



Calgary Crankmasters Cycling Club

Roles and responsibilities

President

The President is the principal leader of Calgary Crankmasters Cycling Club and has overall responsibility for the club's administration. The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritize its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

President Roles and Responsibilities:

The President should:

- Be well informed of all club activities
- Be aware of the future directions and plans of club members
- Have a good working knowledge of ABA cycling club regulations, and the duties of all office holders and sub-committees
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at Local and Provincial levels
- Be the spokesperson for the club when dealing with the press and other organizations
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Be the supportive leader for all club members

Vice President

The Vice President assists the President in the execution of club's affairs

Responsibilities and Duties

The Vice Presidents should:

- Work closely with the President
- In the absence of the President assume the duties of the President
- Coordinate the work of the committees and typically chairs an important subcommittee
- Work with the President and Treasurer in budget and calendar preparation
- Assist the President in meeting agenda preparation
- Work behind the scenes to help iron out differences between people
- Assume other responsibilities as assigned by the President.

Treasurer

Responsibilities and Duties

- Maintain the club's financial records, including the annual general ledger (itemized revenue and expenses), monthly bank account statements and receipts for all monies paid
- Provide an oral report of the club's finances at club Executive meetings and at the Annual General Meeting
- Pay the club's bills promptly
- Hold the club cheque book and be one of the signatories on club cheques (Note: club cheques require two signatures)
- Produce an annual financial report
- Arrange for an internal audit of the club's financial report by two members of the club

WNS Race Coordinator

The WNS Race Coordinator of Crankmasters is responsible for the scheduling and smooth running of club races.

Responsibilities and Duties

The WNS Race Coordinator should:

- Develop map of race, requirements for marshals, signage, hazards, etc.
- Ensure that reminders are provided for marshals and Commissaire
- Pre-ride course and ensure road conditions meet safety requirements (Road construction, potholes, gravel)
- Ensure that Crankmasters members are aware of the race calendar and upcoming event details through website calendar
- Report to relevant people (President, Commissaire) of any issues arising with regards to club race circuits
- Report on incidents and risks at races and ensure that accurate race records are kept including incident report forms, Commissaire report forms, results sheets etc.
- Deal with queries relating to the race calendar
- The WNS Race Coordinator and Commissaire are responsible for making the final call regarding race rescheduling and/or cancellation
- Have a copy Waiver Forms for "One-time tryout" racers and retain signed form until end of season

Clothing Coordinator

The Clothing Coordinator of Crankmasters is responsible for the management of club clothing.

Responsibilities and Duties

- Maintain adequate stocks of the club uniform
- Liaise with suppliers
- Regularly review the quality and pricing of club clothing

- Maintain accurate records of all Clothing Sales.
- Post current stock levels on website
- Has the ability to liaise with the club's authorised clothing supplier
- Is readily available to club members who wish to purchase clothing.

Ride Committee

The Ride committee is responsible for coordinating Saturday and Monday rides, and any special events

Responsibilities and Duties

- Be a point of contact for Ride Leaders from all groups
- Establish and maintain a calendar of scheduled rides
- Adhere to no-drop policy
- Delegates ride leader and or sweep rider
- Post upcoming rides on the website and notifying members
- Liaise with Ride Co-coordinators and Leaders about ride cancellation due to unsafe riding conditions and/or inclement weather.
- Ensure the annual New Years Day Ride takes place

Website/Social Media Coordinator

The Social Media Coordinator is responsible for coordinating and organizing social media sites, such as Twitter and Facebook

Responsibilities and Duties

- Maintain the club website and links, including liaising with members, producing marketing product (news articles, photos, race results)
- Ensure that information presented is up-to-date and accurate, especially for race calendars, race rosters and executive member contact details
- Maintain the club's email addresses and accounts
- Ensure that domain name registration and web hosting is current and renewed promptly
- Generate, edit, publish, and share engaging content daily (e.g. original text, photos, videos and news)
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Update club website for Provincial, National or Worlds events where members participate
- Suggest and implement new features to develop brand awareness, like promotions and competitions
- Stay up to date with current technologies and trends in social media, design tools and applications

Secretary

The Secretary shall, to the maximum extent possible, keep minutes of all meetings (Board, Special and General) in a book or books to be kept for that purpose. He shall keep in safe custody the corporate seal of the Society, the Register of members, copies of all reports made by the Society, copies of correspondence distributed on behalf of the Society, and such other books and papers as the Board may direct. He shall be responsible for the keeping and filing of all books, reports, certificates and other documents required by law to be kept and filed by the Society. He shall perform such other duties pertinent to his office or as may be required by the Board.

Responsibilities and Duties

- Records meeting notes
- Maintain club membership on website
- Maintains membership roster and website registrations and contact details
- Responds to membership inquiries
- Coordinate membership fees and refunds
- Maintains group email contacts