

Thank you to all our volunteers. Our club depends on volunteers to grow our club in the following areas. Below are the job descriptions for various roles.

## Table of Contents – click to jump to section of interest

<b>Secretary:</b> .....	1
<b>Treasurer:</b> .....	2
<b>Membership Coordinator:</b> .....	3
<b>Chair, Communication Committee:</b> .....	4
<b>Web Coordinator:</b> .....	4
<b>Ride Leader:</b> .....	4
<b>Sweep:</b> .....	5
<b>Ride Committee:</b> .....	5
<b>Ride Committee Chair:</b> .....	5
<b>Ride Coordinator:</b> .....	6
<b>Ride Equipment Coordinator:</b> .....	7

### Secretary:

The Secretary is responsible for recording the discussions at all Executive meetings and writing this up into an organized, cohesive document. The minutes should be sent to all members of the Executive and Full Executive in a timely manner.

- Follow the agenda sent out by the President
- Record agenda items, discussion points, motions (Moved by; Seconded by; All in favour), actions to be taken plus any other relevant info
- Record those present, those absent, and their titles/position
- Send the minutes to the President for an accuracy check and any changes needed before sending them out to the Executive
- E-mail the minutes to those Executive members invited to the meeting (both those present and absent), and to all Full Executive members.
- Keep a hard copy of the approved minutes plus hard copies of reports (Financial, Membership, Communications, etc) in the Secretary's binder

- The binder should have at least three years of past minutes and it should be passed along to the new Secretary

## Treasurer:

The treasurer of the Old Spokes Cycling Club (OSCC) is responsible for:

- Accounting for all monies collected and expensed
- Preparing annual budget for the club
- Assisting in the annual audit of the club's financial activities

## **Monthly**

- Reconcile the files on the Google Drive with the deposits that have been made to the club's Bank of Montreal chequing account.
- Update the General Ledger document, which is sent to you by the FLCSeniors Accountant, each month, and forward a copy of the updated document back to the accountant. The information required, which comes from the bank account, includes:
  - Membership fees
  - Name tag fees
  - Cheques that have been cashed
  - Bank fees
- Update the OSCC Financial Report and send a copy to all members of the OSCC Executive

## **Yearly**

- In late August prepare a yearly budget, based on input from all members of the OSCC Executive for review and approval.
- Update the FLCSeniors budget template, sent to you by the FLCSeniors accountant, with the approved numbers and forward to the accountant.
- Update the OSCC Financial Report with the approved numbers for the upcoming year.
- Meet with the FLCSeniors auditor to review the OSCC financial controls and reporting. You will need to bring the following with you:
  - A copy of the latest OSCC Financial Report
  - A copy of the latest OSCC General Ledger Report
  - All the current & past year cheque stubs with the associated invoices

## **As Required**

- When you receive invoices from OSCC members for expenses related to club activities:
  - Issue a cheque to the member to cover the expenses. The cheque **MUST** be signed by the OSCC Treasurer and the President. Two signatures are required.
  - File the associated cheque stub along with the invoices or copies of them.

## Membership Coordinator:

The Membership Coordinator is responsible for the capture, maintenance and presentation of all Club Membership data, in support of the Executive Committee. The duties to be fulfilled by this position are as follows:

### Primary Duties:

- Download the membership data from the FLC online database (quarterly)
- Maintain the Club's data in an MS Excel spreadsheet.
- Print out FLC Membership Weekly Digest reports for Cycling Activity and access the database to capture the new member data
- Update the Cycling Excel spreadsheet for new member data for all relevant reports (Membership List, Ride Coordinator List, Area Distribution, Weekly Joining data and Report Graphics)
- E-mail the updated Membership List and Ride Coordinator List to the agreed list of Executive Committee members and others as assigned
- Prepare monthly reports of Membership status and activities in time for monthly Cycling Executive Meetings
- Keep a hard copy of issued Lists and Reports in a binder for the current and previous fiscal years
- Request changes from web.flcseniors to the FLC database fields not accessible to Activity Membership Coordinators (address, phone numbers, etc.)
- Pass on all current electronic files and the Membership binder to the new Membership Coordinator when one is appointed
- Respond to FLC Website Contact Us Submission (request for information from Cycling) and redirect any inquires related to other Directors

## Chair, Communication Committee:

Consists of individuals responsible for the Cycling Club Web Site, the Club Newsletter, and the Old Spokes Facebook Group.

