



The TBC Board Executive will consist of the following members:

- [Finance Director](#)
- [Communications / IT Director](#)
- [Ride Program Director](#)
- [Overnight Trips Program Director](#)
- [Social Director](#)

TBC directors also perform

- Member support
- Club promotion
- General Admin functions



FINANCE DIRECTOR

Essential Duties and Responsibilities

The Finance Director is the chief financial management officer for the club.

Responsible To

The Finance Director is directly responsible to the Leadership Committee and members of the club.

Responsibilities and Duties

The Finance Director should:

- Assist Leadership committee in the preparation on the annual operating budget.
- Oversee Trip budgeting and reimbursement process.
- Transfer money collected from Pay Pal to the bank as required.
- Process all disbursements from bank with Director approval.
- Keep the club's books up-to-date.
- Make sure financial reports are available at all committee meetings.

Knowledge and Skills Required

Ideally the Finance Director is someone who is:

- Has a solid working knowledge of MS Excel and General Accounting Principles.
- Able to allocate regular time periods to process disbursements.
- Able to keep good records.
- Able to attend monthly committee meetings.

Estimated Time Commitment Required

The estimated time commitment required as the Finance Director is 1-4 hours per month.

The TBC Finance Director will be set up with admin access to Pay Pal and the Club Bank account.



COMMUNICATIONS / IT

Essential Duties and Responsibilities

The Role of the Communications/IT Director also includes responsibility for administration of all club communication tools including the club website, Facebook account and Mailchimp.

Key Tasks:

- Coordinates the content, flow and accessibility of information on sites; ensures web pages adheres to industry and communication best practices, established club policies, procedures and guidelines for posting of graphics and text; ensures content adheres to current privacy and anti- spam compliance guidelines.
- Researches, writes, edits and integrates information for the club's website; monitors administrative and program pages to ensure links remain active and information posted remains timely;
- Coordinates with software services providers to resolve technical problems and to provide interfaces between web services and other computer-based information services that the club uses for official communications (eg Mailchimp , Facebook)
- Keeps abreast of technological advancements that can improve the efficiency and effectiveness of the club's communication tools.
- Implements website security measures and Facebook group page admin settings.
- Performs analysis and interpretation of online statistics to make recommendations to the exec.
- Ensures that all promotional materials are aligned with club brand identity.

Time commitment:

On average, 2 to 10 hours per week from February through November. From November to February commitment varies based on special projects selected.

Significant portion of the time commitment is dedicated to researching changes to website application software and maintaining general technical expertise.

Special Skills Required :

The role requires good knowledge of Software Development, Web Servers, Security. Must also have excellent communication, organizational, and problem-solving skills. Should also be current on application of communication best practices via digital and web media.



OVERNIGHT TRIP PROGRAM DIRECTOR

Essential Duties and Responsibilities

1. Facilitate the exchange of communication between weekend trip organizers and TBC executive members. |
2. Support Weekend Trip organizers by offering information, suggestions, and guidance with respect to club policies and procedures to facilitate the planning and execution of weekend trips. |
3. Collaborate with fellow members of the Executive to reinforce policies that promote the recruitment and retention of Weekend Trip volunteers. |
4. Collaborate with trip organizers to establish a Weekend Trip schedule that offers a variety of trip locations, accommodations, cycling and activity options. Reviews trip proposals (location, cost, activities) to determine the likely viability of trips. |
5. Evaluate risks associated with Overnight group trips. Promote best practices and reinforce club policy. |
6. Coach Trip organizers on the online signup process and support organizers as needed. |
7. Reviews weekend trip expenses to ensure that expenses are consistent with club policies and work with the club's financial coordinator to approve trip related expenditures. |
8. Respond to email communication from club executive members, trip organizers, and club members. |
9. Attend TBC executive meetings to share and discuss information related to weekend trips and matters related to other club business. |
10. Present an update to club members at the annual AGM. |
11. The time commitment is low from December to January; the time commitment is, on average, one to several hours per week from February through November. |
12. The role requires good communication, organizational, and interpersonal skills and a passionate devotion to weekend trips! It is also recommended that the Overnight Trip Director have a working knowledge of MS Office Excel (forms) and MS word. |
13. Must have prior experience planning and running of club cycling trips. |



RIDE PROGRAM DIRECTOR

Essential Duties and Responsibilities

1. Evaluate risks associated with Group riding. Promote best practices and reinforce club policy.
2. Collaborate with fellow members of the Executive to develop guidance that supports club policies and best practices for TBC rides.
3. Work with IT to maintain Location data that will be used as ride meet points.
4. Collaborate and coordinate with 30-40 volunteers build a balanced day / evening ride schedule that offers a variety of destinations and ride options based on TBC's category definitions. Create the intake file that will load to the website based on format required.
5. Support Day ride organizers by offering information, suggestions, and guidance with respect to club policies and procedures to facilitate the planning and execution of Day & Evening rides.
6. Monitor and contribute to TBC social media postings that promote club activities.
7. Respond to email communication from club executive members and club members.

The time commitment is low from December to January; the time commitment is, on average, one to several hours per week from February through November. The majority of the time and effort is in preparing the annual schedule for the April 1st deadline.

The role requires good communication, organizational, and interpersonal skills and a passionate devotion to the TBC ride experience!

Must have prior experience planning and running a club day ride and solid working knowledge of Microsoft Office and Social media (Facebook) .



SOCIAL PROGRAM DIRECTOR

Essential Duties and Responsibilities

1. Collaborate with Club Executive, Volunteers and general membership to create a Number of off the saddle group events such as Spring & Fall parties, educational workshops, Shopping outings and the Volunteer appreciation event.
2. Work with the Parameters outlined by the club executive (eg budget , locations etc)

The time commitment is, on average, one to several hours per week from February through November.

The role requires good communication, organizational, and interpersonal skills and a passionate devotion to the TBC Social experience! Experience with Social Media is preferable.