

Des Moines Cycle Club Leadership Structure and Duties of Board Members

The Des Moines Cycle Club's ("the Club") leadership structure, set out in its bylaws, is largely a matter of custom, preference, and practicality. The critical leadership positions are the President, Vice President, Secretary, Treasurer and Membership Director. The Club's officers and various event and committee chairs usually comprise the Board of Directors, which establishes policy and provides overall direction for all Club activities. The Executive Committee often performs a long-range planning role and acts for the Board of Directors or the entire club between meetings.

In general, the President and Vice President of the Club work with the Board of Directors to determine plans and policies. Listed below are the DMCC Board positions and their specific duties. The Board of Directors should actively participate in all Club affairs, and meets as a Board of Directors monthly.

EXECUTIVE COMMITTEE

President

The President of DMCC holds a position of responsibility. The President must be an enthusiast and an optimist on DMCC matters and life in general, and must be dedicated and determined to plan and carry through an ambitious program of regular DMCC activities.

- Provides leadership and direction to the Club;
- Understands and adheres to the DMCC Articles of Incorporation and Bylaws;
- Presides at meetings of the Club and oversees the activities of the Board of Directors;
- Coordinates Club activities through the Board of Directors;
- Establishes short- and long-range objectives and goals in conjunction with the Board of Directors;
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;
- Represents DMCC by planning programs and publicity campaigns that support and build pride among Club membership;
- Involves DMCC members by planning activities that appeal to a wide spectrum of interests;
- Has overall financial responsibility for the Club.

Desired Skills: Team Building/Leading, Strategic Planning/Guidance, Conflict Resolution, Project management, Meeting Facilitation, Time Management, Parliamentary Processes, Consulting, Coaching and Networking

Vice President

The Vice President of the DMCC plays a very important role in the life of the Club. Typically, the Vice President will succeed the current president and therefore must be fully engaged in all aspects of Club activities.

- Presides at meetings in the absence of the President;
- Plans, coordinates, and recruits committees to manage a series of meetings and programs;
- Coordinates programs with the President, Board of Directors;
- Provides data on previous Club events to allow the appropriate committee to benefit from past experience and suggestions for improvement;
- Provides timely and interesting advance information for newsletters, social media, and mailings;
- Provides or coordinates information on forthcoming events to the Secretary for inclusion in meeting notices or newsletters;
- Ensures strong leadership succession by identifying and recruiting new Club volunteers;
- Provides mentorship to new officers;
- Performs insurance liaison duties.

Desired Skills: Scheduling, Conflict Resolution, Negotiations, Strategic Planning, Time Management, Recognition Incentives, Event/Meeting Planning, Member Development, Training and Networking

Secretary

- Handles the correspondence of the Club and keeps records of it;
- Distributes Board meeting notices, prepares agendas and meeting minutes;
- Maintains official records of meetings;
- Informs officers of deadlines for reports, mailings, future commitments;
- Maintains and distributes a roster of officers and other Board members with current mailing address, email address, and telephone information;
- Maintains complete and up-to-date copies of the Club's bylaws and other organizational documents.

Desired Skills: *Report Writing, Policy Administration, Historian/Librarian, Research, Document Control*

Treasurer

- Oversees Club finances, collects dues, and receives other monies, e.g. proceeds from programs and events;
- Follows best financial practices as determined by the Board of Directors;
- Completes and submits the monthly and annual financial report and forms to the Board of Directors each year by the stated deadline;
- Assists the President and other officers in preparing program budgets and financial controls;
- Maintains and supervises Club bank accounts;
- Files state and federal forms, as required by law;
- Ensures that adequate budget and financial controls are maintained;
- Prepares and submits financial statements to the president and the Board of Directors on a regular basis, i.e. all board meetings or at minimum quarterly;
- Pays all Club bills on time and deposits all funds;
- Checks the Club's Post Office Box on a regular basis;
- Maintains all Club merchandise and promotional inventory.