- Mission: to involve Cycling Club members in club affairs through communication.
- Plans and coordinates communication strategies to attract, retain and engage Club membership.
- Produces marketing media to support those strategies and profile the Cycling Club.

## Web Coordinator:

- Plans and edits content layout for the Club web pages in consultation with the Executive and Club Committees.
- Ensures FLC Tech Team Guidelines are maintained on all web pages.
- Maintains confidentiality of the Cycling administrative login code and monitors use of webpage-specific login code access for posting rides on the Ride Signup page, events (posted like a ride) and displaying club photos in photo gallery (maintaining image specifications).
- Manages the login file content within appropriate Cycling folders, deleting content no longer linked within the website.
- Liaises with the FLC Tech Team administrator via the Club President, or directly when enabled, to negotiate web development options and requirements.
- Advocates for enhancements to the Cycling web pages and our internal navigation system
- Participates in any FLC web development trainings as they are available.

## Ride Leader:

1. Selects the route and posts the ride in the appropriate ride level 2 weeks before the ride with signups normally allowed 1 week before the ride
2. When applicable looks for a Group 2 leader (for tandem rides) and provides them with electronic or paper directions. The best way to do this is to go on a scouting ride with them.
3. Before 08:00 on the day of ride the ride leader logs in and:
  - Prints and reviews the Rider List. Riders must be members of both FLC and Cycling to ride. Leaders can also use this list to check off attendees as they arrive

- If required, cancels the ride (e.g. due to weather). This will generate a ride cancellation email that is sent out to all the signed up members.
- 4. Informs the group of your plans for the ride of the day and reviews rules
- 5. Introduces the Sweep and any new cyclists and asks them how they found out about the Club
- 6. Leaves at the posted start time.
- 7. Adjusts pace for the slowest rider(s) in the group
- 8. Stops for points of interest, bathrooms, rest breaks (e.g., top of hills) and to regroup (e.g. after crossing an intersection)
- 9. Waits and regroups at corners to ensure no one gets lost and/or uses corner guiding.
- 11. REMEMBER: The slowest rider sets the pace for the ride. As leaders, our #1 concern should be that every rider safely enjoys our excursions.

## Sweep:

1. Follow at the end of the group to ensure no one gets lost.
2. Be of assistance if needed.
3. If a rider plans to leave the group before the end of the ride they should inform the sweep
4. Encourage slower cyclists to place themselves near the end of the group to allow other cyclists to maintain momentum going up hills.
5. Use your walkie – talkie to communicate with the leader and let him/her know if they have to wait.
6. Remind cyclists of the rules of the pathways, if necessary.

## Ride Committee:

Consists of the Ride Coordinators for each Club Ride Level plus the Ride Committee Chair

- Plans season schedules
- Recruits Ride Leaders to offer ride opportunities appropriate for each Ride Level
- Provides Ride Leader training
- Develops Ride guidelines and policies

## Ride Committee Chair:

1. Acts as a liason between the Ride Coordinators and Core Executive
2. Composes reports and attends Executive Meetings
3. Updates Ride Guidelines in collaboration with Ride Coordinators

## Ride Coordinator:

### Summary:

1. Recruit Ride Leaders
  2. Schedule Ride Leaders in the correct [Ride Level](#)
  3. Mentor new ride leaders.
  4. Update the Teamup Calendar so ride leaders know when they can volunteer
  5. Assist Ride Leaders with posting the rides 2 weeks before the ride as needed.
- Leading rides is not required but past experience with ride leading with the club is a definite asset.
  - Mentoring available from other Ride Coordinators
  - Busiest time of year is March and April

Please send an email to [cycling@flcseniors.com](mailto:cycling@flcseniors.com) with Ride Coordinator in the subject line if you would like to volunteer or have more questions.

