

USA Cycling Volunteer Position Description:

Position Title: Southeast Collegiate Cycling Conference Board Treasurer

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 Treasurer will do the following:

- Keep itemized accounts of all receipts, disbursements, supporting vouchers, deposits and records
- Help USA Cycling staff contact to ensure season coordinators are paid in timely fashion
- Submit a monthly accounting of expenditures to board
- Chair finance committee
- With help of the board help create conference budget including a review of past expenses and revenue
- Submit to the conference a quarterly accounting of all revenue and expenses, broken out by discipline and season
- Work with Conference Directors and USA Cycling staff members to assist with the transition to a stand-alone non-profit entity.

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 if interested.