

****President**

- Overall responsibility for the day-to-day operation of the organization
- Conducts organization meetings
- Maintains oversight over organizational funds
- Appoints members to the Executive Committee
- Chairs Executive Committee meetings

****Vice-President**

- In the absence of the President, assumes duties as President
- Coordinates appearance of guest speakers at organizational meetings
- Maintain check-cashing authority on behalf of the organization
- Maintains oversight regarding insurance waiver matters

****Secretary / Historian**

- Maintains correspondence files for the organization
- Answers routine correspondence for the organization
- Checks mail box weekly
- Takes notes during organizational meetings and provides the Presidents and Vice-President with copies on the minutes

****Treasurer**

- Responsible for the organization's finances
- Maintains the bank account and ensures that there are sufficient funds to conduct the organization's business
- Submits monthly and annual financial reports to the President and Vice-President
- Shall hold primary check-cashing authority on behalf of the organization

Road captain / Insurance Coordinator

- Overall responsibility for the proper and safe conduct of all club sponsored rides by assuring that all ride leaders are aware of their responsibilities.
- Responsible for the overall scheduling of club rides and posting on the club website calendar.

Membership Coordinator

- Maintains current membership list on the club website.
- Upon receiving a membership application and payment from a new/renewal member, he/she will assure that the welcome letter is sent.
- Notify club members via email when membership has expired prior to archiving their records.
- Maintain the member database for the club's RWGPS account.

Cannonball Century Coordinator

- Overall responsibility for organizing the event
- Schedules and plans ride routes for the annual century
- Responsible for gathering sponsorship from local organizations to support the century event
- Responsible for advertisement of event and publication of brochures/entry forms
- Schedules volunteers for the day of the century event
- Responsible for equipment and consumables used during day of century

Social Committee Coordinator

- Oversees the planning and coordination of all club social activities
- Emails notifications of upcoming social events.
- Plans and coordinates the following annual events:
 - Annual Election Banquet
 - Summer New Members Picnic
 - Christmas/Holiday Party

Government Relations / VDOT Representative

- Represents the organization at the city, county, and state government agencies dealing with issues related to bicycling in the area.
- Submits to the President and Vice-President the minutes of any meeting attended on behalf of the organization
- Assists on the drafting of any document or correspondence to be submitted to any government agency
- League of American Bicyclists (LAB) Representative
 - Maintains correspondence with LAB and keeps the members of the organization abreast of any developments of relevance to bicycling
- Attends regularly scheduled meetings by LAB
- Promotes the club within LAB circles

WWW Homepage Coordinator (Webmaster)

Updated 01/14/2020

- Maintains and updates homepage contents on a constant basis
- Coordinates and maintains contract with local Internet Service Provider
- Coordinates homepage input with all elected officials on a constant basis
- Ensures all electronic correspondence received via official server is routed to the proper elected official for action Incorporation Coordinator

Adopt-a-spot Coordinator Trail Captain

Awards / Patches Coordinator

*** denotes club Officer (Executive Committee member)*