

Board of Directors, Office, and Volunteer Position Descriptions



PRESIDENT

The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors, shall:

- Supervise and control all of the business and affairs of the corporation.
- Sign when authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed.
- Be a signatory on the organization bank accounts.
- Schedule and plan board meetings.
- In the absence of the Chairman of the Board, preside at all meetings of the Board of Directors.
- Direct and implement program changes driven by membership needs.
- Serve as ambassador for RMM throughout the Rocky Division.
- Oversee scheduling of races and events.
- Serve as the primary phone and mailing address on USSA and non-financial materials.
- Serve as the USSA Rocky Division Committee Chair.
- Manage the RMM email accounts including answering emails and redirecting emails to other board members as necessary.

USSA NATIONAL ROCKY DIVISION COMMITTEE CHAIR

- Represent RMM at Masters Nationals annual meetings.
- Represent RMM in conference phone calls with other USSA Masters division chairs.
- Communicate dates, deadlines, and USSA changes to the BOD and general membership as necessary.

VICE PRESIDENT

In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall:

- Oversight of financials with input from the Treasurer.

- Hiring and managing of paid office staff.
- Assist in selection and quantity of racer awards for each event and year-end.
- Budget for and select gifts for outgoing board members.

TREASURER

The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in the corporate books.

- Develop and maintain the organization budget.
- Maintain financial records. Hold historical data for 7 years.
- Serve as the financial address for the organization.
- Arrange payment by check to venues and vendors where necessary.
- Oversee credit card accounts for President and Office Manager.
- Arrange annual tax preparation and filing including documents for paid office staff.
- Create an annual summary report for BOD for review in July meeting.
- Render to the President and Secretary an account of all transactions for record keeping.

SECRETARY

The Secretary shall attend all meetings of the Board of Directors and record all votes and minutes of all proceedings in printed and electronic form.

- Oversee general recordkeeping and planning documents through GoogleDocs and control access for others as necessary to documents.
- Maintain list of RMM online accounts, usernames, and who has access. (Gmail, MailChimp, social media, skiracreg.com, rmmskiracing.org, etc.)
- Work in concert with the Membership Director to arrange annual member survey.

ASSISTANT OFFICERS

SOCIAL DIRECTOR

The Social Director' shall organize and support awards parties as follows:

- Organize the location of the party and negotiate the best deal possible on food and beverage prices.
- Work with the Sponsorship Director to organize raffle item inventory and distribution.

- Assign a person to MC the awards and raffle prizes.
- Solicit helpers for all the above during the event.
- Arrange payment terms and ensure payment is made to hosting facility.

SPONSORSHIP DIRECTOR

The Sponsorship Director shall organize and manage a program targeted at securing sponsors for RMM. These sponsorships can be in the form of cash or products. This effort should focus on building and maintaining long-term sponsor relationships to ensure continuity for RMM and real value for the sponsors.

- Hang all sponsor banners on race day in accordance with the sponsorship agreement. This task can be delegated to non-board members or volunteers on race day.
- Organize the collection of raffle prizes.
- Oversee changes to banners, website, emails, and print to reflect sponsor changes.

MARKETING DIRECTOR

The Marketing Director shall oversee and implement a program that recruits new members and markets RMM to target demographic profile for sustained organizational growth. Responsibilities include:

- Build visibility and awareness of RMM in general, and specifically target public (ie. previous USSA members, local ski clubs, town series racers, NASTAR, etc.)
- Recruitment of new members (awareness and leverage success in other regions).
- Advertising through print, digital, and merchandise:
 - Social media post (Facebook, Instagram, etc) planning in conjunction with Communications Director
 - Summit Daily and other local papers
 - Plan and organize apparel options, inventory, and distribution
- Oversight of JADF (Junior Athlete Development Fund)

COMMUNICATIONS DIRECTOR

The Communications Director shall oversee and implement communication strategy with membership through mail, email, and social media. Responsibilities to include:

- Plan social media post (Facebook, Instagram, etc) planning in conjunction with Marketing Director.
- Solicit and organize email content for correspondence to membership through MailChimp.

- Typically weekly during the season to remind members of upcoming race events and to recap the previous weekend's races.
- Maintain a communications schedule for the dissemination of information throughout the year.

WEBSITE DIRECTOR

The Website Director shall maintain and/or improve the existing website at <http://rmmskiracing.org/> as well as help keep RMM updated with existing technology and needs of the membership, such as:

- Keep content up to date and links accurate.
- Look into ways of making the website AND skiracereg more useful on mobile devices.
- Explore digital tools that could enhance the activities of the organization.

MEMBERSHIP DIRECTOR

The Membership Director shall focus on retaining existing members and engaging them to participate in greater numbers at race day events.

- Explore and implement strategies to retain and increase event participation of existing members
 - Games, raffles, pricing structure adjustments, team competitions, etc.
- Work in concert with the Secretary to arrange an annual member survey.
- Develops in-season surveys for members to be placed in the email correspondence and on social media.
- Follow-up on injuries and other member specific events, cards, etc

CONTRACTS/INSURANCE DIRECTOR

The Contracts and Insurance Director shall:

- Maintain the RMM liability form.
- Maintain the RMM race contract with venues.
- Guide migration of RMM venue contracts to a digital platform.
- Advise RMM on outside insurance for special events.

TECHNICAL DIRECTOR

The Technical Director shall:

- Attend officials clinic updates as necessary to maintain officials certification.

- Communicate dates and awareness of officials clinics.
- Foster understanding of what officials do and how to become an official with membership.
- Be knowledgeable of USSA competition rules and regulations.
- Provide RMSRO the list of scheduled races and ensure TD coverage of all race events.
- Assign and organize officials and course setters for race events.

ADVISORS TO THE BOARD OF DIRECTORS (NON-VOTING)

TRAINING AND RACE CAMP DIRECTOR

- Keep the BOD and membership updated with training and race camp opportunities by staying in touch with coaches and teams.

SCHEDULING COMMITTEE

- Assist the RMM President and BOD in scheduling race events.
- Could include several at different resort areas.

PAID POSITIONS

(Volunteers also welcome. Hours allotted will be reevaluated on a yearly basis.)

All hourly positions require submission of detailed time reports on a schedule agreed upon with the Treasurer. (Toggl.com recommended) Training time will be compensated.

OFFICE MANAGER (\$20/hour)

- Return 9AM-5PM phone calls within 24 hours.
- Assist with racer online accounts and establish new accounts where necessary.
- Handle Certificate of Insurance Requests with USSA and venues.

BILLING MANAGER (\$20/hour)

- Post race billing of all credit cards including adjustments for cash/check payments and official/course setter/coupon/new racer COMPs.
- Write final race receipt for payment to venue and submit to venue and Treasurer.

RACE ADMINISTRATOR (\$125/day primary, \$25/day assistant)

- Maintain bib inventory and assignments.
- Keep paper race packets for 2 years or submit packet to central holding location.

- Timely posting of race results and current standings