

# **Roles & Responsibilities for the Board & Committees**

*(Edited June 13, 2011)*

**Who makes up the Board of Directors?** President, Vice President, Secretary, Treasurer, all Directors, and committee coordinators.

**What are the responsibilities of the Board of Directors?** All members of the Board of Directors serve as a committee to discuss strategic directions, events, rides, etc. on behalf of the Association's membership.

- All shall have one vote each.
- All play an active role in being creative, making decisions, and preparing proposals that will be presented to the membership for further discussion and vote.
- Board members will meet monthly or on an as needed basis. The date and time of meetings will be decided by the members to accommodate the majority.
- All officers and committee coordinators will keep everyone informed about their specific area of responsibility.
- An agenda for the regular monthly meeting will be determined at the Board meetings and/or by the President and Vice President.

**What are the responsibilities for the officers, directors, and committee coordinators?**

**PRESIDENT:**

- Will preside over all meetings of the membership and Board of Director meetings or appoint the Vice President to facilitate the meetings.
- Will be an ex-officio member of all committees.
- May appoint committees to attend to the business of the Association.
- Will attend and/or solicit assistance in attending political meetings deemed necessary and will report all findings to the Board of Directors and membership.
- Will ensure that new Board and/or Committee members receive a copy of the Roles & Responsibilities document to ensure smooth transition.
- Term is one year.

**VICE PRESIDENT:**

- During the absence or temporary incapacity of the President will perform the duties and have the powers of the President.
- Will preside at all the meetings of the membership as requested.
- Will be the official greeter.
- Will ask for assistance from the Directors and/or any Board member to assist with greeting members.
- Will assist the Membership Coordinator and/or Treasurer in receiving membership applications.
- Will help ensure that members and guests receive ~~their badge~~ a name tag.
- Will ensure that all guests attending the monthly meeting signs the Guest List and submitted to the President prior to meeting for introductions.
- Will promote the door prize program among the membership meeting and collect money.
- Will track all monies received; and will document the disbursement and who received the money.

- Term is one year.

#### SECRETARY:

- Shall keep all the records of the Association, minutes of the meetings and Board meetings, lists of committees, and perform all usual secretarial duties associated with the office as required by the Bylaws.
- Will post all meeting minutes on the Club's website under the appropriate Members section.
- Will assist the Membership Coordinator, if needed, in collecting membership dues, applications, etc.
- Throughout the year, will submit all records to the Historian for safe keeping.
- Term is one year.

#### TREASURER:

- Will be the custodian of the Association's funds and keep accurate and up-to-date records of all disbursements, dues, grants, etc.
- Will pay all expenses and deposit all monies.
- Will report the financial status of the Association at the regular meetings and/or Board meetings.
- Will make all records available to the Board of Directors upon request and cooperate fully with the committee appointed to prepare the annual financial review and audit.
- Will post Treasurer's Report on the Club's website under the appropriate Members section.
- Will ensure that the Club's bank signature cards are signed after the election.
- Will comply with Addendum – Treasurer / Audit Process stated within the Bylaws.
- Term is one year.

#### DIRECTORS:

- Are advisors to the Association and are responsible to ensure that the Bylaws are being followed.
- May be asked to review the Association's financial records to ensure records are being maintained appropriately.
- May be asked to lead and/or serve on a committee.
- Should assist in welcoming new members by introducing them to the membership.
- Term is three years and elected on a staggered basis. 2011 Directors are:
  - Mike Dahlmeir – 3<sup>rd</sup> Year Member (2009-2011)
  - Leroy DeMond – 2<sup>nd</sup> Year Member, and (2010-2012)
  - Jim Maxey – 1<sup>st</sup> Year Member (2011-2013)
- Term is three years.

## COMMITTEES:

### Membership Coordinator:

- Appointed by the President or member(s) volunteer. Length of service not held to one-year term.
- Responsible for receiving and filing all membership applications:
- All membership money will be submitted to the Treasurer as soon as possible.
- Will fill out membership cards; disburse them to the members at the meetings or by mail; and to provide them with a receipt for membership, a Welcome Note, and a copy of Our Code of Riding Ethics.
- Will keep a master list of membership numbers, assign membership number on all application, and send a copy of all new applications to the Membership Database Coordinator to enter into the Membership Database. If paid through Pay Pal, Membership Coordinator will assign Membership number and send to Membership Database Coordinator for data entry.)
- Will help welcome members and guests; and to ensure that they receive ~~their badge~~ a name tag.
- Will ensure that all guests attending the monthly meeting signs the Guest List and submitted to the President and/or Vice President prior to meeting for introductions.
- Will provide membership reports at regular meeting when requested or on an as needed basis.

