

## SCVS Officer Roles and Responsibilities

SCVS is a non-profit organization promoting health and fitness through bicycle activities, charitable events, advocacy and education.

**President:** The president shall be the chief executive officer of the Club and shall, subject to the control of the Board of Directors, generally supervise and control all of the business and affairs of the corporation, and preside at all meetings of the members, the Board of Directors (as chairperson of the Board), and all committees of the Board on which he or she may serve. In addition, the president shall possess, and may exercise, such power and authority, and shall perform such duties, as may from time to time be assigned to him or her by the Board of Directors, and as are incident to the offices of president and chief executive officer.

### **Phil Moore is President**

**Vice President:** The vice president shall possess, and may exercise, such power and authority, and shall perform such duties, as may from time to time be assigned to him or her by the Board of Directors.

### **John Fahnstock is Vice President**

**Secretary:** The secretary shall keep the minutes of the proceedings of the members and of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; and keep a register of the post office address of each member of the Club. In addition, the secretary shall possess, and may exercise, such power and authority, and shall perform such duties, as may from time to time be assigned to him or her by the Board of Directors and as are incident to the office of secretary minutes.

### **Dennis Eaton is Secretary**

Treasurer: The treasurer shall have charge and custody of, and be responsible for, all funds and property of the Club; receive and give receipts for money due and payable to the Club from any source whatsoever; and deposit all such money in the name of the Club in such banks, trust companies, or other depositories as shall be used by the Club. Be custodian of the corporate records and the seal of the Club; In addition, the treasurer shall possess, and may exercise such power and authority, and shall perform such duties, as may from time to time be assigned to him or her by the Board of Directors and as are incident to the office of treasurer. The treasurer will also be responsible for providing a cash flow statement to the directors on a quarterly basis. This cash flow statement will consist of financial information from the date of last report to that date the existing report is completed. Any other reports may be requested by the club president at any time throughout the year.

### **Keith Cooke is Treasurer**

Membership Coordinator: The membership coordinator shall accomplish the following responsibilities: Check the SCVS post office box at least once a week, distribute mail appropriately, check club email box at least once a week, update Membership Roster (MR) immediately upon receipt of new member dues, send new member the standard SCVS welcome message immediately upon MR update, update new member status on SCVS website immediately upon MR update or as soon as possible after member

### **Don Hemmenway is Membership Coordinator**

Advocacy Coordinator: The Advocacy Coordinator shall manage all SCVS advocacy efforts. Efforts include, and are not limited to, the contacting of local government to request the repair of targeted roads, attend local legislative planning meetings to act as the voice of local cyclists. Promote advocacy to members and non-members of the local community.

### **\_\_\_\_\_ is Advocacy Coordinator**

Director Sportif. The director sportif shall have charge and custody of club apparel design, purchasing, and dissemination. The director sportif will also manage the inventory and collection of revenue from purchasing club members. The director

sportif will also serve as the first line liaison between the SCVS Board of Directors and any SCVS or SCVS sponsored race team.

### **Scott Meder is Director Sportif**

Sponsorship Coordinator: The Sponsorship Coordinator shall manage the solicitation and acquisition of annual sponsors. The sponsorship coordinator will also manage the acquisition of all sponsors' media, including, but not limited to logos, and any other marketing material offered to the club. The sponsorship coordinator will also be responsible for acquiring all sponsorship payments made to the club. The sponsorship coordinator will also act as the liaison between the club and its sponsors to ensure the club is receiving proper support from and providing adequate visibility to its sponsors throughout the year.

### **Chris Burrough is Sponsorship Coordinator**

Event Coordinator: The event coordinator shall manage the planning and coordination of SCVS social and fund raising events. Events will include, but not limited to, club picnics, club rides, and out of town gatherings that support club unity and camaraderie. The event coordinator is not required to be the ride director for all SCVS promoted charity events; the coordinator may create a committee to lead specific events as described in Article 7.

### **Christine Lighthill is Event Coordinator**