

Peninsula Cycle Club Board Member Positions

Title	Duties	Est. Hrs/Month*
Chief Director	The Chief Director presides at all board and membership meetings, ensuring that all agendas are properly prepared. He/she also submits the annual report to the members. The Chief Director should be an active rider.	5
Membership Director	The Membership Director maintains the club roster, applications for membership, and the inventory of club clothing, equipment, and other possessions. Includes adding or deleting members from the club server, Emma and Evite accounts.	5
Secretary	The Secretary keeps a record of the proceedings of club meetings, resolutions, correspondences, contracts, and other documents of the club.	1
Treasurer	The Treasurer is responsible for the financial affairs of the Corporation; he/she makes regular financial reports to the board and makes or cause to make all tax filings.	6
Race Director	The Race Director establishes and carries out a calendar of bicycle racing events. The Race Director also establishes all necessary communications, including permit applications, to ensure an ongoing affiliation with USAC. The Race Director leads and coaches the PenCC race team. Note: estimated monthly hours DO NOT include time spent on training rides!	5
Ride Director	The Ride Director promotes and organizes club rides. Also encourages club members to organize club rides.	4
Events Director	The Events Director promotes and organizes special events for the club, including the annual Christmas Party.	3

* The estimate includes one hour per month for each board member to attend board meetings. Meetings aren't held monthly, but that's a decent approximation of a monthly average.

Peninsula Cycle Club board members should also be active in promoting the organization through social media postings, riding, creating newsletter or website articles, attending local cycling events, etc.