

## **Board of Directors Duties**

The following positions and list of duties identifies key functions and tasks that need to be performed to ensure that the KRRRA Board of Directors fulfils its duties and responsibilities as outlined in the KRRRA constitution.

This list of positions and duties is subordinate to the KRRRA constitution and acts as an amplifying document to assist the Board of Directors in its duties.

Respecting the reality that the KRRRA is a non-profit organization composed of volunteers, some positions may remain unfilled and the suggested assigned duties outlined in each position may need to be assigned to other Board of Directors' members. It is the responsibility of the KRRRA President with the support of the other Officers of the Board of Directors to ensure that the duties outlined are carried out as needed and to ensure that duties not being fulfilled are discussed at Board meetings and noted in the recorded minutes.

### **Duties of the Chair**

- The President shall be chairperson of the Board of Directors. They will lead and facilitate all meetings using rules based on parliamentary procedures. They shall appoint members or designate appointments as a chair of all standing or temporary committees. Committees may include members of the Club. The President shall perform those other duties that may be assigned by the Board of Directors (per KRRRA constitution).
- Responsible for general oversight and chairing meetings
- Review regularly bank and any other financial statements provided by the Treasurer
- Organize and provide oversight of meetings
- Ensure timely responding to KRRRA e-mail requests [with the assistance of assigned Board Members]
- Maintain and update this duties list as required
- Other duties as required; such as speaking at public hearings, going to meetings on running related events, etc.
- General oversight of all other Board of Director positions, assisting as needed

### **Duties of the Vice Chair**

In the absence of the President, or in the case of their inability to act, the Vice President shall perform the duties of the President. The Vice President shall perform those other duties that may be assigned by the President or Board (per KRRRA constitution).

## **Duties of the Secretary**

The Secretary shall keep the minutes of the Board of Directors meetings and of membership meetings, send out notices of membership meetings, and maintain custody of the records to include correspondence received or sent by the Club. The secretary shall perform those other duties that may be assigned by the President or Board (per bylaws).

- Keep records of activities, rules, bylaws, approved logos and policies. Take accurate minutes at every meeting and keep an e-copy in file
- Work towards maintaining all files in electronic format and assure access to file copies go to President and VP at regular intervals
- Back up e-files periodically
- Provide files regularly to the Archivist for long term storage
- Chair meetings in absence of President and the Vice President

## **Duties of the Treasurer**

The Treasurer shall ensure membership dues and other cash received is deposited, have custody of all funds belonging to the Club, make disbursement and keep the necessary financial records. The Treasurer shall perform those other duties that may be assigned by the President or the Board (per bylaws).

The treasurer shall be responsible for financial accountability:

- Receiving payments, and making and recording deposits of KRRRA income. More than one KRRRA member may make deposits. However, depositors will send the deposit information to the treasurer.
- Write and record checks for KRRRA expenditures
- Provide written financial statements that include current cash balances as well as year to date income and expenditures quarterly at KRRRA Board meetings and at the KRRRA annual meeting
- Provide monthly bank statements to the President
- Tax documents as determined
- Coordinate with KRRRA's accountant to prepare any tax related filings, licenses as needed.

## **Duties of the Calendar/Volunteer Coordinator**

- Responsible for communicating guidelines and procedures with KRRRA sponsored race directors.
- Maintain and periodically update Race Director Guidelines, Race Registration, and Risk
- Waiver Forms and e-mail list of race directors
- Distributes race information requests to race directors, collects and inputs information and organizes draft calendar prior to the annual meeting

- Coordinates master scheduling of events at the annual meeting, and subsequently prepares final calendar
- Arranges for technical editing of the final draft by key persons
- Other duties have included assisting new race directors for new events in the initial planning and inaugural events
- Responsible for coordinating with volunteer KRRR social media person any needs they may have to come to the board
- Work with race directors if an event needs to be canceled due to weather, smoke, or other circumstances—this means disseminating news of the cancellation as widely as possible, including social media (Facebook), emails, News-Miner, listing to KRRR list-serve.

## **Duties of the Membership Coordinator**

- Update the roster for new members, renewals, and other changes as needed in the data base files. Create a back-up for this file regularly.
- Send email acknowledgment and Thank You of dues paid on joining KRRR (suggest use of standard membership receipt Email format) Print and mail membership letters
- Support other BOD members with membership files data as requested.
- Promote membership at various events
- Work with all Board of Directors to Increase membership benefits

## **Duties of the Equipment Manager**

- Maintain equipment inventory, condition, and location
- Oversees the access to storage unit
- Maintain an inventory checklist for all items in or out of storage
- Assists and prepares equipment for upcoming races to support Race Directors
- Assists in responding to requests from race directors for whatever items need attention such as water jugs, tables, etc ...
- Coordinate back up person as needed for extra support or absences

## **Duties of Running Series and Sponsorship Coordinator**

- Maintain and update (if needed) Running Series rules annually
- Work with volunteer statisticians to update race series points on a regular basis
- Assist with planning of the annual KRRR banquet and series awards ceremony.
- Work with the Board of Directors and Race Directors to seek new sponsors and ensure that the sponsorship policy is followed. Maintain and update the sponsorship policy as required.
- Assist in responding to requests from race directors for insurance certificates Handle insurance questions and help race directors obtain insurance

certificates from the Insurance Carrier. In addition, gather requests for additional insured parties when applicable.

- Coordinate any assistance with Race Directors to ensure they have copies of insurance certificates to any third parties requiring such copy and notification, i.e. City, Police, etc.
- Maintain Insurance contact information on Underwriter, the above city/provincial agencies, private landowners that request “Additionally Insured” hard copies
- Coordinate requests for timing services from Race Directors and schedule services from pool of KRRR timers
- Maintain timing product inventory and order new supplies as required in coordination with Treasurer

### **Duties of Member-At-Large**

- Provide feedback from the community from any source, relating to running related topics.
- Take and produce minutes in the absence of the Secretary.
- As able, volunteer for additional duties to support the BOD