



POSITION DESCRIPTION

Position Title: **PRESIDENT**
Position Type: ELECTED
Term: Calendar Year
Current As Of: October 5, 2004 – Approved by the Board of Directors
Comments noted in red italics are furnished by the nominations committee for your information only.

NOTE 1: This document is intended to clarify and augment, not replace, the duties outlined in the bylaws of the San Francisco FrontRunners.

NOTE 2: These descriptions are intended to serve as a guideline and subject to change by each new board. They are furnished as a courtesy by the nominations committee to the membership.

POSITION SUMMARY

Responsible for the overall operations of the San Francisco FrontRunners.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Serve as Chief Administrative Officer for the organization
- Develop strategy and goals for the board for the year
- Develop the master calendar for the year
 - Ensure a variety of running, social and community events are planned and executed
- Appoint committee chairpersons
- Membership
 - Work with the Membership Chairperson on the annual membership drive
 - Listen to the members and understand their concerns
 - Ensure the membership is represented in all decisions
 - Communicate with the membership (e.g. weekly mass e-mails)
- Liaise with International Front Runners and other FrontRunners clubs
 - Ensure SFFR is represented in IFR decisions
 - Ensure information is shared between SFFR and IFR
 - Reach out to other local FrontRunners clubs
 - Attempt to coordinate/co-sponsor events to promote a united FrontRunners community
- Respond to General Inquiries
 - Respond to all e-mails, phone calls, etc. from members, potential members, visitors, organizations, etc. and route inquiries as appropriate
- Miscellaneous
 - Preside at board meetings and membership meetings
 - Serve as the Saturday run leader and make announcements
 - Produce a column for the newsletter each month
 - Ensure insurance is obtained for the calendar year and each event as required
 - Mediate disputes as necessary
 - Timely response to e-mails concerning the club
 - Plan and execute events as assigned by the board
- Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible to show support for events and club.
 - *(Note: Nominations committee encourages new board to attend Saturday brunches whenever possible.)*

EXPECTED OUTCOMES

- Smooth running of the organization

QUALIFICATIONS FOR THE POSITION

Specialized Knowledge/Skills

- Public speaking
- Mediation
- General computer skills

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

POSITION DESCRIPTION

Position Title: **VICE PRESIDENT**
Position Type: ELECTED
Term: Calendar Year
Current As Of: October 5, 2004 – Approved by the Board of Directors, Revised by the nominations committee October 11, 2006

POSITION SUMMARY

Responsible for the production of the Pride Run and running, social and community events.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Ensure the successful production of the annual Pride Run on the last Saturday of June which coincides with SF Pride
- Aspects include, but are not limited to the following
 - Sponsorship
 - Ensure that the beneficiary selection process begins
 - Beneficiary Volunteers: Communicate number needed)
 - Sponsors & Sponsorship Guidelines: Ensure the search for sponsors begins
 - T-Shirt layout and production
 - T-Shirt distribution to Sponsors
 - Liaise to Horizons Foundation
 - Non-Cash Donations including Goodie Bag and Prize Drawing items
 - Race Starter
 - Thank You Letters for Above
 - Logistics
 - Volunteers
 - Registration
 - Course: Ensure reservations are made with the SF Department of Recreation and Parks
 - Ensure necessary information is provided to SF Pride in order to be included in the Pride Guide
 - T-Shirt distribution to volunteers and runners
 - Timing, Results and Awards
 - Post-race Prize Drawing
 - Goodie Bag assembly and distribution
 - Post-race Festivities and Entertainment
 - Publicity – poster, flyers/registration forms, banners, mailings, tables, all media, FR outreach
 - Website
 - Balloon Arch/Decorations
 - Medical
 - Permits & Sanctions
 - Thank You Letters for Above
- Events
 - Serve as the focal point for all events and bagel brunches
 - Ensure events are planned and executed
- Miscellaneous
 - In the absence of the President, preside at board meetings and membership meetings
 - In the absence of the President, serve as the Saturday run leader and make announcements
 - Timely response to e-mails concerning the club
 - Plan and execute events as assigned by the board
- Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible to show support for events and club

EXPECTED OUTCOMES

- Pride Run
- Events

QUALIFICATIONS FOR THE POSITION

Specialized Knowledge/Skills

- Public speaking
- General computer skills

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

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NOTE 2: The above descriptions are subject to change (and will be incorporated into the By-Lays) if and when the newsletter is offered "on-line".

