



## **DUTIES OF DIRECTORS**

**PURPOSE:** To provide a clear description of the roles and responsibilities of each position on the Manitoba Cycling Association Board of Directors.

### **PRESIDENT:**

The President shall be the Chief Executive Officer of the Manitoba Cycling Association (MCA) and shall;

- a) Have the general and active management of the business of the MCA as his/her chief responsibility, including the functioning of the office and ensuring supervision and review of employees.
- b) Ensure that the MCA as a whole achieves the objectives set.
- c) Preside at all meetings of the Board of Directors (Board) and of the General Membership.
- d) Sign such contracts and documents as require his/her signature.
- e) Have such other powers and duties as may from time to time be assigned to him/her by resolution of the Board, or as are incident to the office of the President.

### **VICE-PRESIDENT:**

The Vice-President shall take on all responsibilities of the President when the latter is absent and such responsibilities as are delegated by the President at other times. He/she shall also;

- a) Assist the various committees in carrying out their tasks when required
- b) Be responsible for the scheduling and delivery of programs for the development of NCCP certified cycling coaches in the Province of Manitoba
- c) Assist in the collection of Nominations for the Executive.
- d) Act as a resource person in collecting information on projects from time to time.

**TREASURER:**

The Treasurer shall be responsible for the sound financial management of the MCA and, in this capacity, shall;

- a) Manages finances of the organization
- b) Administrates fiscal matters of the organization
- c) Provides annual budget to the board for members' approval
- d) Render accounts of the transactions of the MCA and of the financial position of the MCA to the Board at the regular meetings or whenever they may require such
- e) Ensures development and board review of financial policies and procedures
- f) Perform such other duties as may be from time to time determined by the Board.

**SECRETARY:**

The Secretary shall be responsible for the administrative aspects of the MCA, and, in this capacity shall;

- a) Have the custody of the seal, if any, of the MCA.
- b) Be responsible for the recording of the Minutes of all meetings of the Members and of the Board.
- c) Be responsible for maintaining the Constitution, By-Laws and Policies of the MCA on a current basis and for monitoring compliance of the membership and the Board therewith.
- d) Perform such other duties as may be from time to time determined by the Board.

**MOUNTAIN BIKE COORDINATOR:**

The Mountain Bike Coordinator, in consultation with his/her committee, shall have general responsibility for any and all aspects of Mountain Biking competition in the Province of Manitoba, including:

- a) The establishment of a schedule of races for the racing season during the joint race setting schedule meeting.
- b) Arranging results collection for media releases.
- c) Tallying points for Cup Series, Inter Club Competition and other events or competitions.
- d) Ensuring that all Mountain Bike trophies and awards are ready and available for presentation at the Awards Night and that appropriate individuals have been identified to receive these trophies and awards during a mountain bike committee meeting at least 30

days before the MCA AGM.

- e) Representing athletes' views to the Board and working with MCA committees representing athlete concerns as required.
- f) The development of programs for Mountain Bike Commissaires, in consultation with the Chief Mountain Bike Commissaire.
- g) Call a meeting of the Mountain Bike Committee as required.
- h) Update budget forecasts on a monthly basis
- i) Any other such duties as from time to time are prescribed by the Board.

Until such time as sufficient interest has been demonstrated by the membership to justify the creation of a separate coordinator's position, the Mountain Bike Coordinator will also be the MCA's contact person in regard to Downhill racing.

#### **ROAD COORDINATOR:**

The Road Coordinator, in consultation with his/her committee shall have general responsibility for any and all aspects of Road Cycling and Cyclocross competition in the Province of Manitoba, including:

- a) The establishment of a schedule of races for the racing season during the joint race setting schedule meeting.
- b) Arranging results collection for media releases.
- c) Tallying points for Cup Series Competition and other events or competitions.
- d) Ensuring that all Road trophies and awards are ready and available for presentation at the Awards Night and that appropriate individuals have been identified to receive these trophies and awards during a road bike committee meeting at least 30 days before the MCA AGM.
- e) Representing athletes' views to the Board and working with MCA committees representing athlete concerns as required.
- f) The development of programs for Road and Cyclocross Commissaires, in consultation with the Chief Road Commissaire.
- g) Call a meeting of the Road Bike Committee as required.
- h) Update budget forecasts on a monthly basis
- i) Any other duties as are from time to time prescribed by the Board.

Until such time as sufficient interest has been demonstrated by the membership to justify the

creation of a separate coordinator's position, the Road Coordinator will also be the Association's contact person in regard to Track racing.

**RECREATION & TRANSPORTATION COORDINATOR:**

The Recreation & Transportation Coordinator, in consultation with our partner organizations, shall have general responsibility to support any and all aspects of cycling for recreation, transportation and touring purposes in the Province of Manitoba including:

- a) Support the development, co-ordination and implementation of any programs for such forms of cycling;
- b) Promotion of the use of bicycles for recreation, transportation and touring purposes;
- c) Any other such duties as from time to time are prescribed by the Board.

**PROVINCIAL PROGRAM COORDINATOR:**

The Provincial Program Coordinator, in consultation with his/her committee shall have general responsibility for working with the Provincial Coach and assisting with his/her duties with respect to the development and implementation of a high performance cycling program, including;

- a) Confirming that the coach, athlete, and parent representatives were selected by the majority of each stakeholder group prior to presenting these representatives to the board for approval (this confirmation should be made within 60 days of each AGM).
- b) Represent the concerns of the Provincial Program Committee to the Board.
- c) Assisting the Provincial coach and committee in the establishment of the selection criteria for the Provincial Program and any other developmental program as may be established and ensuring that the selection process is complied with
- d) Working in conjunction with the Provincial Coach and committee in the selection of Provincial Team Athletes.
- e) Assisting the Provincial coach and committee in the establishment of a schedule of races for the Provincial Program.
- f) Assisting the Provincial coach in ensuring that all Provincial Program Athletes are fully registered and that they have completed all medical forms as well as any documentation required for travel.
- g) Assisting the Provincial coach in creating an annual budget for the PP, including setting athlete fees

h) Assisting the Provincial coach in updating budget forecasts on a monthly basis

i) Working with the Major Games Players (Canada Games and Western Canada Summer Games) and ensuring that all reports and information required are provided on a timely basis.

j) Call a meeting of the Provincial Program Committee as required

k) Any other such duties as from time to time are prescribed by the Board.

**KOM PROGRAM COORDINATOR:**

The KOM Program Coordinator, in consultation with his/her committee shall have general responsibility for the development, implementation and supervision of the Kids Of Mud Program throughout Manitoba.

a) To assist in the establishment of a schedule of races during the joint race setting schedule meeting.

b) To ensure that all KOM trophies and awards are ready and available for presentation at the awards Night and that appropriate individuals have been identified to receive these trophies and awards during a KOM committee meeting at least 30 days before the MCA AGM.

c) Update budget forecasts on a monthly basis

d) Call a meeting of the KOM Committee as required

It is the objective of this program to have at least one fully functioning KOM Club in each of Sport Manitoba's seven regions.

**BMX PROGRAM COORDINATOR:**

The BMX Program Coordinator, in consultation with his/her committee shall have general responsibility for:

a) The development, implementation and supervision of the BMX program throughout Manitoba.

b) Any BMX programs involving the development of coaches or officials

c) Assisting in the arrangement of events for BMX competitions

d) Call a meeting of the BMX Committee as required

"Approved by the Board of Directors of the Manitoba Cycling Association by motion at a Board meeting held on October, 19, 2011".