Desired Skills: *Budget Preparation, Revenue Tracking, Revenue Forecasting, Revenue Generation, Money Management, Policy Administration, Purchasing and Consulting*

Membership Chair/Volunteer Coordinator

- Coordinate Membership campaign;
- Maintains membership database and reporting;
- Coordinates with Treasurer for monthly reporting, auditing and reconciliation;
- Manages the activities that sustain and increase the number of members in the Club;
- Working with the Board of Directors, plans, organizes, and implements a continuous marketing effort to ensure that Club membership remains stable and continues to grow;
- Is responsible for the monthly membership reports to the Board for keeping the membership roster and attendance records.

Desired Skills: *IT/Technology, Customer Service, Public Relations, Planning, Marketing and Sales, Consulting, Networking*

AT LARGE BOARD POSITIONS (We will elect 4 people - 2 positions in each category)

Ride Chair, Programs & Special Projects (2 positions)

- Collaborates with the Board of Directors to create and execute exciting, interesting events for Club Members;
- Manages committees responsible for planning and executing events;
- Manages the Club's programs, including POTP and BABRAI; and signature rides, including Tour de Fall and Tour de Raccoon;
- Ensures the financial viability of all events;

- Maintains a list of events and statistics throughout the year;
- Works closely with the Secretary, Communications chair and webmaster to promote upcoming events;
- Coordinates with Membership Director and Treasurer on events requiring registration;
- Alerts the Public Relations Chair of upcoming events with details so the event may be placed central calendar, included in upcoming newsletters and social media updated.

***Desired Skills:** Media Relations, Campaign Development, Reward/Incentive Planning, Consulting, Marketing and Sales, Project Management, Program Development and Networking*

Communications, Public Relations & Special Projects (2 positions)

The *Communications, Public Relations & Projects Chair* manages the creation and maintenance of the Club's image for an audience consisting of all guests, members and the general public. The primary responsibilities of this role involve both internal and external communications. The Communications, Public Relations & Projects Chair is responsible for

- All communication with the DMCC membership;
- Preparation of periodic newsletters and frequent updates/posting to various social media accounts;
- Press releases, publicity campaigns, website maintenance, media representation, and Club newsletters.;
- Publicizes Club activities through email, social media and the Club website;
- Coordinates any public presentations and if applicable, submits attendance list to the Secretary for any event featuring a DMCC speaker;
- Finds ways to use technology to improve organization's operations (e.g., communications and outreach);
- Develops and maintains Club website and social media sites.

***Desired Skills:** Media Relations, Campaign Development, Reward/Incentive Planning, Consulting, Journalism, Publications, Advertising and Promotion, Photography, Graphic Design, Seminar Development and Networking*

All positions may be assigned special assignments as needed.

DESIRED SKILLS PROFILES

President	Vice President	Membership	Communications, Public Relations & Special Projects
Team Building/Leading Strategic Planning/Guidance Conflict Resolution Project management Meeting Facilitation Time Management Parliamentary Processes Consulting Coaching Networking	Scheduling Conflict Resolution Negotiations Strategic Planning Time Management Recognition Incentives Event/Meeting Planning Member Development Training Networking	IT/Technology Customer Service Public Relations Planning Marketing Sales Consulting Networking	Media Relations Campaign Development Reward/Incentive Planning Consulting Journalism Publications Advertising and Promotion Photography Graphic Design Seminar Development Networking
Treasurer	Secretary	Ride Chair, Programs & Special Projects	
Budget Preparation Revenue Tracking Revenue Forecasting Revenue Generation Money Management Policy Administration Purchasing Consulting	Report Writing Policy Administration Purchasing Order Processing Historian / Librarian Research Document Control Event Coordination	Media Relations Campaign Development Reward / Incentive Planning Consulting Marketing & Sales Graphic Design Project Management Program Development Networking	