POSITION DESCRIPTION

Position Title: **TREASURER**
 Position Type: **ELECTED**
 Term: **Calendar Year**
 Current As Of: **October 5, 2004 – Approved by the Board of Directors. DRAFT- Revised by the nominations committee October 11, 2006**

POSITION SUMMARY

Responsible for the oversight of all funds, accounts, purchasing, reimbursements, receivables, payables, and budgeting. Ensures timely and accurate issuance of financial statements as well as accounting and reporting for all events.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Handling of Funds / Receivables
 - Collect funds from the mailbox on a weekly basis, and at bagel brunches and events as needed
 - Timely deposit of all funds into appropriate accounts
- Accounts
 - Ensure accounts remain in the positive and in good standing
 - Timely reconciliation of bank statements
- Purchasing
 - Oversee purchasing
 - Influence obtaining multiple bids for large purchases
 - As the focal point for all reimbursements, attempt to prevent duplication of purchases and create economies of scale where possible
- Reimbursements
 - Ensure receipts are provided for all reimbursements
 - Process reimbursements in a timely manner
- Payables
 - Verify accuracy of invoices received
 - Ensure timely payment of vendors
- Budgeting
 - Based on income and expense history as well as previous budgets, work with the board to develop an annual budget
 - Work with committee chairpersons and event planners to develop realistic budgets for each event
- Reporting
 - Ensure accurate accounting for each event
 - Produce budget vs. actual reports after each event
 - Produce monthly income/expense report and present at the board meeting
 - Produce monthly balance sheet and present at the board meeting
- Pride Run
 - All of the above
 - Work with the Horizons Foundation to ensure proper credit of funds deposited
 - Determine split of funds between beneficiaries
 - Obtain draft copy of anticipated expenses from all committees to ensure anticipated expenses are within budgets
- Membership
 - Work with the Membership Chairperson on membership drives
 - Work with Membership Chairperson on distribution and tracking of membership cards
 - Ensure accurate accounting of members and dues collected
- Miscellaneous
 - Calculate and file taxes with the Franchise Tax Board
 - File membership renewal with USA Track & Field
 - File membership renewal with International Front Runners
 - Update contact information at PO Plus (PO Box 14136, San Francisco, CA, 94114)
 - Bring the cashbox to each bagel brunch
 - Attend board meetings
 - Timely response to e-mails concerning the club
 - Plan and execute events as assigned by the board
 - Recommend methods and/or events that might help the club increase revenues.
- Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible, including Saturday (Luna) Brunch, to show support for events and club

EXPECTED OUTCOMES

- Sound event (??) and annual budgets
- Accounts in the positive and in good standing

QUALIFICATIONS FOR THE POSITION**Specialized Knowledge/Skills**

- Experience using Quicken or other financial software package
- Understanding of budgeting
- Ability to produce income/expense reports and balance sheets

TREASURER (Continued)**Expected Competencies**

- Teamwork
- Good verbal/written communication
- Good organization
- Comfortable with numbers
- Leadership

NOTE: This document is intended to clarify and augment, not replace, the duties outlined in the bylaws of the San Francisco FrontRunners.

POSITION DESCRIPTION

Position Title: **SECRETARY**
 Position Type: **ELECTED**
 Term: **Calendar Year**
 Current As Of: **October 5, 2004 – Approved by the Board of Directors. DRAFT- Revised by the nominations committee October 11, 2006**

POSITION SUMMARY

Responsible for maintaining official club records, carrying on official correspondence, and sending official notifications of meetings and proposals.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Newsletter
 - Work with the Newsletter Editor and Layout Designer to ensure monthly production of the newsletter
 - On a monthly basis, pull a list of members who want a hardcopy newsletter
 - Reproduce and distribute hardcopy newsletters
 - Post newsletters to the International Front Runners' website
 - Also, see newsletter production process on Newsletter Editor and Newsletter Layout position descriptions
- Website
 - Serve as content manager for the website
 - Ensure content is current and accurate
 - Update the calendar from the race calendar and master calendar
 - Liaise with the website developers to ensure timely updates (*I think Jeffrey is doing this*)
- Board Meetings
 - Confirm date, time and location for each board meeting
 - Publish board meeting details in newsletter
 - Prepare agendas for each meeting
 - Take notes and prepare minutes for each meeting
- Miscellaneous
 - Prepare minutes for membership meetings
 - Carry on official correspondence
 - Maintain the master calendar
 - Attend board meetings
 - Timely response to e-mails concerning the club
 - Plan and execute events as assigned by the board
- Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible to show support for events and club
 - Should attend 1 Luna Brunch per month

