

Kawartha Cycling Club – Executive Positions with a Brief Description

President and Director:

- Directs the activities of the Club
- Reviews overall ride scheduling principles with Ride Coordinator's to ensure a diverse schedule and avoid ride start duplication
- Reviews and approves completed incident reports
- Reviews, approves, and distributes Executive and AGM minutes to the executive
 - o Posts or requests they be posted on the website
- Prepares the membership welcome note for the CCN site and forwards to the Membership Coordinator.
- Functions as a signing Officers.
- Promotes the Club, its activities and cycling in general throughout the community
- Functions as Chairperson at all meetings
- Signs and submits income tax forms
- Signs and submits Notice of Change forms to Ontario Government
- Review the Constitution annually with executives

Treasurer and Director:

- Attends to all financial matters of the Club maintaining a complete record of all financial transactions.
- Contact with government on all financial and Tax matters.
- Maintains a bank account with chequing privileges
- Coordinates and acts as main contact on all insurance matters
 - o Forwards approved incident reports to the insurance company
- Functions as a signing Officer
- Prepares Annual Tax documents for President's signature.
- Prepares Ontario Notice of Change forms
- Prepares and presents annual financial statements at the AGM

Kawartha Lakes Classic Cycling Tour Coordinator:

- Provides leadership of the annual charity ride for A Place Called Home
- Functions as a signing officer

Secretary

- Sets annual meeting schedule and locations
 - o Forwards to Website Coordinator for posting
- Keeps minutes of all meetings (Executive and AGM).
 - o Forward to the President for review and approval
- Prepares Executive and AGM meeting agendas and sends out zoom and Strava invitations if required.
- Maintains Club Corporate documents
- Collects all matters related to the Club and maintains the Club's record book.

Membership and Communications Coordinator

- Responds to all enquiries received through the website or via e-mail to admin.
- CCN contact (except financial) and coordinates registration data.
- Keeps track of ride attendance

- Prepares a membership report for the Executive meetings and AGM
- Welcomes new members and coordinates approved new member events.

Safety and Training Coordinator

- Prepares weekly safety talks bullets for ride leaders
- Upon request reviews ride routes for safety considerations
- Coordinates cycling training (including CAN BIKE) activity
- Coordinates annual pre-season maintenance session with the Event Coordinator
- Responds to all safety issues and incidents
- Coordinates annual review of the policy and procedure documents

Marketing and Website Coordinator (S)

- Maintains our social media pages and accounts
- Coordinates Club Jersey design, supply, and ordering
- Prepares And implements an approved Marketing plan for the Club.
- Maintains Club website and manages third party suppliers
 - o Works with Event and Ride Coordinators to ensure the website is current.
- Posts other events and news provider by other executives

Ride Coordinators:

- Update Ride descriptions and post or forward to the website coordinator for posting
- Coordinates the list of rides, dates, locations and ride leaders and posts or forwards to the website Coordinator for posting. This can be done annually or monthly (by the 20th for the next month).
 - o Updates ride schedule as required and posts or forwards for posting
- Collectively review the ride leader's role and responsibilities annually
- Posts appropriate Strava ride invitations
- Sends ride participation data to the Membership Coordinator

Event Coordinator:

- Organizes AGM and Banquet with other Executives
- Coordinates away trip development with Executive and/or Club volunteers.
- Coordinates approved social events for members throughout the season
- Coordinates the annual kick off and end of season approved events.
- Coordinates the annual pre-season safety, maintenance and Strava training session working with the Safety and Training Coordinator.