

****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
- Maintains and updates membership list
- Maintains chronology of events for all club activities and submits a yearly chronology to the President by 15 December of every calendar year
- Maintains photo archive

****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
- Responsible for the overall scheduling of club rides and submitting this information to the editor for publishing in the Newsletter
- Maintains the Ride Book
- Ensures all members have signed a yearly liability waiver and keeps these waivers on file.
- Responsible for ensuring that liability waivers are signed by every ride participants prior to every club sponsored ride
- Conduct all correspondence with the insurance company and ensures all pertinent records are kept up to date
- Responsible for gathering all pertinent information in the event of an accident involving a club member and relaying that information to the Insurance Coordinator
- Ensures that ride write-ups are submitted to the newsletter editor on a timely manner

Membership Coordinator

- Maintains current membership dues status and notifies members at least 30 days in advance when dues have to be paid
- Maintains membership packages to be mailed to new members. Upon receiving a membership application and payment from a new member, he/she will mail a package to the new member.
- Maintains mailing label list for all members

Editor

- Edits and publishes the organization's newsletter by the 20th day of every month
- Ensures all input for the newsletter is submitted by the 13th day of every month
- Maintains newsletter files containing at least one-year's worth of published newsletters and other regional club newsletters.
- Promptly answers all Letters to the Editor

Advertisements / Public Relations

- Responsible for all sale of advertisements for the newsletter
- Oversees the campaign to promote the organization within the community

Century Coordinators

- 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
- Coordinates all newsletter and homepage write-ups for every social event
- 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)

- 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)*