EXPECTED OUTCOMES

- Accurate and complete official club records
- Monthly newsletter and hardcopy mailings
- Website updated with current information

QUALIFICATIONS FOR THE POSITION**Specialized Knowledge/Skills**

- Ability to take good notes
- Comfort with computers and use of the internet

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

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POSITION DESCRIPTION

Position Title: **NEWSLETTER EDITOR**
Position Type: **APPOINTED**
Term: Undefined
Current As Of: October 5, 2004 – Approved by the Board of Directors. Revised by the Nominations committee October 11, 2006

POSITION SUMMARY

Responsible for providing editorial and production direction for the FootPrint. Screen articles for appropriateness; edit articles for grammar, spelling and space considerations; and produce the editor's column.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Comply with established policies and guidelines of the FootPrint.
- Set submission deadlines.
- Determine newsletter content.
- Consult with the board on controversial editorial issues and make any final editorial decisions with regard to content.
- Produce the editor's column (Around the World)
- Adhere to the procedure outlined below.

EXPECTED OUTCOMES

- Monthly newsletter near the beginning of each month

QUALIFICATIONS FOR THE POSITION

Specialized Knowledge/Skills

- Competence in journalistic-style writing, grammar and English composition
- Good written communication skills
- Familiarity with MS Publisher or similar software
- Good interpersonal skills

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

Procedure

- Articles and columns sent to newsletter email address (footprint@sffronrunners.org which redirects to Editor and Layout)
 - Regular Columns from Terry Baransky (A Gay at the Races), Richard Ervais (Race Results) and Bill McCarty (Race Calendar), Chuck Louden (Kate Moss), Yan Liu (Run for the Community)
- Photo's for the newsletter sent to photos@sffronrunners.org and for archiving sent to photos@sffronrunners.org.
- Layout may use all submissions for space planning purposes and begin layout based on submissions
- Layout to pull birthday information from the sffronrunners.org maintenance site and format into calendar format
- Editor to determine appropriateness of submissions and communicates to Layout if any items should be EXCLUDED
- Editor edits articles for grammar, spelling and space considerations
 - Race Results and Race Calendar may not need to be edited
- Editor sends edited articles to Layout
- Layout replaces original submissions with edited articles
- Layout sends draft newsletter to Editor, President (or board designee), any proofreaders via e-mail
- Editor, President (or board designee) and proofreaders have two (2) days to send changes to Layout and copy all others
- Layout makes necessary changes
- Editor and President may request a final draft if significant changes were requested
- Once approved by Editor, President and Layout, no further changes may be made, then Layout posts to website and sends mass e-mail
- Secretary prints a hardcopy and submits a reproduction order at Copy Central
- Secretary to pull newsletter distribution list from the sffronrunners.org maintenance site and prints labels
- Secretary distributes hardcopies to membership
- Secretary sends a mass e-mail to the IFR newsletters@fronrunners.org distribution list

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NOTE 2: The above descriptions are subject to change for a newsletter available "on-line".

POSITION DESCRIPTION

Position Title: **NEWSLETTER LAYOUT**
Position Type: **APPOINTED**
Term: Undefined
Current As Of: October 5, 2004 – Approved by the Board of Directors DRAFT- Revised by nominations committee October 11, 2006

POSITION SUMMARY

Responsible for arranging articles, columns, photos and calendar into a visually pleasing newsletter.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Comply with established policies and guidelines of the FootPrint.
- Work with Editor to set submission deadlines.
- Determine and create the best layout for newsletter content.
- Adhere to the procedure outlined below.

