



Mount Baker Bicycle Club is seeking volunteers to fill critical roles starting in January 2020.

Ideally, these new volunteers will step up before the end of 2019 to work with the people currently fulfilling these roles in order to be prepared to start at the beginning of 2020.

Board members and administrative duties which will be vacated at the beginning of 2020 are:

- President
- Treasurer
- Secretary (also includes Membership management)
- Communications (multiple roles that can be shared amongst several people)

The responsibilities required for these positions are listed below.

President

Duties of the President include (but are not limited to):

- Planning, calling, and leading board meetings
 - Meetings are held at least once per quarter - more frequently if necessary.
 - Review status of projects since previous board meeting, solicit agenda items from board members, create agenda for new meeting.
 - Secure location and time for meeting, ensure a majority of board members can attend.
 - Lead the meetings, making sure a clear list of action items is assigned.
- Communication with Board Members throughout the year
 - When items requiring board approval come up in between meetings, email board members and initiate discussion and decisions.
- Overseeing various club initiatives and projects by checking on status, ensuring projects are being managed
 - Follow up before deadlines to ensure tasks are getting done and to avoid last-minute surprises if the responsible people are having trouble completing their tasks.
- Represent MBBC with partner clubs
 - Annual meeting with presidents/representatives from North Puget Sound Bicycle Alliance (NPSBA) clubs to plan the following years' co-operative events. Includes promoting rides from other clubs and offering member discounts.
 - Follow up with partner clubs throughout the year.
 - Work on multi-club joint advertising campaigns.
- Represent MBBC to sponsors
 - Local business sponsors, non-profit sponsors, and corporate membership clubs each have separate arrangements.
 - For example: donations to club in exchange for ads, nonprofit donations from club in exchange for visibility, partner participation in MBBC rides and events.

- Each sponsor relationship requires separate negotiation and often board approval.
- Represent MBBC with the city and the Council of Governments
 - The City of Bellingham works on many transportation initiatives and is often in contact with the MBBC for input and to request volunteers to help with a number of Bicycling projects. Maps, Planning, and Safety programs are always ongoing. See cob.org/bikes for status on many of them.
 - The Whatcom Council of Governments includes the Smart Trips program, advocating bicycling for transportation. The MBBC president is often in contact with the Smart Trips program manager and coordinator as they put on bicycle safety and informational events. WhatcomSmartTrips.org

This job description may be updated. Check back for updates to this document.

A commitment of at least one full year is requested. The MBBC president must make the time to fulfill listed duties as well as handle unexpected additional tasks.

If you're interested in stepping up to help the club as president of the board, contact Carol Spano (volunteer coordinator: volunteers@mtbakerbikeclub.org.) as well as Hilary Higgins (president until the end of 2019) for discussion and to have your questions answered. An interview with the board of directors will be requested.

Treasurer

Duties of the Treasurer include (but are not limited to):

- Manage MBBC bank account, including deposits, check-writing payments, and debit card payments.
- Maintain MBBC annual payments and reports to affiliates:
 - League of American Bicyclists membership renewal
 - Federal nonprofits renewal & tax filing
 - State nonprofit renewal & tax filing
 - City of Bellingham tax filing
 - Club liability insurance
 - Special events insurance (Chuckanut Classic and other events)
 - In some cases, payments must be made by personal credit card and then reimbursed.
- Create and maintain financial reports throughout the year, submit to MBBC Board:
 - Quarterly budgets, expenses, profit/losses statements
 - Report end-of-year statement and compare with previous 3 years' of statements
 - Report budget expectations at beginning of each year
 - Reconcile monthly bank accounts and respond to board questions about current financial status

- Collect and pay MBBC bills throughout the year. Examples of intermittent bills are:
 - Storage unit rental fees
 - Post office box renewal
 - Reimbursement requests for event expenses
 - Chuckanut Classic expenses payments: advertising and copying before the event, operational expenses after the event
 - Donations to club-sponsored nonprofit partners
 - Website and domains renewals
 - Miscellaneous expenses such as annual members reception, board meetings, travel, bike to work day station. Treasurer will establish a process for reimbursement forms and requests for payment to be submitted.
- Collect mail from the MBBC PO Box, paying bills as received from there, and distributing other mail to the required recipients.
- Manage the online financial reports and recording system, via the MBBC's website provider interface.
 - The MBBC website provider (currently ClubExpress) includes database and financial records, accessible from online interface.
 - Financial data to be audited and monitored includes:
 - incoming credit card payments from online membership renewals and online Chuckanut Classic registrations
 - auto payments monthly to ClubExpress for our website fees, which change based on membership numbers
 - incidental automatic payments to ClubExpress for extra charges, which we've had to monitor and often contact ClubExpress with questions
 - Credit card fees deducted from online payments
 - Reconcile incoming membership fees and registration fees with the actual deposits into MBBC bank account
 - Generate web database financial reports as requested by the MBBC board and Chuckanut Classic director.

A commitment of at least one full year is requested. The MBBC treasurer must make the time to fulfill listed duties as well as handle unexpected additional tasks. If the Treasurer will be out of town for any extended periods, the MBBC checkbook must be transferred to an approved backup board member just in case unforeseen bills or payments must be made.

If you're interested in stepping up to help the club as treasurer, contact Carol Spano (volunteer coordinator: volunteers@mtbakerbikeclub.org.) as well as Dina Soda (treasurer until the end of 2019) for discussion and to have your questions answered. An interview with the board of directors as well as professional references will be required.

