular newsletter articles on bicycle advocacy efforts and opportunities of interest to AACC members

## **Highway Cleanup Coordinator**

Official (appointed)

Expected to attend board meetings

Term: January 1 to December 31

Responsibilities:

- Coordinate road cleanup program with Caltrans.
- Obtain and maintain necessary training and equipment.
- Coordinate Road Cleanup event with the Weekend Ride Director to schedule a club ride after the cleanup.
- Propose cleanup schedule.
- Coordinate schedule with Ride Director to plan club ride after each cleanup.
- Promote participation in cleanups and lead cleanup crew
- Ensure appropriate webpage is current and provide updates to ride director, website coordinator, and newsletter editor

## **PNC Coordinator**

Official (appointed)

Expected to attend board meetings

Term: From date of appointment to wrap-up of PNC event

Responsibilities:

- Propose date, course(s), parking areas, registration process and areas, and prizes (if any)
- Prepare event budget
- Provide promotional content to website coordinator, newsletter editor, and other publications
- Signup and manage all needed volunteers
- Obtain all needed insurance, permits, and permissions
- Obtain all needed equipment, food, and prizes (if any)
- Direct the event on event day
- Organize registration process including waivers and volunteer training
- Coordinate with sanctioning body

## **CVC Coordinator**

Official (appointed)

Expected to attend board meetings

Term: From date of appointment to wrap-up of CVC event

Responsibilities:

- Propose date, course(s), parking areas, registration process and areas, and prizes (if any)
- Prepare event budget
- Provide promotional content to website coordinator, newsletter editor, and other publications
- Signup and manage all needed volunteers
- Obtain all needed insurance, permits, and permissions
- Obtain all needed equipment, food, and prizes (if any)
- Direct the event on event day
- Organize registration process including waivers and volunteer training
- Coordinate with sanctioning body

## **Spring Century Coordinator**

Official (appointed)

Expected to attend board meetings

Term: From date of appointment until wrap-up of the event(s)

Responsibilities:

- Propose date, course(s), parking areas, registration process and areas, and prizes (if any)
- Prepare event budget
- Provide promotional content to website coordinator, newsletter editor, and other publications
- Signup and manage all needed volunteers
- Obtain all needed insurance, permits, and permissions
- Obtain all needed equipment, food, and prizes (if any)
- Direct the event on event day
- Organize registration process including waivers and volunteer training
- Coordinate with sanctioning body

## **Press Relations (PR) Coordinator**

- Official (appointed)
- Expected to attend board meetings
- Term: January 1 to December 31
- Responsibilities:
  - Act as primary contact for press inquiries for the club
  - Maintain a list of PR Contacts
  - Coordinate providing selected news organizations with organizational club memberships
  - Work with President and appropriate Coordinators to identify and plan PR priorities, key media messages, and consistent club branding
  - Write press releases and articles for publication
  - Acquire photographs, with releases, that can be used to promote the club
  - Regularly provide materials (press release, articles, photographs) to PR Contacts



- **Gang-Of-5 Ride Leader**

- Official (appointed)
- Not expected to attend board meetings
- Term: January 1 to December 31
- Responsibilities:
  - Organize and lead one weekend club ride each month from April through October such that every weekend has at least one club event. In months with less than 5 weekends or where a club event such as the Spring Century, Pinenut Cracker, or Alta Alpina Challenge is taking place, club rides will be scheduled for Saturday and Sunday of the same weekend so that each month has 5 club rides.
  - Meet with other Gang-of-5 ride leaders in late March or early April to schedule weekend club rides for April, May, and June and set a tentative schedule for July, August, September, and October.
  - Meet with other Gang-of-5 ride leaders in late June or early July to finalize schedule for weekend club rides for July, August, September, and October.
  - Bring weekend ride supplies (table, trash can, cooler of drinks, box of snacks) to the start of each ride they are designated to lead. Coordinate with the Gang-of-5 ride leader from the previous weekend to obtain the supplies and with the leader for the next weekend to hand-off supplies. Coordinate with Alta Alpina Challenge Ride Director to get more supplies if items are running low. Obtain ice to chill drinks.
  - Supply the newsletter editor with a description of their ride for each month in a timely fashion.
  - Post their rides to the club ride board in a timely fashion.
  - Ensure that any non-members joining a club ride sign the insurance waiver (copies are kept in the weekend ride box). In the event of an accident on the ride involving injury or death, promptly inform the club president **and** complete the insurance company incident report forms.