

The role and responsibility of the Board

The Penticton and Area Cycling Association (PACA) is only as successful as its organising board. Being a board member is a rewarding and challenging experience. It is important that the roles of the board are clear and followed through to ensure the viability of the club in the future.

The role and responsibility of the board is to:

- Co-ordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled
- Carry out the recommendations of members as expressed at the Annual General Meeting
- Provide members with detailed information regarding the running of the club
- Monitor the performance of the club officials and sub-committees (according to their job descriptions), to see they are carrying out their functions
- Ensure that all board members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered
- Negotiate training opportunities for administrators and coaches, provide detailed written and oral records and job descriptions to a newly elected board so they can settle into their duties quickly
- Plan and budget for the future
- Ensure that all members of the board are role models in the area of leadership
- Ensure members abide by the cycling code of conduct
- Ensure the club's sustainable future through adopting a risk management approach that considers the health of the club and its members as a priority.

Election of Board Roles (and approx. volunteer hours)

President: _____ (Currently Terry McWhirter)

The President is the principal leader of PACA and has overall responsibility for the club's administration. The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings. They are also responsible for communicating with key stakeholders in the community and government, acting as the voice of the club.

Responsible to: The President is elected by the PACA members and responsible for representing the views of the members.

Knowledge and Skills Required Ideally the President/Chairperson is someone who:

- Can communicate effectively
- Well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.

- Is unbiased and impartial on all issues
- Is well informed about the purpose of the meetings and items to be covered
- Is a good listener who will be able to summarise the main points of discussion
- Is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion
- Is well versed in the rules or procedure for the particular type of meeting being held and allow for relevant debate.

Estimated Time Commitment Required The estimated time commitment required as the President of the PACA is up to 30-40 hours per month in peak times.

Vice President: _____ (Currently Max Picton)

Responsible To The Vice President is directly responsible to the President of the PACA, the committee and the members.

Responsibilities and Duties:

- Work closely with the President Assume the President's duties if necessary
- Coordinate the work of the committees and typically chairs an important subcommittee
- Work with the President and Treasurer in budget and calendar preparation
- Assist the President in meeting agenda preparation
- Act as a mediator in any conflicts the club has internally or externally
- Assume other responsibilities as assigned by the President.

Estimated Time Commitment Required The estimated time commitment required as Vice President is 10-20 hours per month in peak times.

Treasurer: _____ (currently Drew Barnes)

The Treasurer is the chief financial management officer for the PACA.

Responsible To The Treasurer is directly responsible to the President, the committee and the members.

Responsibilities and Duties

- Prepare and monitor the yearly budget
- Provide a written and verbal Treasurer's report at club meetings and when required
- Keep proper records of all payments and monies received
- Send out accounts, invoice groups or members for rentals, e.g. equipment, signs, etc
- Pay the club's bills promptly
- Be the signatory on club cheques (with at least one other board member)
- Be responsible for the club's petty cash

Roles and Responsibilities:

- Show evidence that money received is banked and documentation provided for all money paid out (issuing receipts and promptly depositing all monies received)
- Keep the club's finance books up-to-date
- Arrange the accounting of the club's financial records and ensure that the information is prepared for each year's AGM
- Produce an annual financial report
- If required, develop and manage the club investment program to manage surplus funds

Knowledge and Skills Required:

- Qualified and/or experienced in accountancy
- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner

- Aware of information which is needed to be kept for the annual accounting

Estimated Time Commitment Required: The estimated time commitment required as the Treasurer of PACA is 10 hours per month.

Secretary: _____ (Currently Jade Mackenzie)

The Secretary is the chief administration officer of the PACA. This person provides the coordinating link between members, the management committee and external organisations and businesses.

Responsible To: the Secretary is directly responsible to the President, the committee and the members.

Responsibilities and Duties:

- Make arrangements including venue, date, times and hospitality for club meetings
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting and distribute in a timely manner
- Read, reply and file correspondence promptly
- Maintain files of legal documents such as constitutions, leases and titles

Roles and Responsibilities

- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
- Maintain registers of sponsors and their contact details
- Other tasks: handle bookings and entries; respond to general duties as directed by the club committee
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Knowledge and Skills Required:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.
- Is enthusiastic and dedicated to the club and its members.

Estimated Time Commitment Required The estimated time commitment required as the Secretary of the PACA is 5-6 hours per month.

Club Membership: _____ (Currently Debbie Ziegler)

The Membership Officer is responsible for the registration of all members of PACA and the maintenance of the membership register.

Responsible To: The Membership Officer is directly responsible to the President, the committee and the members.

Responsibilities and Duties:

- Monitor the PACA gmail and TidyHQ accounts, finding and recording new members
- Liaise with the two bike shops in town to receive new member forms and to keep supplied with blank forms
- Maintain membership documentation
- Creation of membership card and emailing out welcome letter to new members
- Maintain the list of executive members
- Reconcile PACA online and mailed in membership payments with deposits into the account with the assistance of the Treasurer
- Respond to all membership enquiries in a timely manner, preferably within 24-48 hours
- Provide regular updates on the state of membership
- Maintain contact with the membership and develop ideas for expanding membership within the club

Knowledge and Skills Required:

- Well organised with good time management skills
- Able to allocate regular time periods to maintain the register
- Able to keep good records
- Able to communicate with the public
- Accessible to potential and existing members – especially during renewal times
- Working knowledge of Excel and email programs

Estimated Time Commitment Required: 2-3 hours per week, with more in the Spring during renewal season than in the fall.

Sample Director-at-Large Positions

Communications/PR Officer _____

- Write club newsletter, news articles and press releases for club activities. Keeps apprised of all club activities in order to promote the club's efforts (10-20 hours month)

Event Coordinator-Social _____

-Plan and organise social activities. Minimum of 3 per year (AGM, summer social and fall social) (5 hours/ month)

Trail Crew Coordinator _____

-Plans and carries out the organization of trail maintenance and building projects with input from organization. Completes the Partnership annual reporting (5-10 hours month, varies)

Grant Writer _____

- Researches, writes and reports grants for funding (5-10 hours month, varies)

Cycling Transportation Advocate _____ (lobbies for better infrastructure and greater cycling awareness 5 hours month)

Member at Large (max 2) _____

-Supports and assists where needed, learns how the Board works for future growth and increasing responsibility

Volunteer Coordinator _____

-Ensures adequate roster of volunteers is maintained and used by the club. Assists with volunteer organization to support events (5 hours month)