Secretary - includes Membership Management

Duties of the Secretary include (but are not limited to):

- Record board meeting discussions and conclusions: take minutes at board meetings, subsequently report back to board members and maintain ongoing repository of board meetings records.
- Maintain list of ongoing MBBC projects and deadlines, and remind project leaders of commitments.
- Manage online club membership registration system
 - Update membership web pages on MBBC site with current information and current member benefits. Secretary can update the web pages themselves (if they're comfortable with online editing) or can submit requests to website administrator to make changes.
 - Membership web pages accessed via the "Join" and "Member Center" menu.
 - Join--About Membership, Membership Benefits, About the MBBC, Member Sign Up pages
 - Manage paper membership form and update online/printable version as necessary.
 - Enter mailed/paper memberships into the system and work with treasurer to deposit membership checks.
 - Supply membership database to partner clubs and MBBC members-only events when requested. Website interface allows generating customized reports.
- Manage online club administration web pages, update when necessary. Secretary can update the web pages themselves (if they're comfortable with online editing) or can submit requests to website administrator to make changes.
 - Club administration pages accessed via the "About" menu.
 - About--Operations, Sponsors, Committees, Contact-Us

A commitment of at least one full year is requested. The MBBC secretary must make the time to fulfill listed duties as well as handle unexpected additional tasks.

If you're interested in stepping up to help the club as secretary, contact Carol Spano (volunteer coordinator: volunteers@mtbakerbikeclub.org.) as well as Jennifer Longstaff (secretary until the end of 2019) for discussion and to have your questions answered. An interview with the board of directors will be requested.

Communications - several roles

There are many communications duties necessary to keep club members informed about rides and activities. Communications duties may be divided amongst a committee or done by one person. If the communications tasks are to be shared by a committee, there must be a single point of contact “Head of Communications” to coordinate duties and report to the MBBC board.

Website Administrator

- MBBC website operation, maintenance, updates, systems administration.
 - Design and deploy new web pages when necessary.
 - Change or update website theme, appearance, colors if desired.
 - Update information on any pages as requested by MBBC board members.
 - Knowledge of basic HTML very helpful.
 - Website management via the ClubExpress interface - a proprietary interface slightly similar to Wordpress.
 - Report issues/bugs to ClubExpress support and follow up if there are problems with website.
 - Renew website and domains yearly (work with treasurer to pay domain renewals before they expire).
 - Get input from MBBC secretary and board members in order to maintain web pages and keep information up to date. It is ultimately the Website Administrator’s role to make sure all web pages on the site are accurate and functioning.
- MBBC photos and videos
 - Collect photos and videos from members, sponsors, events.
 - Deploy videos to club Vimeo account and show on website
 - Update and add new photos to website to keep site fresh and up to date
- Online tools evaluation
 - Evaluate alternate website/database/CMS providers and give recommendations if necessary
 - If club changes online providers, manage transfer of website and databases to new provider

Social Media and MBBC Bulletin Board

- Add announcements, images, events, information to MBBC’s 3 social sites on a regular basis. Check calendar
 - Facebook MBBC site
 - Facebook Chuckanut Classic site (coordinate with Chuckanut Classic marketing)
 - Twitter MBBC site (can be set up to automatically echo FB posts)
 - Instagram MBBC site
- Maintain ClubExpress member forum/bulletin-board
 - The MBBC website has a facility for members to communicate via member forum pages. We haven’t taken advantage of this feature but it could be useful for club members to communicate with each other online. If an administrator began to post regular announcements to the forum, we might be able to get the rest of the membership to start reading and participating in it.

Events Calendar and Descriptions

- Maintain online calendar of events: special rides, weekly rides, meetings, community gatherings etc.
 - Enter details into calendar website template; contact event sponsors if additional information is needed.
 - Check with ride leaders when yearly weekly rides will begin, end, change format, change time etc and update online schedules.

- Update web pages on MBBC site: Special Rides, Weekly Rides, Special Events with descriptions, photos, and information.
- Update NPSBA rides web page annually on MBBC site.

Emails

Monthly “email blast”- get input from the MBBC board, then create and send club-wide emails to announce and remind members of upcoming rides and events. The ClubExpress web interface has a facility for formatting and sending emails to pre-existing mailing lists.

Newsletter

The MBBC has published a monthly newsletter every year through 2018. Past newsletters can be seen on the MBBC website (see News--Newsletters Archive). The MBBC would very much like to start monthly (or semi-monthly) newsletters again. The Newsletter Editor position has been open since January 2019.

Chuckanut Classic

Work with the Chuckanut Classic committee, specifically its marketing manager and event director, to update the Chuckanut Classic website each year and during the year to publicize and register riders for the annual ride.

- Update Chuckanut Classic web pages - a set of pages within the MBBC website.
 - Update Sponsors web page with new CC sponsors.
 - Publish new route maps as they are ready from the CC committee.
 - Post schedule for the day's events of the CC ride.
 - Add links to CC registration mechanism when registration is open.
 - Maintain link from domain “chuckanutclassic.org” to redirect to the top level CC page.
- Set up Chuckanut Classic registration - in the past we have used the Club Express built-in registration facility but it has been problematic. Beginning in 2020, the CC committee may move to a different registration provider.
- Send several email blasts throughout the year to former CC riders, encouraging them to register for the next year's ride. The ClubExpress web interface has a facility for formatting and sending emails to pre-existing mailing lists.
- Send email blast to signed-up riders the week before the CC ride with day-of-ride instructions. The ClubExpress web interface has a facility for formatting and sending emails to pre-existing mailing lists.

A commitment of at least one full year is requested. The MBBC secretary must make the time to fulfill listed duties as well as handle unexpected additional tasks.

If you're interested in stepping up to help the club as the head of Communications, contact Carol Spano (volunteer coordinator: volunteers@mtbakerbikeclub.org.) as well as Jennifer Longstaff (handling communications roles until the end of 2019) for discussion and to have your questions answered. An interview with the board of directors will be requested.