

TCTC Position Descriptions and Officer Responsibilities

General Responsibilities of TCTC Officers. TCTC Officers are responsible for the overall management, operation, and finances of the club.

Officer Positions

President

Responsibilities:

- Oversee the operation of the club
- Conduct annual meeting
- Coordinate the development and production of the club jersey, as needed

Vice President

Responsibilities:

- Assist the President
- Temporarily assume the duties of the President when the President is not available
- Facilitate the organization of the Loons Rally, as needed
- Perform other duties as assigned by the President and/or the Board

Secretary/Newsletter Editor

Responsibilities:

- Responsible for scheduling the club's annual meeting
- Responsible for informing club members of the annual meeting details – date, time, location
- Take minutes at the club's annual meeting
- Record the officer election results
- Prepare minutes from the club's annual meeting and publish them in a timely manner
- Solicit and consolidate member inputs of information for the club newsletter
- Format the newsletter and send out to club members in a timely manner
- Provide the newsletter files to the webmaster for the web site

Requirements

- Computer skills required to effectively collect, format, and publish the newsletter
- Computer skills required to use of email, word processing, and spreadsheet software
- Reliable and detail oriented
- Good communication and problem-solving skills
- Work well in a team, collaborating with club officers.

Treasurer/Membership Coordinator

Responsibilities:

- Deposit monies received
- Pay bills, reimburse members for incurred expenses, and disburse donations as directed
- Reconcile monthly bank statements, edit transactions, and resolve any issues as required
- Maintain adequate books and a complete set of financial records
- Annually renew the club membership in LAB (League of American Bicyclists)
- Secure club liability insurance before the start of club rides each year

- Maintain a membership tracking and recording system
- Processes membership applications into the data base
- Notify members of expiring memberships
- Collect dues and other fees as directed

Requirements

- Computer skills necessary to maintain the electronic financial records
- Computer skills necessary to maintain membership database
- Computer skills required to use email, word processing and spreadsheet software
- Reliable and detail oriented
- Good communication and problem-solving skills
- Work well in a team, collaborating with club officers

Non-Board Position

Webmaster

The Webmaster will develop and manage the TCTC website according to the club's needs. Ensure that website is secure, functional, visually appealing, user-friendly, and consistently updated.

Current Website is using Joomla which is a free and open-source content management system.

Responsibilities:

- Determining club website needs and requirements
- Building and testing aesthetic, functional and user-friendly website
- Coordinating with club officers and content providers
- Implementing and ensuring website security and data protection
- Monitoring and analyzing site performance
- Updating website content
- Addressing and responding to user comments and complaints
- Do regular site backups
- Maintain club calendar
- Maintain Domain names which are currently at GoDaddy
- Maintain hosting site which is currently SiteGround

Requirements:

- Knowledge in computer science or a related field is beneficial
- Working knowledge of programming languages and operating systems
- Knowledge of website management tools
- Knowledge of IT security
- Reliable and detail oriented
- Good communication and problem-solving skills
- Work well in a team, collaborating with club officers.