

Kickin' Asphalt Bicycle Club



Roles and Responsibilities

Board of Directors

December 2024

BOARD OF DIRECTORS

The KABC Board of Directors is primarily responsible for setting the strategic direction of the club, overseeing its operations, making key decisions, managing finances, and ensuring compliance with rules and regulations all while acting in the best interests of the club members. The board members have been assigned specific roles & responsibilities defined below.

PRESIDENT

The KABC President is responsible for the overall administration of the Club through the assignments and responsibilities of the board members. The President chairs the board meetings and leads the annual Club meeting. The President is responsible for the development, implementation and execution of the KABC mission and enforcing the club's By-Laws. The President is the Chair of the Executive Committee and a participating member of the Ride Committee.

VICE PRESIDENT

The KABC Vice President is responsible for assuming the duties of President in his/her absence. The Vice President is the Chair of the Nominating Committee. The Vice President oversees the roles & responsibilities of the Board Members-a- Large. The Vice President is a participating member of the Executive Committee, Ride Committee and Communications Committee.

TREASURER

The KABC Treasurer is responsible for having custody of and maintaining club funds,

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drafting and presenting an annual budget to the Executive Committee, purchasing and maintaining the Club's liability insurance, the Directors and Officers insurance and any other special event insurance as deemed necessary by the Executive Committee and/or Board of Directors. The Treasurer is a participating member of the Executive Committee.

ADMINISTRATIVE OFFICER

The Administrative Officer is responsible for the implementation and support of all club technology platforms and services. Responsible for coordinating the preparation and recording the minutes of the annual membership meeting and Board meetings. Responsible for providing administrative support and oversight to all board members, committees and volunteer staff. The Administrative Officer is a participating member of the Executive Committee, Ride Committee and Communications Committee.

MEMBERSHIP DIRECTOR

The KABC Membership Director is responsible for obtaining and maintaining club memberships. Working with the Administrative Officer, responsible for developing, implementing and maintaining seamless membership application and renewal process. The Membership Director is responsible for development and execution of the New Member Ambassador Program and maintaining the directory of active members. The Membership Director is the Chair of the Membership Committee.

DIRECTOR RIDE

The KABC Ride Director is responsible for the development and maintenance of the club route library, the planning and executing of the annual ride schedule for the Club. The Ride Director is responsible for the review of Ride Leader Reports and taking any necessary actions along with the development and maintenance of Ride Policies and Guidelines to ensure safe ride routes. The Ride Director is the Chair of the Ride Committee.

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SAFETY & EDUCATION DIRECTOR

The KABC Safety & Education Director is responsible for the development and execution of the club's Safety & Education programs. The Safety & Education Director will review the weekly Ride Reports and identify any incidents for follow-up and opportunities for improving the overall safety program. The Safety & Education Director will also be responsible for the safety program education component through member communications and scheduled workshops. The Safety & Education Director is the Chair of the Safe & Education Committee and a participating member of the Communication Committee.

COMMUNICATIONS DIRECTOR

The KABC Communications Director is responsible for the development and execution of the club's communication strategy. Communication methods to include eMail, newsletters, social media and any other means to properly communicate club activities to membership. The Communications Director will also have oversight of the Social Activities Coordinator with responsibility for the development, planning and execution of club social activities, including but not limited to New Years' Chili Ride & Lunch/Annual Meeting, Happy Hours, etc. Responsible for identifying service opportunities and implementing necessary action steps for KABC to give back to our community. The Communications Director is the Chair of the Communications Committee.

MERCHANDISE DIRECTOR

The KABC Merchandise Director is responsible for the design, sourcing, procurement, inventory and sales of club logo merchandise.

BOARD MEMBER-AT-LARGE

A Board Member-at-Large may be assigned specific duties and tasks at the discretion of the Executive Committee.

PAST PRESIDENT

The Past President may participate in Board Meetings and Board Member discussions in a non-voting advisory role to the President and Board of Directors for continuity and historical insight to club operations.