EXPECTED OUTCOMES

- Monthly newsletter near the beginning of each month

QUALIFICATIONS FOR THE POSITION

Specialized Knowledge/Skills

- Good written communication skills
- Good skills using MS Publisher or similar software
- Good interpersonal skills
- Comfort with the Internet

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization

Procedure

- Articles, columns and photos sent to newsletter email address (footprint@sffronrunners.org which redirects to Editor and Layout)
 - Regular Columns from Terry Baransky (A Gay at the Races), Richard Ervais (Race Results) and Bill McCarty (Race Calendar), Chuck Louden (Kate Moss), Yan Liu (Run for the Community)
- Layout may use all submissions for space planning purposes and begin layout based on submissions
- Layout to pull birthday information from the sffronrunners.org maintenance site and format into calendar format
- **Layout to include Movie Night, monthly social and running event information in calendar**
- **Editor to determine appropriateness of submissions and communicates to Layout if any items should be EXCLUDED Steve: why does the Editor have all this power? Should we have a two people making this decision (possibly you?)**
- Editor edits articles for grammar, spelling and space considerations **Steve: Does this happen? If so, is it after the layout?**
 - Race Results and Race Calendar may not need to be edited **Steve: Richard usually sends me the Race Results for editing. Does anyone check Bill McCarty since he is now taking over the Race Results column?**
- Editor sends edited articles to Layout **Steve: Is this a text file?**
- Layout replaces original submissions with edited articles
- Layout sends draft newsletter to Editor, President (or board designee), any proofreaders via e-mail **Steve: who are these individuals?**
- Editor, President (or board designee) and proofreaders have two (2) days to send changes to Layout and copy all others
- Layout makes necessary changes
- Editor and President may request a final draft if significant changes were requested
- Once approved by Editor, President and Layout, no further changes may be made, then Layout posts to website and sends mass e-mail
- Secretary prints a hardcopy and submits a reproduction order at Copy Central
- Secretary to pull newsletter distribution list from the sffronrunners.org maintenance site and prints labels
- Secretary distributes hardcopies to membership
- Secretary sends a mass e-mail to the IFR newsletters@fronrunners.org distribution list

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POSITION DESCRIPTION

Position Title: **RACE DIRECTOR**
Position Type: **APPOINTED**
Term: **October - September**
Current As Of: **October 1, 2004 DRAFT**

POSITION SUMMARY

Responsible for the production of the Pride Run.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Ensure the successful production of the annual Pride Run on the last Saturday of June which coincides with SF Pride
- Aspects include, but are not limited to the following
 - Sponsorship
 - Beneficiaries
 - Beneficiary Volunteers (communicate number needed)
 - Sponsors & Sponsorship Guidelines
 - T-Shirt layout and production
 - T-Shirt distribution to Sponsors
 - Liaise to Horizons Foundation
 - Non-Cash Donations including Goodie Bag and Prize
 - Drawing items
 - Race Starter
 - Thank You Letters for Above
 - Logistics
 - Volunteers
 - Registration
 - Course
 - T-Shirt distribution to volunteers and runners
 - Timing, Results and Awards
 - Post-race Prize Drawing
 - Goodie Bag assembly and distribution
 - Post-race Festivities and Entertainment
 - Publicity – poster, flyers/registration forms, banners, mailings, tables, all media, FR outreach
 - Website
 - Balloon Arch/Decorations
 - Medical
 - Permits & Sanctions
 - Thank You Letters for Above

EXPECTED OUTCOMES

- Pride Run

QUALIFICATIONS FOR THE POSITION

Specialized Knowledge/Skills

- Public speaking
- General computer skills
- Excellent organization

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

NOTE: This document is intended to clarify and augment, not replace, the duties outlined in the bylaws of the San Francisco FrontRunners.

POSITION DESCRIPTION

Position Title: **NEW MEMBER COORDINATOR CHAIRPERSON**
Position Type: **APPOINTED**
Term: **October through September**
Current As Of: **October 11, 2006 – DRAFT**

POSITION SUMMARY

Responsible for renewing existing members, maintaining the membership database,

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Renew existing members
- Maintain the Membership Database on the Website
 - Input membership information from both paper forms and Active.com online registrations in a timely manner
 - Send new members a welcome e-mail including information on accessing the website (login, password, instructions)
- Accounting
 - Work closely with the Treasurer to ensure accurate accounting of members and dues collected
 - Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible to show support for events and club

EXPECTED OUTCOMES

- Update membership database as new members join.

