



# MANITOBA CYCLING ASSOCIATION

## MCA Board Structure Duties of Directors October 2023

### **PRESIDENT: (Officer)**

- Chair of the Board
- Official spokesperson of the association
- Presides the Annual General Meeting and other special meetings of the association.
- Supervises/reviews the Executive Director
- Performs other duties as may from time to time be established by the board.
- Remains on the MCA BOD for 3-6 months to transition new President.
- Resides on the Executive Committee of the MCA
- Chairs Board meetings and actively participates in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.

### **SECRETARY: (Officer)**

- Records minutes of the Board of Director meetings
- Prepares/submits to each meeting a report of all activities since the previous meeting.
- Monitors compliance related to duties determined by the board.
- Maintains documentation of all amendments to the Association's by-laws
- Ensures all official documents and records of the association are properly kept.
- Performs other duties as may from time to time be established by the board.
- Resides on the Executive Committee of the MCA
- Attends scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.



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## **DIRECTOR OF FINANCE: (Officer)**

- Reviews and amends the financial policy periodically and provides guidance to the MCA bookkeeper and Executive Director on Accounting Standards for Not-for-profit Organizations (ASNPO).
- Delivers regular financial updates to the Executive Committee and Board of Directors.
- Reviews and approves annual financial statements, presenting updates at the Annual General Meeting (AGM) for members.
- Reviews and approves the Association's annual budget in collaboration with the Executive Director, ensuring a clear distinction between the development and review process.
- Acts as a signatory for the bank account while reviewing non-budgeted and higher-value expenditures requiring multiple signatures.
- Serves on the Executive Committee of the MCA, attending regularly scheduled meetings.
- Attends scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.

## **DIRECTOR OF COMPETITIONS:**

- Reviews and updates the competition guide(s) with each race director (Oct-Feb)
- Provides annual orientation to race directors with Executive Director (Nov/Dec)
- Coordinates annual Race Calendar meeting (Dec/Jan) as per the Race Calendar Policy
- Helps to develop and support a Commissaire recruiting and retention strategy.
- Assists with streamlining race discipline content.
- Attends/supports race directors at committee meetings as required.
- Supports the budget process for each race discipline.
- Provides the board with a progress update at board meetings on behalf of race directors unable to attend.
- Attends scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.

**RACE DISCIPLINE SUB-COMMITTEE:** Race Discipline Coordinators and Chief Commissaire from each race discipline (Mountain Bike, Road, Cyclocross).



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**Race Coordinators**, in consultation with their committee representatives, shall have general responsibility for all aspects of their race competition for their sport. They may attend MCA board meetings from time to time or if preferred have updates reported to the board through the Director of Competitions.

**Race Coordinators:**

- Establish a committee for their sport (a rep from each interested club)
- Coordinate and chair meetings with their committees, ensuring communication flow to/from members.
- Maintain race discipline content (Dropbox folders) to ensure smooth transition of new directors (including meeting minutes).
- Ensure race organizers meet MCA sanctioning requirements.
- Ensure cup races are identified, cup points are tallied and decide with their committees the annual cup levy collection amount.
- Work with officials on category move-ups/downs, ensuring the office has information to adjust and re-send licenses.
- Establish annual awards winners.

The Director of Competitions has a vote on the MCA board of Directors, the race coordinator does not.



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## **DIRECTOR OF TECHNICAL DEVELOPMENT:**

Assists with the Implementation, evaluation, and monitoring of MCA strategic objectives related to technical development initiatives including but not limited to:

- Recruiting/reporting: HopOn Instructors
- Recruiting/reporting: Learning Facilitators
- Recruiting/reporting: Active Officials
- Reporting – Respect in Sport
- Attend scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.

## **DIRECTOR OF HIGH PERFORMANCE:**

- Establishes committee meeting frequency with coach and committee.
- Chairs Provincial Program Committee meetings ensuring meeting minutes are documented and saved (Dropbox)
- Provides monthly program update at board of directors' meetings.
- Supports Provincial coach and committee with duties related to the Provincial Program, including:
  - “Performance Pathway” strategic Initiatives
  - Annual confirmation of committee reps (parent, athlete, master). Presentation to board for final approval.
  - Establishing selection criteria for athletes and games. Policy revisions to the board for final approval.
  - Manages program discipline/complaints as per MCA discipline/complaints policy.
  - Assists with budget including setting athlete fees for board approval and supports coach with ongoing financial management.
  - Assists committee with identifying and delivering fundraising initiatives.
  - Assists coach with establishing athlete/parent surveys and analysis as needed.
  - Assists with recruitment strategy for program (athletes + committee members)
- Performs other duties as may from time to time be established by the board.
- Resides on the Executive Committee of the MCA
- Attends scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.



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## **DIRECTOR OF YOUTH DEVELOPMENT:**

- Establishes committee meeting frequency with Youth Development Coordinator and committee reps.
- Confirms annual reps from each participating Kids of Mud club.
- Chairs Kids of Mud committee meetings ensuring meeting minutes are documented and saved (Dropbox)
- Provides monthly update at board of directors' meetings.
- Supports Youth Development Coordinator with duties related to all Youth Development programming including HopOn, Development Camps, Kids of Mud program, and Manitoba Summer Games
- Supports duties related to Youth Development including.
  - "Sport Initiation" strategic objectives
  - "SafeSport" strategies and initiatives
  - Assists with a schedule of Youth events (MTB race categories/Trailblazer youth series/HopOn community)
  - Management of program discipline/complaints as per MCA discipline/complaints policy
  - Assists with budget including monthly forecasts and ongoing financial management.
  - Assists committees with fundraising initiatives.
  - Performs other duties as may from time to time be established by the board.
  - Attend scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.

## **DIRECTOR: CYCLING FOR ALL + DIVERSITY, EQUITY, INCLUSION:**

The Cycling for All (C4A) director shall have the general responsibility to support all aspects of cycling for recreation with the goal of increasing MCA membership through participation, diversity, equity, and inclusion including.

- Support the development, co-ordination, and implementation of recreational cycling events/activities.
- Identifying barriers/opportunity to attract under supported groups.
- Any other such duties as from time to time are prescribed by the Board.
- Attend scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.

## **DIRECTOR OF MARKETING + COMMUNICATIONS:**

- Assists the Executive Director in developing a marketing and communication strategy aligned with the association's strategic priorities.
- Collaborate with the Executive Director to establish Key Performance Indicators (KPIs) to gauge success and adapt strategies for improved participation and expected financial outcomes.
- Collaborate with the Provincial Program Coach and Director of High Performance to devise marketing strategies that highlight the program's benefits, targeting potential athletes.



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- Create targeted membership campaigns emphasizing benefits and perks while establishing loyalty programs for member retention.
- Collaborate with the Executive Director to establish outreach campaigns to target clubs and businesses to attract potential members and donors.
- Work with the Executive Director, staff, Board members, and third-party designers to create clear, concise, and comprehensible content.
- Ensure adherence to the Association's brand guidelines in all communication across social media and other platforms.
- Offer guidance and best practices to Provincial Program, clubs, and staff for effective social media communication.
- Collaborate with clubs to promote sanctioned events across the MCA website and social media.
- Evaluate the Association's website and social media, offering recommendations to enhance the accessibility of crucial information.
- Attend scheduled Board meetings regularly to actively participate in the comprehensive review and approval process of various initiatives, bylaws, policies, and budgets.