Recruiting Ride Leaders usually starts in Early March and is the busiest time of the year for Ride Coordinators. The Ride Coordinator of the previous year may be able to provide you with a list of potential ride leaders and a sample recruitment email. There is also a spreadsheet compiled each year which lists all the signed up riders by name and number of rides. If they have participated in at least 3 rides they should get the recruitment email. To obtain emails and phone numbers use the Ride Coordinators list which the membership coordinator sends out several times a year

1. Important: To protect members privacy all mass emails should be in the Bcc field (NOT To: or cc: fields) so others cannot view their personal information
2. With some exceptions not everyone will promptly respond to a recruiting email. Follow up with the personal touch. A phone call about one week after the email is the most effective.
3. In person recruiting during ride lunch breaks is also highly effective. If you have the Teamup Calendar app installed on your phone you can check for open dates and add ride leaders in real time.

### Scheduling Ride Leaders

The club Teamup Calendar which is embedded on the Ride Signup Page is intending to provide Ride Leader Volunteers with up to date information on when they can volunteer. The information is just a name, date and one line description. Important: If the intended ride being offered does not meet the [Ride Level Descriptions](#) refer the volunteer to the correct level of coordinator.

The Teamup Calendar is Read Only to everyone and can only be edited by Ride Coordinators who have permission to edit their level. There is a Teamup Calendar Tips document to guide you through this process. Brock B can help you set this up and provide any additional training as required.

## Mentoring Ride Leaders

We encourage all ride leaders and coordinators to mentor new ride riders. Examples include:

1. Volunteering to go on scouting rides with new ride leaders
2. Making suggestions for [routes](#) if the ride leader does not have their own favourite route
3. Encouraging potential ride leaders to sweep several times before leading a ride

Two weeks before the Scheduled Ride:

1. Check that the Ride Sign Up is properly posted to the [Ride Posting Instructions](#)
2. If not posted or revisions are required contact the ride leader and assist them with posting / editing the ride
3. If this is a first time Ride Leader offer to sweep or find another experienced rider to act as Sweep / Mentor

A few days before ride:

1. Check in with the Ride Leader to ensure they have access to radios, a first aid kit and any other safety equipment they need.
2. Make sure the Ride Leader knows how to print the Rider List or cancel a ride before 08:00 on the day of the ride
3. Weather forecasts can change. Air Quality forecasts are even more unreliable. Don't cancel the ride until before 08:00 on the morning of the ride

## Ride Equipment Coordinator:

The Executive is pleased to announce that Ken Itaya, a long time member of the FLC SENIORS CLUB

cycling group, has volunteered to be our first Equipment Manager.

Ken's role is an important one, given the importance of ensuring that the leaders of planned rides have

the necessary equipment to ensure the safety of all participants.

In his own words, Ken has this to say about himself and the job:

*I've been a member of FLC since 2016, participating primarily in cycling and a bit with the outdoor group. During the first few years of cycling, I did some sweeping, then started leading as well as sweeping rides. When the Equipment Manager position came up I volunteered. In the past, radios [walkie- talkies] were handed out to bike coordinators, who in turn passed them on to leaders, and eventually it got to a point where it became difficult to determine exactly who had them. Another problem was that no one knew who to call or what to do when a radio stopped working or needed new batteries. And a similar problem existed with the first aid kits - no one quite knew what the first aid kit should contain or who to call when supplies were exhausted. I figure I can help with these issues, so going forward, the person to call or email is me! To contact me you can phone **403-629-1822** or email me at **ken.itaya@shaw.ca**. The first thing I want to do is to replace the one set of radios that cannot be locked and buy 2 additional sets for Level 1 so that both Monday and Friday coordinators have 2 sets each. I'm also hoping to buy safety vests for the leaders and sweeps. As you can see, Ken is enthusiastic about his new role. He has been exposed to the problems that ride leaders and their sweeps have faced, and is determined to do something to correct them. So when you next see Ken, be sure to thank him for volunteering his time and experience to ensure that your ride is as safe as it can be!*