

# KICKIN' ASPHALT BIKE CLUB

## ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE AND BOARD

### PRESIDENT

- Responsible for presiding over KABC Board and Club meetings.
- Responsible for leading the Club in the development and implementation of the KABC stated mission.
- Responsible for enforcing the By-Laws of the Club.
- Responsible for overseeing the Education and Safety Committee.

### VICE PRESIDENT

- Responsible for assuming the duties of the President in his/her absence.
- Responsible for chairing the Nominating Committee which reports its recommendations to the President.

### TREASURER

- Responsible for having custody of and maintaining KABC funds.
- Responsible for drafting and presenting an annual budget to the executive Committee.
- Responsible for purchasing and maintaining the Club's liability insurance, the Directors and Officers insurance and any other special event insurance as deemed necessary by the Executive Committee.

### ADMINISTRATIVE OFFICER

- Responsible for coordinating the preparation and recording the minutes of all membership meeting and Board meetings.
- Responsible for providing administrative support and oversight to all Standing Committees.
- Responsible for overseeing the Communications Committee.

### MEMBERSHIP DIRECTOR

- Responsible for obtaining and maintaining memberships.
- Responsible for implementing seamless membership applications and renewals.
- Responsible for maintaining a list of active members.
- Responsible for overseeing the Membership Committee.

### RIDE DIRECTOR

- Responsible for planning and coordinating an annual ride schedule for the Club.
- Responsible for working with Ride Committee and Subcommittees to plan specific routes, create maps and cue sheets, and establish and maintain ride guidelines.

### BOARD MEMBERS AT LARGE

- Responsible for ad hoc and additional assignments as deemed necessary.
- Responsible for merchandise design, procurement, sales and inventory.
- Responsible for Social activities for club including but not limited to New Years' chili, Annual Meeting, Happy Hours, etc.
- Responsible for identifying service opportunities and implementing necessary action steps for KABC to give back to our community.