



Different Spokes San Francisco

Board Member Responsibilities

Updated January 2012

I. Responsibilities of All Board Members

1. Maintain focus on the mission and purpose of Different Spokes.
2. Ensure effective planning including succession planning of club leadership.
3. Ensure the prudent use of the club's financial resources.
4. Determine and schedule club-sponsored rides and events.
5. Encourage active participation among the membership, including participating in the monthly Club Jersey ride and/or posting and leading rides.
6. Enhance and contribute to the club's public image, including participating in recruitment events, community fairs, and other activities.
7. Attend quarterly board meetings and other meetings as called.

II. Specific Board Member Responsibilities

Elected positions include President, Vice President, Secretary and Treasurer. Other positions are appointed by the President.

1. President

- a. Creates, ensures and maintains a unified and cohesive spirit among the board and club membership.
- b. Calls board meetings and set meeting agendas with assistance from the Secretary.
- c. Preside over all board and general membership meetings.
- d. Acts as principle spokesperson for the club.
- e. Ensures a process for board member orientation and succession.
- f. Assesses board and club performance on a regular basis.
- g. Oversee all club events.
- h. Resolves disputes and manage conflict among board members and club membership.
- i. Supports the work of board members and volunteers working on DSSF's behalf.
- j. Maintains annual century listing for web site, adds/updates/corrects ride dates as available.
- k. Estimated Time Commitment: 12 to 16 Hours Monthly

2. Vice President

- a. Serves as President in the absence of the President, including temporarily performing the duties listed above.
- b. Provides leadership for club social gatherings and special events (Picnic, Fall Social, Holiday Party), including suggesting activities and recruiting volunteers.
- c. Prepare social event promotion article for ChainLetter, quarterly, as appropriate.
- d. Estimated Time Commitment: 2 to 4 Hours Monthly

3. Secretary

- a. Maintains records of the board and ensures effective management of organization's records.
- b. Oversees all revisions to club charter and by-laws.
- c. Manages minutes of board meetings.
- d. Report to membership the minutes from board meetings and other board actions taken outside of meetings.
- e. Oversees annual board elections.
- f. Prepare polls for club organized ride events.



- g. Coordinate with Outreach for club discount updates, additions with discount
 - h. Estimated Time Commitment: 1 to 2 Hours Monthly
4. Treasurer
- a. Manages all finances of the club.
 - b. Pays invoices and bills related to club expenses, including but not limited to insurance, rentals, dues, web site, and taxes.
 - c. Checks the post office box on a regular basis.
 - d. Prepare annual budget for fixed expenses.
 - e. Estimated Time Commitment: 1 to 2 Hours Monthly
5. Membership Coordinator
- a. Receives and processes new and renewal membership applications, approving memberships and sending annual membership cards electronically to all members.
 - b. Moderates and maintains the Yahoo! Group, including sending invitations to all new members and deleting all non-renewed memberships from the Group.
 - c. Maintains the Yahoo! membership database, including making regular updates.
 - d. Coordinate the Membership Kick-Off Meeting in the Spring.
 - e. Member Profile article for Chainletter, quarterly
 - f. Estimated Time Commitment: 4-6 Hours Monthly (Increases at beginning of the year when membership renewals are processed)
6. Ride Coordinator
- a. Oversees annual production of the Ride Calendar.
 - b. Monitors Ride Calendar during the year, making revisions as necessary and alerting membership to changes.
 - c. Coordinate with Ride Leaders, pre-ride and post-ride.
 - d. Encourages membership to organize and lead rides.
 - e. Safety/Ride Leader article for ChainLetter, quarterly
 - f. Estimated Time Commitment: 6 to 8 Hours Monthly
7. Jersey Ride Coordinator
- a. Oversees the monthly Jersey Ride..
 - b. Coordinate with Board Members for monthly co-leaders, or for replacements.
 - c. Encourages membership to organize and lead rides.
 - d. Jersey Ride monthly ride report for ChainLetter
 - e. Estimated Time Commitment: 6 to 8 Hours Monthly
8. Event Coordinator
- a. Oversees annual production of the Club Weekend Events.
 - b. Research and coordinates lodging, dining locations for weekend events.
 - c. Provide Event Details for newsletter/flyer production.
 - d. Coordinate and post ride options either club or member-led.
 - e. Prepare polls for events.
 - f. Prepare event promotion article for ChainLetter, quarterly, as appropriate.
 - g. Estimated Time Commitment: 2 to 4 Hours Monthly
9. Outreach Coordinators – One for Women, One for Men
- a. In conjunction with the Membership Coordinator, proactively recruit new members.



- b. Takes a leadership role at public events where recruiting may take place, such as Pride, street fairs, etc.
- c. Coordinate Pride Events as a team with the President.
- d. Develop a bay area bike shop database to solicit additional member discounts to add
- e. Bike Shop Profile article for ChainLetter, quarterly
- f. Estimated Time Commitment: 1 to 2 Hours Monthly

10. Web & Blog Editor

- a. Maintains the content of the DSSF website and keeps it current, including the Ride Calendar and Photo Gallery.
- b. Responsible for the administrative aspects of the website (hosting company and domain name) in collaboration with the Treasurer.
- c. Oversees the technical aspects of the website and blog.
- d. Proposes and implements new functionalities.
- e. Promote blog via monthly updates to Yahoo!
- f. Coordinates the annual March Saddle Challenge database table and updates.
- g. Estimated Time Commitment: 2 to 4 Hours Monthly

11. Newsletter Editor

- a. Oversees editing and production of the ChainLetter newsletter.
- b. Contacts ride leaders to solicit ride reports.
- c. Solicits and contributes additional articles.
- d. Coordinates production of newsletter
- e. Edits and proofs final newsletter for release.
- f. Estimated Time Commitment: 4 to 8 Hours Monthly (more on quarterly production months)

12. Apparel Coordinator

- a. Oversee all club clothing sales and inventory, order, deliver and sales.
- b. Estimated Time Commitment: 1 Hour Monthly