

## **USA Cycling Volunteer Position Description:**

***Position Title:*** Southeast Collegiate Cycling Conference Board President

Members of the Southeast Collegiate Cycling Conference (“SECCC”) Board of Directors serve as appointed volunteers with the responsibility to oversee activities that advance the SECCC’s effectiveness and sustainability. The Board provides oversight to ensure the wise use of all assets of the SECCC. Board members must endeavor to make all decisions in the best interest of the SECCC and to ensure that the SECCC obeys applicable laws and USA Cycling rules and acts in accordance with its mission to advance collegiate cycling throughout the Southeast Conference.

In carrying out these responsibilities, the Board President will do the following:

- Preside at all board meetings and assist conference director on all general conference meetings
- Prepare an agenda for monthly board meetings
- Take the lead on filling any vacancies within the board, work with Conference Director to fill any staff openings
- Sit on the finance committee with treasurer and other board members
- Act as first point of contact for members of the conference and the board

In carrying out these responsibilities, Board Members specifically perform the following duties:

- Select a Conference Director who runs the day-to-day management of conference activities;
- Hire Season Coordinators (who report to the Conference Director) for all necessary cycling disciplines;
- Provide advice and guidance to the Conference Director on decisions involving conference activities, governance, and long-term growth plans;
- Oversee the conference budget and provide advice on how funds should be spent to improve the conference;
- Assist with fundraising efforts and promotions;
- Receive and review seasonal race reports from the Conference Director and work with the Conference Director to address any problems that may prevent races from running smoothly;
- Appoint and supervise a director of the Beginning Racer Program (BRP) and when possible, assist the BRP director in organizing the program events;
- Review and update the SECCC rules as needed to keep them current and ensure compliance with USA Cycling rules;
- Communicate with conference clubs and members when needed to show support and maintain healthy relationships between conference leadership and collegiate cyclists; and
- Participate in monthly Board conference calls to discuss conference business.
- Promote collegiate racing for cyclists of all ability levels

Send a cover letter and resume to [epalmer@usacycling.org](mailto:epalmer@usacycling.org) if interested.