

# Officer Job Descriptions

## President

### The President's job entails the following duties:

- Promote the Club, drive awareness, and strive to increase membership.
- Be a spokesperson for Club
  - Contact media when necessary,
- Contact race directors for Grand Prix events and negotiate (VP back-up)
- Welcome new members directly by email, phone, or in person
- Respond to all Club inquiries (phone, fax, email) personally within 48 hours. (VP is back-up)
- Attend monthly Officer's Meeting.
- Conduct/coordinate monthly Club meetings (VP back-up)
  - Secure location
- Conduct/coordinate monthly Officer's Meetings.
  - Identify issues for discussion at the general club meeting with input from all officers.
  - Obtain the final printed agenda from Secretary to be used at the general Club meeting.
- Coordinate with all members/volunteers to conduct Club's local challenge runs.
- Approximate Time Commitment: 6-8 hours per month

## Vice President

### The Vice-President's job entails the following duties:

- Attend monthly Officer's Meeting.
- Assume President's job when President is unavailable, (i.e., run the monthly meeting).
- Manage Guest speaker series
- Manage the Calendar and newsletter in conjunction with the MarCom coordinator
- Contact race directors for Grand Prix events and negotiate club discounts
- Schedule and reserve annual club banquet, BBQ and any other special events
- Back-up to President for responses to phone, fax and email inquiries
- Plan for and provide food, beverages, utensils and other items as necessary for monthly club meetings and special events
- Approximate Time Commitment: 6 - 8 hrs per month

# Officer Job Descriptions

## Secretary

### **The Secretary's job entails the following duties:**

- Attend monthly Officer's Meeting.
- Prepare agenda for the club meetings using input from other officers at Officer's Meeting
- Make copies of agenda to distribute at the club meetings.
- Record and publish minutes from the board meetings.
- Maintain data files/art work, and contact information for ordering club apparel.
- Retain a current list of members.
- Maintain copy of Bylaws as amended or otherwise altered to date.
- Maintain a Procedure Manual that spells out the detailed responsibilities for all officers and contains a copy of all meeting minutes as well as annual time schedule for club activities and all pertinent club documents.
- Apply for County Parks permit each year
- Maintain state registration documents
- Approximate Time Commitment: 8 hrs per month

## Treasurer

### **The Treasurer's job entails the following duties:**

- Attend monthly Officer's Meeting.
- Prepare/present a budget for each year
- Invoice club dues
- Process dues
- Reconcile bank statements.
- Cut checks
- Track expenses/income
- Maintain club roster. Make copies for other officers as needed.
- Send new members welcome letters and membership cards, then notify President
- Send Yahoo™ invite to new members
- Provide financial statements for both the board and club meetings
- Maintain all bank accounts and signature cards
- Record & track fees paid/deposited
- Prepare financial reports for club managed races
- Prepare budgets for club managed races
- Collect fees from Allsport/Active.com
- Pick up registrations daily from PO Box
- Approximate Time Commitment: 5 hours per month

# Non-Officer Supporting Roles

## RRCA Liaison

**The RRCA Liaison's job entails the following duties:**

- Review the list of active members (counting number of households) for calculating the RRCA annual membership dues
- Report/estimate number of club sanctioned events for insurance purposes
- Submit this and other misc. paperwork to RRCA
- Serve as the conduit between RRCA organization and the Club
- Report to Board members and general membership, if necessary, any RRCA information/updates
- Approximate Time Commitment: 10 hours for the year

## Webmaster

**The Webmaster's job entails the following duties:**

- Update the club website monthly with:
  - Monthly club newsletters, calendars.
  - Officer's meeting agendas and minutes.
  - Grand Prix race results
- Update the club website yearly with:
  - Flyers and verbiage for club sponsored runs
  - Create content as needed to support these events
  - Post Race results
- Update the club website as needed with:
  - New content to reflect current club functions
  - New links to affiliations and sponsors

The above work requires creation of web content, content clean-up, reformatting of content, translations of content to different formats, graphic manipulation and graphic design work.

- Creating, Deleting, Updating club web email accounts, including period purging of old emails and removal of spam emails for all officer accounts and general club accounts.
- Approximate Time Commitment: 20 hours per month

# Non-Officer Supporting Roles

## Grand Prix Coordinator

**The Grand Prix Coordinator's job entails the following duties:**

- Prepare and review with the Board's input a list of 12 races for the year.
- Maintain and issue yearly a definition of the rules and procedures for the GP
- Acquire race results.
  - This may require downloading results off the web or contacting individuals.
- Calculate Grand Prix scores for individual's performances using a given formula and record charts
- Maintain an Excel data base of race results
- Send data base monthly to Webmaster for posting on club web site.
- Update spreadsheet during the year to correctly reflect new members and age group changes
- Summarize results for newsletter columns (Grand Prix Standings & Bragging Rights)
  - Total points leader - Name, points and number of races
  - Highest average for 2 or more races - Name, points
  - Highest single race score - Name, points
- Approximate Time Commitment: 1 hour per month

## MarCom Coordinator

**The MarCom Coordinator's job entails the following duties:**

- Publish monthly newsletter
  - Coordinate with Calendar person if separate function
  - Maintain constant contact with Grand Prix coordinator, secretary, president, etc
  - Contact general membership to solicit articles/events, etc
  - E-mail PDF file to President and Webmaster
- Publish monthly calendar
  - Verify all dates and events
  - Coordinate weekly running schedules with responsible run contacts
  - E-mail completed calendar to president and web master by assigned deadline
  - Attend board meeting when necessary to understand changes in events and dates
- Publish fliers for club events
  - Challenge runs
  - BBQ
  - Annual banquet
- Print membership cards on Oct 1 of each year and give to Treasurer
- Approximate Time Commitment: 6-8 hours per month