

# Alberta Bicycle Association Job Description

**Position:** President

**Authority and Responsibility:**

The President is the chief administrative officer of the Association.

**Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at the Annual General Meeting.
- Attendance at the CCA Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.

**Term:**

The President is elected by the membership at the Annual General Meeting to a two-year term, in accordance with the Association's bylaws. Candidates for the position of President must have served at least one year on the Board to be eligible for the position.

**Duties:**

- Provides leadership to the Board of Directors.
- Ensures the Board adheres to its bylaws.
- Develops Board meeting agendas with input from Board Members and the Executive Director.
- Chairs meetings of the Board of Directors.
- Encourages Board Members to participate in meetings and activities.
- Keeps the Board discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission.
- Evaluates the effectiveness of the Board's decision-making process.
- Serves as an ex-officio member of all standing committees
- Recognizes Board Members' contributions to the Board's work.
- Acts as a signing officer for official documents
- Plays a leadership role in supporting fundraising activities.
- Promotes the organization's purpose in the community and to the media.
- Prepares a report for the Annual General Meeting.
- Orients the new President.
- Attends the annual meeting of the Canadian Cycling Association and the Annual General Meeting of the Alberta Bicycle Association.
- Submission of a written report summarising the progress of the Alberta Bicycle Association at the Alberta Bicycle Association's Annual General Meeting as well as the Canadian Cycling Association's Annual General Meeting.
- Supervision, including completion of an annual performance evaluation, of the Executive Director and liaison with on a weekly basis.
- Supervision of other staff, as designated by the Board, including completion of an annual performance evaluation.

Review and Approval Date: Jan 2022

## **Alberta Bicycle Association Job Description**

### **Position:** Vice-President Administration

#### **Authority and Responsibility:**

The Vice-President Administration is responsible for overseeing the financial affairs of the Alberta Bicycle Association. The Vice-President Administration has the ultimate authority to veto financial requests that are not in keeping with the approved budget.

#### **Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.
- Work with ABA staff in a professional and respectful manner
- Preferred to have a professional accounting designation or equivalent experience

#### **Term:**

The Vice-President Administration is elected by the membership at the Annual General Meeting. The Vice-President Administration serves for a two-year term. The Vice-President may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws. The position of Vice-President Administration is elected in odd years.

#### **Duties:**

- Overseeing the financial affairs of the Association.
- Oversee budget development in conjunction with the Executive Director.
- Will be a signing authority.
- Report directly to the President on matters of a financial nature.
- Required to attend the Board of Directors' meetings and the Alberta Bicycle Association's Annual General Meeting.
- Work with the Executive Director to ensure financial updates are provided at Board meetings.
- Assist in the preparation of the annual audit.
- Be a licensed or general member of the Alberta Bicycle Association.
- Act as the Casino chairperson, organize and recruit for ABA casino's.

#### **Review Date and Approval Date:**

The Board annually reviews the Vice-President's job description. Recommended changes are presented to the Board of Directors.

Review Date:     May 2023

## **Alberta Bicycle Association Job Description**

**Position:** Vice-President of Women's Cycling

**Authority and Responsibility:**

The Vice-President of Women's Cycling acts as an advocate and coordinator of females in all aspects of cycling.

**Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.

**Term:**

The Vice-President Women's Cycling is elected by the membership at the Annual General Meeting. The Vice-President Women's Cycling serves for a two-year term. The Vice-President Women's Cycling may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws. The position of Vice-President Women's Cycling is elected in odd years.

**Duties:**

- Acts as an advocate and co-ordinator for increased participation of women in all aspects of cycling.
- Will pursue courses of action and recommend action that will achieve this goal.
- To advise the Board in areas of both Racing (mountain bike, road, and track) and Recreation and Transportation Programs.
- Will attend all Board of Directors' meetings, as well as the ABA AGM.
- Submission of an annual written report to be presented at the ABA AGM.
- Plan and implement women's programs.
- Be a licensed or general member of the Alberta Bicycle Association.

**Review Date and Approval Date:**

The Board annually reviews the Vice-President's job description. Recommended changes are presented to the Board of Directors.

Review and Approval Date:            Jan 2022

## **Alberta Bicycle Association Job Description**

**Position:** Vice-President Racing

**Authority and Responsibility:**

The Vice-President Racing acts as the chairperson for the Racing Committee.

**Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.

**Term:**

- The position of Vice-President Racing is elected by the membership at the Annual General Meeting, is elected for two years in even years. Members of the Racing Committee are elected for a two-year term by the membership. The Vice-President Racing may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws.

**Duties:**

- Act as chairperson for the Racing Committee meetings.
- Attend all Board of Directors' meetings, and the ABA AGM.
- Submission of an annual written report to be presented at the ABA AGM.
- Submission of an annual budget for Racing (developed in conjunction with the VP Administration, and the Executive Director) for approval at the Board of Directors' planning meeting.
- The Board annually reviews the Vice-President Racing's job description.
- The Racing Committee consists of the VP Racing, five elected representatives (voted in at the AGM), Chief Commissaire, and the Executive Director.
- The Racing Committee is responsible for developing and promoting racing, and distributing allocated funding.