### Newsletter Coordinator:

- Appointed by the President or member volunteers. Length of service not held to one-year term.
- Will publish the “PAPER\_TRACKS” monthly newsletter at least ~~ten~~ eleven times a year.
- Will request newsworthy articles, ride reports, etc. for newsletter one-two weeks before publishing the newsletter.
- Will convert the newsletter to a PDF format and send to the appropriate person(s) for printing, distribution and/or placement on the website.
- Will keep a physical copy of all newsletters created.

Historian: *(Currently, David Fisher is storing our documents He is no longer a member. May need to find another member to store documents.)*

- Appointed by the President or member volunteers. Length of service is not held to one-year term.
- Will keep all the Association’s records, newsletter, bank statements, etc. in a safe place for at least seven years and rotate out documents on a yearly basis.
- May be called upon to assist with special projects.

### Web Master:

- Appointed by the President or member volunteers. Length of service not held to one-year term.
- Will assist with web page technical design; daily, monthly, and annual maintenance; problems;, data entry as needed; post newsletters, articles and calendar entries; send notices, etc.
- Will assist in updating information, when needed.

#### Web Administrator:

- Appointed by the President or member volunteers. Length of service not held to one-year term.
- Will assist with web page design, minor maintenance and problems, data entry, post articles and calendar entries, etc.
- Will work with the President, Board, Ride Leaders, etc. in updating information on the web page.
- If needed, will convert the newsletter to an Adobe format and post on the web page.

#### Membership Database Coordinator

- Appointed by the President or member volunteers. Length of service is not held to one-year term.
- Will receive Membership Applications from Treasurer and/or Membership Coordinator for entering member information into the Membership Database. (Note: Assigning membership numbers will be performed by the Membership Coordinator and marked on the applications. If paid through Pay Pal, Membership Coordinator will assign Membership number and send to Membership Database Coordinator for data entry.)
- Will send out Membership Dues reminders electronically upon President's request.
- Will receive monthly newsletter and mail out electronically to all current members.
- Will submit an updated list of the membership to the Newsletter Coordinator, Membership Coordinator, Web Masters, and/or President on a monthly basis or as requested.
- Will create additional Membership report as requested.

#### Media Representative:

- Appointed by the President or member volunteers. Length of service is not held to one-year term.
- Will visit the ATV dealers and/or sponsors on a regular basis to ensure they have Membership Applications, brochures, etc.; and to answer any questions about our club.
- Will report back to the President and/or Board on a regular basis on management and product changes, issues, etc.
- If needed, will contact sponsors and/or local businesses for door prize contributions.
- Will submit promotional articles, photographs, events, etc. to local media (newspapers, television and radio).
- If needed, will submit articles of interest to our club's Newsletter Coordinator and/or Web Administrator(s).
- Will keep Board and/or Membership informed on ATV news, reports, etc.

#### Educational Trainers:

- Appointed by the President or member volunteers. Length of service is not held to one-year term.
- Will attend all appropriate ATV rider training, as required.
- Will schedule and provide classes/workshops on how to ride an ATV safely, CPR, GPS, etc.
- Will assist in tracking "incidents and accidents" and use this information in the ATV training and/or at "Tailboard" meetings. The purpose is to learn from other's mistakes.
- Will submit an article describing the training, photos, etc. to Newsletter Coordinator.

### Ride Leader and/or Ride Leader Trainer:

- Appointed by the President or member volunteers. Length of service is not held to one-year term.
- Responsible for setting up organized and safe rides for all categories of rider abilities. If needed, all Ride Leaders will meet at least once at the end of the year to determine ride locations and dates for the following year.
- May divide the group of riders into different groups depending on the rider's abilities and confidence with an appropriate leader.
- May ask for assistance in leading each group of riders (Beginner, Intermediate, and Advanced riders).
- May use flags, vests or some other article to designate the leader(s).
- Will use the "Rider List" to track all riders departing and returning to ensure that no one is left behind.
- Will have a "Tailboard" meeting prior to all rides to discuss trail conditions, route, potential hazards, etc.
- Be first-aid certified.
- Will document "incidents and accidents" and use this information at future "Tailboard" meetings. Will communicate with Educational Trainers and/or membership on how to avoid incident and/or accident in the future.
- Will submit the "Rider List" to the Historian for safe keeping.
- Will submit a follow-up article (i.e. Ride Journal/story) describing the ride including number of riders in attendance, miles, interesting sites, photos, etc. to the Newsletter Coordinator.
- In the event of a campout, the Ride Leader will make arrangements for campsites by contacting the appropriate people, agency, etc. They may enlist assistance in making these arrangements, reserving camping areas, etc.
- Will give an overview of the ride at Board and/or regular meetings.