QUALIFICATIONS FOR THE POSITION

Specialized Knowledge/Skills

- Public speaking
- General computer skills

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

NOTE 1: This document is intended to clarify and augment, not replace, the duties outlined in the bylaws of the San Francisco FrontRunners.

NOTE 2: This new position transfers some responsibilities from the Membership Chairman.

NOTE 3: The above descriptions are subject to change for a newsletter available "on-line".

POSITION DESCRIPTION

Position Title: **MEMBERSHIP CHAIRPERSON** (Original description)
 Position Type: **APPOINTED**
 Term: October through September
 Current As Of: October 5, 2004 – Approved by the Board of Directors

POSITION SUMMARY

Responsible for attracting new members, renewing existing members, maintaining the membership database, running the annual membership drive, greeting first-time runners, developing membership materials, and outreach.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Attract new members
- Renew existing members
- Maintain the Membership Database on the Website
 - Input membership information from both paper forms and Active.com online registrations in a timely manner
 - Send new members a welcome e-mail including information on accessing the website (login, password, instructions)
- Run the Annual Membership Drive
- Greet first-time runners
 - Welcome new runners
 - Provide new runners with information on the club and membership forms
- Develop membership materials
- Outreach
 - Identify ways to bring in new members
 - Plan and execute programs
- Accounting
 - Work closely with the Treasurer to ensure accurate accounting of members and dues collected
- Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible to show support for events and club

EXPECTED OUTCOMES

- Increased membership numbers

QUALIFICATIONS FOR THE POSITION**Specialized Knowledge/Skills**

- Public speaking
- General computer skills

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

NOTE: This document is intended to clarify and augment, not replace, the duties outlined in the bylaws of the San Francisco FrontRunners.

Brunch queen

- Attend all Saturday morning runs or in your absence, assign substitute
- Take poll of members who wish to attend brunch
- Contact restaurant (Luna) by phone to make reservations
- Oversee any general issues related to brunch or brunch activities

Female photographer

- Attend and photograph FR social and running events
- Coordinate content with Editor and Layout Editor
- Upload to FR website Photo Album
- Solicit photos from FR's who have attended other events & activities
- Submit photos to Archivist

Volunteer chairperson

- Solicit individuals to serve as volunteer coordinators for various activities
- Track the various running and social functions that require volunteers
- Assist the Vice President with Pride Run committee volunteers

POSITION DESCRIPTION

Position Title: **MEMBERSHIP CHAIRPERSON** (Revised description)
 Position Type: **APPOINTED**
 Term: September through August
 Current As Of: August 11, 2004 DRAFT

POSITION SUMMARY

Responsible for attracting new members, renewing existing members, running the annual membership drive, greeting first-time runners, developing membership materials, and outreach.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Attract new members
- Renew existing members
- Run the Annual Membership Drive
- Greet first-time runners
 - Welcome new runners
 - Provide new runners with information on the club and membership forms
- Develop membership materials
- Outreach
 - Identify ways to bring in new members
 - Plan and execute programs
- Accounting
 - Work closely with the Treasurer to ensure accurate accounting of members and dues collected
- Attendance
 - Should attend at least one run per week, the Pride Run, and as many one-time-per-year events as possible to show support for events and club

EXPECTED OUTCOMES

- Increased membership numbers

QUALIFICATIONS FOR THE POSITION**Specialized Knowledge/Skills**

- Public speaking
- General computer skills

Expected Competencies

- Teamwork
- Good verbal/written communication
- Good organization
- Leadership

Ad manager

- Solicit individuals for advertising in Footprint newsletter
- Coordinate advertisement costs and content with Editor and Layout Editor

Male photographer

- Attend and photograph FR social and running events
- Coordinate content with Editor and Layout Editor
- Upload to FR website Photo Album
- Solicit photos from FR's who have attended other events & activities
- Submit photos to Archivist

Marketing chairperson

- Create flyers for various running and club functions
- Work with Volunteer Chairperson to distribute flyers or marketing material to members or individuals as appropriate to function
- Print or arrange for printing of marketing materials for Pride Run, various social or Club events
- Work with club Photographer and Archivist to create/design slide shows, binders, posters or other related material that would promote the Club