**Review Date and Approval Date:**

The Board annually reviews the Vice-President's job description. Recommended changes are presented to the Board of Directors.

Review and Approval Date:            Jan 2022

# Alberta Bicycle Association Job Description

**Position:** Vice-President Recreation and Transportation

**Authority and Responsibility:**

The Vice-President Recreation and Transportation acts as the chairperson for the Recreation and Transportation Committee.

**Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Have committee members approved by the board.
- Be a licensed or general member of the Alberta Bicycle Association.

**Term:**

The Vice-President Recreation and Transportation is elected by the membership at the Annual General Meeting. The Vice-President Recreation and Transportation is elected for a two-year term, elected in odd years. The Vice-President Recreation and Transportation may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws.

**Duties:**

- Acts as the chairperson for the Recreation and Transportation Committee meetings.
- To advise the Board in areas of Recreation and Transportation Programs.
- Attend all Board of Directors' meetings, and the ABA AGM.
- Submission of an annual written report to be presented at the ABA AGM.
- Submission of an annual budget for Recreation and Transportation (developed in conjunction with the VP Administration, the Recreation and Transportation Committee, and the Executive Director)

**Review Date and Approval Date:**

The Board annually reviews the Vice-President's job description. Recommended changes are presented to the Board of Directors.

Review and Approval Date: Jan 2022

# Alberta Bicycle Association Job Description

**Position:** Chief Commissaire

**Authority and Responsibility:**

The Chief Commissaire is responsible for all officials in Alberta.

**Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.

**Term:**

The Chief Commissaire is elected by the membership at the Annual General Meeting, is elected for two years in even years. The Chief Commissaire may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws.

**Duties:**

- Facilitates the training of new officials in the disciplines of road, track, mountain bike and cyclo-cross
- Observe and evaluate all provincial officials through officials' reports and observation at races.
- To upgrade deserving officials.
- Define the skill level required in all categories and ensure that all officials are qualified in their category.
- To improve the standard of officiating at sanctioned events in Alberta.
- Take an active role to minimize risk for competitors and officials at a provincial level.
- Host regional meetings to assign officials to events.
- Co-ordinate mountain bike, road, track and cyclo-cross commissaires.
- Act as an advocate, mediator, and sounding board for commissaires in Alberta.

**Review Date and Approval Date:**

The Board annually reviews the Chief Commissaire's job description. Recommended changes are presented to the Board of Directors.

Review and Approval Date: Jan 2022

# Alberta Bicycle Association Job Description

**Position:** Member at Large

**Authority and Responsibility:**

The Member at Large is assigned duties at the Board planning meeting.

**Requirements:**

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.

**Term:**

The Member at Large is elected by the membership at the Annual General Meeting. The Member at Large is elected for a two-year term. The Member at Large may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws. Two Members at Large are elected each year.

**Duties:**

- Work with ABA members in promoting programs and activities.
- Provide technical knowledge in the sport or give direction when needed.
- Evaluate events and provide recommendations for improvement to the ABA.
- Attendance at Board Meetings.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.

**Review Date and Approval Date:**

The Board annually reviews the job description of the Member at Large. Recommended changes are presented to the Board of Directors.

Review and Approval Date:            Jan 2022

# Alberta Bicycle Association Job Description

## Position: Vice President BMX

### Authority and Responsibility:

The Vice-President BMX acts as the representative of BMX racing to the ABA.

### Requirements:

- Commitment to the work of the Alberta Bicycle Association.
- Willingness to serve on committees when needed.
- Attendance at Board meetings.
- Attendance at meetings of assigned committees.
- Attendance at the Annual General Meeting.
- Support of special events.
- Support of, and participation in, fundraising events.
- Be a licensed or general member of the Alberta Bicycle Association.

### Term:

- The Vice-President BMX is elected to the BOD at the Annual General Meeting. The Vice-President BMX may be released at the end of the elected term, by resigning, or according to the Alberta Bicycle Association's bylaws.

### Duties:

- Act as chairperson for the BMX Committee meetings.
- Attend all Board of Directors' meetings, and the ABA AGM.
- Submission of an annual written report to be presented at the ABA AGM.
- Submission of an annual budget for BMX (developed in conjunction with the VP Administration and the Executive Director) for approval at the Board of Directors' planning meeting.
- The Board annually reviews the Vice-President BMX's job description.
- The BMX Committee is responsible for developing and promoting BMX racing, and distributing allocated funding.

### Review Date and Approval Date:

The Board annually reviews the Vice-President's job description. Recommended changes are presented to the Board of Directors.

Review and Approval Date:            Jan 2022