

# AABTS Position Descriptions

## Board of Directors and Officers

### Board of Directors

The board's primary functions are to:

- Set club policies
- Select the officers (October 1)
- Approve the club's annual budget
- Approve the annual financial reports
- Audit/approve the treasurer's reports before a tax return is filed
- Approve any special expenditures (anything that is outside of the annual budget, or anything inside the annual budget that the board specifically wants to approve).

Regarding policy, think of the board as congress and the officers as the executive branch. The board sets the policy; the officers enact the policy. Of course, the policy can always be that the officers decide. However, usually something like a change in mileage policy is a board decision. As a general rule: the less "policy" the better.

### Board Chair

The board chair specifically does the following in serving the board of directors:

- Calls the board meetings
- Sets the agenda for the board meetings, and any required attendees
- Runs the board meetings

### Selection of Officers

The by-laws are pretty specific about President, Vice President, Secretary, and Treasurer. The board "elects" these folks to one year terms that run October 1 - September 30. Even if there is urgent need to fill a spot, the board still should vote in some shape or form to formalize the appointment.

### Committees

The by-laws mention committees, but they are really "board" committees related to board functions. There aren't any committees to investigate and recommend policy or an audit committee to review financial results. The various committee chairs (ride calendar, safety, OHR, mileage, membership, webmaster, newsletter, newsletter layout, equipment, maps) are the responsibility of the officers. The board is typically asked to recruit these chairs, mainly because they tend to have the most knowledge of potential candidates. However, if the officers decide that the same person can do newsletter editor and newsletter layout, they can combine the spots without approval of the board.

In reality, the committees and chairs are just volunteers that serve a role in running the day-to-day operation of the club.

## **Officers**

The board oversees the club and the officers are in charge of running the club day to day. The board creates policy, and the officers are the ones executing the policy.

### **President**

The by-laws state that the President is the chief executive officer of the organization. The President is the ultimate decision maker. While the President should look for consensus on all decisions, when consensus can't be reached, the President should choose the best possible alternative in order to reach a final decision.

Other specific responsibilities include:

- All media requests for information should be directed to the President. The President can delegate if he/she chooses, but this is the main point of contact with media and local authorities.
- The by-laws state that the President is the one who has to sign the checks. We always had the Treasurer do that, but we should have something signed by the President that grants that authority to the Treasurer for a specified period of time (doesn't really matter how long).
- The President should call and run club meetings as necessary to organize the activities of the club.
- The President should assign duties to the various officers and committee chairs.
- The President can also determine what committees are necessary and who should fill them, however, the board can also provide guidance in this regard.

The officers can authorize to spend money for things that are specified in the annual budget. They can go over budget, but they must report all expenditures to the board. If they spend money for anything that is outside of the budget, these expenditures should be approved by the board because they're not really operating expenses. We've had a few examples of this type of expense: buying racks for Chelsea, the Charlotte Marcotte bench, and donations to other organizations.

### **Treasurer**

The Treasurer's main job is to keep track of what the club spends vs. the budget. In the past OHR has had a separate treasurer and a separate budget. However, OHR budget tracking has also been done by the same person, depending on circumstances. Check signing privileges are formally delegated to the Treasurer by the President, according to the bylaws.

### **Secretary**

The Secretary's main job is to keep record of the activities of the club. That mainly involves keeping minutes of club meetings, officers meetings, and board meetings. The main thing is if there is a vote taken or a decision made, we get that written down. Also, the Secretary should compile a list of what the formal "policies" are. It might be good to have the Secretary compile Ride Calendar, Mileage, and some OHR operating policies somewhere easy to find.

### **VP - OHR**

This officer is the CEO of the OHR event. Dave Adams created a document called "Herding cats for fun and (non) profit" which explains what all the OHR chair does in a year. Hopefully the by-laws reflect the split in the VP position.

## **VP - BASE**

Bicycling Advocacy, Safety and Education

This position was created to promote safety among club members. The officer is responsible for the following:

- 1) Serves as point of contact for LMB/LAB.
- 2) Makes recommendations to the board on use of the Lucian Chaney Fund.
- 3) Acts as a liaison for the club with local law enforcement.
- 4) Helps ride captains set expectations for rides in terms of safe riding.
- 5) Finds ways to educate the club on safe riding habits.

*Thoughts from Mark Erzen:* The problem with the safety committee when I was there was that there were too many ideas and not enough people to do them. They were also a bit shy about telling riders what they were doing wrong. The best way to communicate safety is to tactfully tell a rider how to ride better when you see them do something wrong. Word of mouth is best. A second alternative is to add safety articles to the newsletter [and the Club Safety page on the web site] - either written by club members or reprinted from other publications. Lastly, guest speakers at club meetings. One thing Stark County does nicely is they have monthly meetings at a golf clubhouse with an open bar. They meet in the back room, and bring in presenters. Sometimes, folks are presenting trips and photos, other times they have topical speakers. It'd be nice to bring in Rich Moeller from LMB, or someone from AAPD to give feedback on how they view bicycles, or whatever might be of interest to the club. The meetings are a little bit social, a little bit business.

## Committees

Membership – receives and processes club member applications and dues; sends out club membership card

Mileage – records individual club member mileage

Ride Calendar – organizes, approves, publishes and distributes the bi-monthly ride calendar

Maps – maintains club route maps and works with Webmaster to post on the club web site

Newsletter Editor – composes the newsletter and coordinates layout and publishing

Special Events – organizes the club potluck dinners and other non-ride events

BASE (Bicycle Advocacy, Safety and Education) – assists VP-BASE (see description above)

Publicity – distributes club information to area businesses; helps promote OHR (see description below)

## Support Staff

Email Manager – currently the webmaster is managing the email re-direct updates

Equipment – stores and manages use of club-owned equipment, such as bike boxes

Webmaster – maintains the [www.aabts.org](http://www.aabts.org) web site

*Last updated: 2/16/10*

## **PUBLICITY COMMITTEE**

The Publicity Committee helps promote the club and bicycling in the area. Primary responsibilities include:

- 1) Distribute club information to area businesses.
- 2) Maintain the list of bike shops that offer discounts to our members.
- 3) Update the club brochure, as needed.

One time a year the list of bike shops that offer discounts to our members needs to be updated. This can be done in person, by phone, e-mail or snail mail. The current list of bike shops is available on the AABTS Google Forum.

As needed, the Club Brochure is updated, shopped for pricing and ordered for printing.

The club brochures are distributed to the local bike shops. (Usually help can be solicited for this chore at a potluck or on a Saturday ride.)

Publicity activities can all be done in the cycling off-season, leaving you free to ride all season guilt free!!!

*Last updated: 4/12/10*