

BC Randonneurs Cycling Club - Roles/Tasks

President

- Oversees smooth operation of club activities, ensuring club “purposes” are being met
- Ensures communication of club-related matters with all club members
- Coordinates policy decisions
- Chairs monthly meetings and AGM

Vice President

- Supports president functions
- Chairs monthly meetings and AGM in the absence of the President

Secretary

- Prepares and distributes meeting and AGM agendas
- Prepares, distributes and archives meeting minutes
- Maintains membership list and mailing list
- Provides meeting minutes to provincial library
- Custodian of Club Constitution

Treasurer

- Pays bills, including annual insurance
- Handles membership and event payments
- Manages financial records, including all receipts and invoices
- Prepares statements
- Conducts audits

Regional Route Coordinator(s) / Permanent Coordinator

- Coordinates with Ride Organizers on route selection and mentors to ensure successful brevets
- Reviews and approves all proposed routes for accuracy, safety, control placement and adherence to ACP regulations
- Consults with Web Master on brevet schedule for the upcoming season

Brevet Organizer

- Responsible for ensuring the smooth running of the brevet including responding to any changes as needed
- Secures venues and control locations for the brevet
- Recruits and trains volunteers needed
- Handles finances, collection of fees, supplies procurement, recording transactions, report and invoice submission
- Collects and submits completed control cards, event waivers and membership forms

Clothing

- Designing and ordering clothing from suppliers
- Maintaining financial records
- Attending events with clothing for member purchase
- Maintaining clothing inventory

Pins/Awards

- Designing and ordering pins/medals from suppliers
- Maintaining financial records
- Supplying event organizers with pins/medals
- Maintaining pin inventory
- Preparing list of annual awards and presenting awards (with Eric)

Equipment and Supplies

- Maintaining inventory of club supplies
- Supplying event organizers with brevet supplies
- Purchasing and replacing supplies as needed
- Payment of storage facility fees

Website

- Design and maintenance of club website
- Preparation of brevet schedule in consultation with Regional Route Coordinators
- Publishing of club schedule and results
- Publishing of club on-line newsletter
- Archiving of newsletter stories and event photos
- Publishing of club schedule on wallet cards

Database/ACP & RM Correspondent

- Preparation and submission of annual event calendar to ACP / RM (Eric)
- Recording of results in database
- Preparation and distribution of membership packages (Gary)
- Recording of memberships in database
- Verification of completed control cards
- Submission of results to ACP and RM
- Returning cards to riders at end of season
- Application for ACP awards e.g. Super Randonneur and Randonneur 5000
- Submission of club entries for PBP (?)

Other

- *Cycling BC – VP Randonneur*
- *BCCC Liaison*
- *Discussion List*