



Description of 9 executive positions and duties for 2017

Please note that these are just general descriptions of what needs to get done, roughly organized into job titles. In reality, we overlap with each other and share tasks throughout the season, with everyone pitching in and helping each other. If you are unable to achieve the tasks listed, need further help or are going to be away for a Practice or Race event, please let other members on executive know, so we can arrange to fill that position.

President

Co-ordinate big picture/plan ahead, guide executive members about needed actions; gaming grant applications & oversee expenditures; liase with Cycling BC and the BMX commission; call and chair executive meetings as required. Record points and post results on website and facebook after race events; keep district points updated. Respond to weekly inquiries (hotline, email, drop-ins etc).

Vice President

Assist president, carry out duties when president is absent, cover for the other executive positions in absence; Organize the AGM and assist track Director with maintenance and volunteers.

Track Operator (aka "Race Director")

Build motos/print moto sheets/make corrections at each race event. Administer Loaner bikes on Practice Night and assist Track Director.

Track Director

Oversee maintenance of track and start gate. Ex. Arrange work parties, water and groom track prior to race events; ensure there are at least 4 people available on Monday practice nights (ex. set up rotating schedules, find subs when not available etc—Orient newcomers, answer questions, direct traffic on 3rd and 4th straights, etc)

Concession

Purchase inventory for concession, make up candy bags; provide price lists; open concession each practice and race event at same time as registration opens; cash out at end of race event and pass on report to treasurer; arrange additional menu at large race events (ex. set up BBQ plan)

Registrar

Set up riders' cards; run registration counter/hotline and T-shirt sales (5:30-6:30 p.m. Tuesdays, and at weekend races); get volunteers for race duties (track officials, gate starter, finish line etc); cash out at the end of the race and pass on report to treasurer (along with 50/50 report).

Awards Director

Maintain and order supply of stickies, plates and numbers; repair and clean donated trophies, organize into storage in moto shed; maintain inventory of prizes for riders' draws; order year-end prizes and plan year-end windup party; assist registrar at counter on race nights and hand out stickies after racing



Promotions Director

Promote community awareness of the track prior to season start-up and ongoing throughout season ex. school flyers, poster and postcards in sporting stores/bike parks/skate parks/community centres/libraries / Local Home Show / local newspaper coverage with photos and stories; seek financial or goods sponsors and arrange raffle prizes for larger race events, co-ordinate 50/50 draw on race nights, initiate other fundraisers through the year.

Treasurer

Keep financial records; receive each week's registration, concession, 50/50 and merchandise sales for weekly bank deposits; complete Track Operator Report each week and submit payment to Cycling BC; follow up on NSF cheques; pay invoices, bills, reimbursements; set up floats for concession and registration; make payouts for pro racers; record and distribute minutes of any executive meetings.

- All positions have 1 vote each, regardless if role is filled by two people sharing duties. All positions to arrange coverage when not able to attend races, assist other executive members, prepare position's report for AGM, and represent the track and decisions made by executive.
- Someone living close to the track is responsible for determining cancellations due to weather, and updating the hotline, website, twitter and facebook about cancellations at 4 pm and no later than 4:45pm when weather is questionable.
- Maintaining the website. It is quite simple to add new info, make changes, post announcements etc., so if anyone else would like access to this feel free to ask.

Additionally we would like to have some First Aid volunteers and Announcers to pull from.

Please consider volunteering for any of the positions above, to help ease the burden on one individual.

AGM SCHEDULED FOR SUNDAY, OCTOBER 23rd @ 3:45 after the awards at the Year End Party (Centennial Room, Piorier Community Centre, Coquitlam).