



IVW Board Member Responsibilities

Updated June 2013

Illinois Valley Wheelm'n

Current Board Positions

- President
- Vice President
- Treasurer
- Secretary
- No Baloney Ride Coordinator
- Advocacy/Gov't Relations
- Member Database
- Newsletter Editor
- Newsletter Mailing
- Social Coordinator
- Weekly Ride Coordinator
- Electronic Communications
- Volunteer Coordinator
- Webmaster

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Board Member Responsibilities

President

- Identify events and activities for club to participate in for the year
- Manage and oversee all other board positions
- Act as the primary public face of the club
 - Can delegate to other board members for specific instances
- Respond/forward inquiries from the IVW general email address to the appropriate parties
- Draft agenda for the monthly board meeting
- Pick up mail from IVW mailbox at Safety Town
- Email monthly newsletter and board meeting minutes to membership

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Board Member Responsibilities

Vice President

- Act as the secondary public face of the club
 - Can delegate to other board members for specific instances
- Respond/forward inquiries from the IVW general email address to the appropriate parties
- Support other board members as needed

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Board Member Responsibilities

Treasurer

- Manage IVW savings and checking accounts
- Collect all membership dues and other sources of income
 - No Baloney
 - Advocacy events
- Manage/regulate club expenses
- Report monthly financials and board meetings
- Report annual financials at year end club meeting
- Generate other financial reports as needed

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Board Member Responsibilities

Secretary

- Document minutes for all board meetings and other official club meetings
- Distribute meeting minutes to all board members
- Distribute meeting minutes to club members if necessary

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Board Member Responsibilities

No Baloney Ride Coordinator

- Oversee planning and execution of annual No Baloney bike ride
- Recruit and lead ride planning committee
- Maintain No Baloney website and Facebook page
- Submit articles to newsletter
 - Planning progress
 - Wrap-up article after ride

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Board Member Responsibilities

Advocacy/Government Relations

- Work with area public officials and city planners to advance cycling advocacy
- Plan and execute advocacy events
 - Ride of Silence
 - Others
- Participate on board for Bike Peoria advocacy steering committee

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Board Member Responsibilities

Member Database

- Maintain electronic member database
- Process all membership updates
 - IVW mailbox at Safety Town
 - Online through SignMeUp.com
- Issue monthly database update/report to board members
 - New and renewing members
 - Member email list
 - Distribution of electronic and printed newsletters
- Deliver membership renewal checks from IVW mail to Treasurer

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Board Member Responsibilities

Newsletter Editor

- Create monthly newsletter in electronic format
- Send newsletter to printing
- Notify Newsletter Mailing chair when newsletters are ready to pick up

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Board Member Responsibilities

Newsletter Mailing

- Pick up monthly newsletters from printing
- Mail out printed newsletters to members and local businesses

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Board Member Responsibilities

Social Coordinator

- Organize club social events
 - Spring Social
 - Year End Membership Meeting
 - Membership drives
 - Movie nights
 - Others

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Board Member Responsibilities

Weekly Ride Coordinator

- Organize weekly club rides
 - Gather ride information from ride leaders
 - Ensure all ride leaders are current members
- Submit club ride information for monthly newsletter
- Organize Spring Breakout Ride

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Board Member Responsibilities

Electronic Communications

- Maintain/curate content on IVW website
- Post new content and updates on website and Facebook
- Maintain/update Google Calendar
- Publish monthly newsletter to website

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Board Member Responsibilities

Volunteer Coordinator

- Organize volunteers for IVW events
- Example events
 - Bikes for Kids
 - Multi-Sport Extravaganza
 - Family Fun Fest
 - Lake Evergreen Triathlon
 - No Baloney

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Board Member Responsibilities

Webmaster

- Maintain functional elements of IVW and No Baloney websites
 - Wordpress format
- Troubleshoot/solve website issues as needed

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