



## Haliburton Real Easy Ryders Roles and Responsibilities



<b>PRESIDENT</b>	<b>TIMELINE</b>
Schedule and chair meetings.	Ongoing – at least 4 times a year
Solicit agenda items from other committee members for all Board meetings and AGM and prepare and distribute agenda prior to the respective meetings	For each meeting
Prepare welcome letter for inclusion in the membership registration package	January
Act as signing officer for banking transactions	Ongoing
Coordinate the annual review and revision of Board Roles and Responsibilities	Fall
Ensure website content is reviewed with the Website Coordinator prior to and during the cycling season	February and ongoing
Chair the Annual General Meeting	Fall
Ensure Sports Injury Forms are reviewed with “the co-operators” and forms are completed and filed in case of accident	As needed
Coordinate the identification of charitable organizations and annual donations as required	Ongoing
Respond to inquiries coming from the club’s e-mail address	Ongoing

<b>VICE-PRESIDENT</b>	<b>TIMELINE</b>
Represent the President in his/her absence. Handle duties of 'Immediate Past President' in the event there is no person in the position	As required
Act as signing officer for banking transactions (along with the President and Treasurer) The club policy only requires 2 directors to be signing officers.	Ongoing
Organize the spring orientation meeting <u>Note:</u> 'Let's Get Rolling' will be covered by the Activities Director in 2020	February-May
Coordinate the annual review of the Policy & Procedures document as required <u>Note:</u> this will be covered by the Safety Coordinator in 2020	Spring
"In the event there is no Vice President, the duties will be distributed among the directors as deemed appropriate"	

<b>SECRETARY</b>	<b>TIMELINE</b>
Take Minutes at all meetings. Distribute to all Directors for review and acceptance Maintain all copies via Google Drive	Ongoing
Maintain for reference purposes electronic copies of minutes, ride and tour schedules, policy statements, constitution documents, membership lists and relevant correspondence	Ongoing
Revise the Risk Management Policy, Policy and Procedures and Board Duties and Responsibilities documents as per the annual review and direction from the Board	

<b>TREASURER</b>	<b>TIMELINE</b>
Maintain accurate and up-to-date financial records	Ongoing
Review, reconcile and maintain quarterly bank account statements	Ongoing

Reconcile bank statements to QuickBooks	Ongoing
Pay all expenses and invoices ensuring that all payments are supported by valid receipts	Ongoing
Prepare financial statements for presentation at Board meetings	As required
Prepare and present year-end financial statement at Annual General Meeting	October
Act as signing officer for banking transactions	Ongoing
Handle all banking transactions and ensure prompt deposit of annual membership dues	Ongoing
Maintain and submit all government returns and reports as required, including an annual income tax return along with changes in Directors and officers.	Prior to April 30th
Maintain for reference purposes, all copies of government reports and returns	Ongoing
Use CCN Bikes website to access details of electronic bank deposits and act as secondary contact (Membership Coordinator is the primary contact)	Ongoing

<b>MEMBERSHIP COORDINATOR</b>	<b>TIMELINE</b>
Update HRER membership application package for the CCN website, including any fee changes and coordinate submission of documents to CCN for electronic registration.	January
Set up and launch registration process for the CCN website.	February
Assist members with online registration when required.	Ongoing
Maintain two separate databases, former year members and current members. <u>Note:</u> Communication to go to all current and past members until June 15 annually, filtering out for duplication.	June 15 (Past Members)
Distribute a Membership Contact List containing name, telephone number and email address to ONLY consenting members who choose to opt in.	June 15
Liaison with CCN to improve the registration process and resolve problems.	Ongoing

Distribute all email correspondence to club members as required.	Ongoing
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<b>RIDE COORDINATOR</b>	<b>TIMELINE</b>
Be responsible for "scouting out" and developing new rides/day trips	Ongoing
Prepare a draft copy of the annual cycling schedule	August
Prepare an approved draft copy of the annual cycling schedule for presentation at the Annual General Meeting	prior to AGM
Ensure that the final ride schedule is available for inclusion on the web site	January
Conduct an annual review of the individual weekly ride maps and update accordingly	Ongoing
Prepare maps for new rides, as required for inclusion on website	January/February
Arrange Ride Captains for each ride	October and ongoing
Review the Ride Captains' duties and responsibilities annually and update as required	Fall
Communicate duties and responsibilities to Ride Captains prior to the beginning of each cycling season	Before the first ride in May
Communicate with the Membership Coordinator regarding last minute changes to ride schedules for the purpose of communicating with the membership	Ongoing
Liaise between the executive and the organizers of the Spring and Fall trips	Ongoing
<b>WEB SITE COORDINATOR</b>	
Act as the primary contact between the Club and the webmaster	Ongoing

Be responsible for forwarding any additions, deletions or changes to the Club's website to the webmaster	Ongoing
Obtain input as required and post annual changes to the website through the webmaster, prior to the beginning of cycling season. These include: <ul style="list-style-type: none"> <li>- Changing all year dates to the current year</li> <li>- Forwarding the updated Membership Application package, including President's message, disclaimer forms, waivers, and all required documents</li> <li>- Forwarding an updated ride schedule and maps</li> <li>- Updating executive photo</li> <li>- Forwarding updated Risk Management Policy and safety articles</li> <li>- Updating events and hot links</li> <li>- Ensuring the administrative e-mail address is correct</li> </ul>	February
Coordinate the inclusion/deletion of photos for the Club's website on an ongoing basis.	Ongoing

<b>SAFETY AND RISK COORDINATOR</b>	
Coordinate the annual review of the Risk Management Policy as required	October
Understand the insurance provider's requirements for coverage and renew annual Directors' and Officers' insurance and general liability insurance.	January
Undertake an annual review of the safety articles posted under the Safety Menu on the Club's website and update as required	January
Prepare new emergency phone cards of Directors' cell phone numbers	Prior to LGR

<b>ACTIVITIES COORDINATOR</b>	<b>TIMELINE</b>
Book venues for club events and use of washrooms when required. Obtain cheque for payment and confirmation of insurance and forward appropriately.	Winter and ongoing

Manage supplies for events. Replenish supplies for tea and coffee. Provide main course for AGM. Arrange for notice to members regarding what to bring to pot lucks. Organize pot lucks including clean up.	Ongoing
Notify appropriate person where necessary that we wish to park in their public lots for regular rides.	Ongoing
Contact owners of private properties to gain permission to ride on their property	A couple of weeks before the rides on their property
Act as Board Liaison for cycling jerseys. Renate will continue to hold inventory and place orders as required.	Ongoing

<b>DIRECTORS AT LARGE</b>	<b>TIMELINE</b>
Assist Ride Coordinator with the Fall and Spring trips	Ongoing
Assist the Vice-President with the organization of the Spring orientation	Spring
Assist other Board members in successfully completing their tasks	Ongoing
Assist Activities Coordinator with group events	April-October
"In the event there is no Immediate Past President, the duties will be distributed among the VP and directors at large as deemed appropriate"	

<b>IMMEDIATE PAST PRESIDENT</b>	<b>TIMELINE</b>
Act as an advisor to the Board of Directors and carry out specific duties as requested by the Board or the President	Ongoing
Attend all meetings of the Board of Directors at his/her discretion. The Immediate Past President shall have a vote at all meetings so attended	Ongoing
Recruit active club members to serve on the Board of Directors and conduct the election of the Board of Directors at the Annual General Meeting	Ongoing