

Kickin' Asphalt Bicycle Club

Lowcountry of South Carolina

Rev. Dec 2010

PRESIDENT

- Preside over KABC Board meetings.
- Coordinate with VP for KABC Membership meetings.

SAFETY EDUCATION CHAIR

Chairperson shall prepare a five minute presentation to members at each monthly meeting; share with the membership current information regarding bicycle safety and how to ride safely with a group of cyclists, with traffic, on multi-use paths and bike lanes, how to increase efficient bicycling techniques, and how to do simple bicycle repair; conduct new member orientation classes that include riding with a group and with traffic.

RIDE DIRECTOR

This Chair is responsible for planning weekly rides for the club. Effective 2010, the Ride Director (RD) will have a Ride Coordinator (RC) work with him organizing a ride schedule for one Quarter. The RC will assist the RD lay out a schedule for every Saturday of the quarter. The RD will get the quarterly schedule to the webmaster for posting on the KABC website. The RC will get Ride Leaders (RL) who are responsible to lead each individual ride. Any changes to upcoming rides are transmitted to the Webmaster for updating the website.

Later, the RD sends a thank you note to the RL along with a copy of the Ride Leader Guidelines and Sign-in Form and any applicable cue sheets. The RD also sends an email reminder to all members early in the week of the upcoming Saturday ride. Then, if a ride needs to be cancelled due to weather, the RD notifies members via email.

The RD also reminds all members of area rides of interest...e.g. Bike Florida, Cruisin' in the Country, Festivelo de Charleston, Pedal 4 Kids, etc. The RD occasionally organizes extended rides...e.g. works with the Social Director for the ride part of a long weekend social event/ride.

The RD makes sure that several of the current routes (cue sheets) we use are posted on our KABC website. The RD is responsible for maintaining the Ride Leader Guidelines, Rider Laws / Safety Rules and the Waiver/Sign-in Form. The RD makes certain that these are posted on our website and that they are current. The RD also develops and presents RL Training. Finally, the RD needs to have Accident Reports available and report any to our insurance company.

If incentive programs are desired to encourage people to lead rides, the RD will develop and execute a program for Ride Leaders. The RD may also develop and implement incentives to encourage ride participation in KABC sponsored rides.

KABC SOCIAL CHAIR

Linda Kuhlman

- Plan, organize, & schedule social events for the bicycle club. Below are the annual events which are scheduled each year. You may add other events as you choose.
- Mid-May: Assist with organizing the "Ride of Silence" with reception to follow. Go to website for dates & information: <http://www.rideofsilence.org/main.php>. Start organizing & publicity by mid-March. Plan the event and start/end location with the Ride Director.
- June/Summer: Organize a summer picnic/party to celebrate Anniversary/Birthday of KABC. Club buys soft drinks, paper & plastic wear, & meat. Everyone brings a dish to share.
- October: Organize a weekend getaway trip somewhere (Charleston, northern Florida, etc) preferably no more than 4 hours away. Coordinate with Ride Director.
- Early-December: Organize our annual Christmas party. Club buys soft drinks, paper & plastic wear, & meat. Everyone brings a dish to share.
- Consider approval KABC's expense process for funds prior to purchases.

KABC COMMUNICATIONS CHAIR

- Regularly update club website using Yahoo Sitebuilder. www.kickinasphalt.info
- Contact the Ride Director for the ride schedule & post rides 2 months out on the website Calendar.
- Contact the Vice President for the Board of Directors meetings and General Membership meetings & post to the website Calendar.

TREASURER

- make deposits to the club account (kicking asphalt bicycle club), as required, at beach city national bank, pineland station office building, suite 501 acct # 053202321 14001234.
- write checks, as required, to cover expenses incurred by the club
- balance the checkbook on a continuing basis using the monthly statement available to the treasurer on line. the president of the club gets the original monthly statement through the mail.
- be responsible for the club's visa debit card 4167 8900 0000, which is used to pay expenses where appropriate.
- anticipate expenses that occur annually because oftentimes you will not receive a bill for them i.e. league of american bicyclists/annual membership (nov \$65)...palmetto cycling coalition/annual membership (jan \$50)... greater Bluffton parkways/annual membership (jan \$50)... american specialty insurance/liability insurance (jan approx \$114).
- report the current financial status of the club to the board, and the membership, at all scheduled meetings.
- Coordinate with Membership Chair regarding deposits for dues.
- Communicate and enforce the Club's "prior approval" process for expenditures.
- Prepare annual budget of income and expenses.
- Insure that Club's liability insurance is paid each January and that LAB dues are paid prior (must be a LAB member to qualify for the insurance)
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SECRETARY

Responsible for taking the minutes at both the Board meetings and General Membership meetings. Finalizing the minutes with the President for distribution to the Board/General membership. Roberts Rules of Order to be followed in taking minutes.

MEMBERSHIP CHAIR

- Update membership application annually to include Membership Chair's name and contact information. Have new applications ready for members by early December for the holiday party.
- Make sure applications are complete and signed.
- Add payment/check details to application.

- Endorse check and deposit with Beach First...now BNC Bank. Report deposits to Treasurer (Mary Jo Herron 2010 & 2011) with copy of the checks.
- Maintain member applications file.
- Update membership spreadsheet (can copy from prior year). Provide to Club Members at least annually. Advise members that the list is for personal, not business/commercial use.
- Send email to welcome new members and verify email address.
- Snail mail – discount sheet, helmet id, safety flyer, membership card to new members
- Provide new member info to Board and add to the KABC email (kabikeclub@gmail.com) distribution list.
- Update Ride Director with new member names for KABC mileage tracking.
- Supply applications to bike shop sponsors. Refresh periodically.
- Maintain relationship with Bike Shops, including updating Sponsor discounts at least annually.
- Provide membership count and updates to the membership at meetings or in the newsletter.

VICE PRESIDENT

- The Vice President assists the President in Her/his duties in the President's absence.
- The VP shall assume such other functions as assigned by the Board of Directors.
- The VP shall be responsible for the General Membership Meetings
Membership meeting will be held quarterly.
 - The VP should arrive at meetings 15-30 minutes prior to meeting for set up as needed.

As VP I collect ideas from all members and occasionally look at other club web sites to see what they present at their general membership meeting. Often members approach me & discuss what they would think would be an interesting speaker. I keep a running list of ideas and suggestions in a notebook. I also keep my eyes & ears open for possible speakers. Ideas are presented to the board and accepted or declined. Put together a flyer to membership to inform of upcoming meeting. Reminders are sent out a few weeks prior and a few days before meeting.

Meetings have been held at:

**Bluffton Library Rita is the contact person 757-1547 (757-1519-General Library)
120 Palmetto Way
Bluffton, SC 29910**

Go Tri Sports on nutrition & riding

Sandy Turnbull—What he has learned over his years of bike riding & road hazards.

Any unique ride EX: BRAG Mt Mitchell (group or single person)

Peter Wilborn SC Bike Law & Bikers rights

Add food + fun = well attended meeting.

Be considerate of speakers :

- * Give them the time we would like them to speak or find they best time for them to arrive to speak.
- * Ask them what they need to present their speech. (Microphone, AV equipment, etc)
- * If they traveled considerable possibly arrange a meal.
- * Send a thank You card to speaker from general membership.

Purchase cards and or gifts for special purposes. Get approval from the board before making any purchases.

(This will refunded by treasurer)

When the president turns his/her wand over he/ she will receive a \$50.00 gift card from Land's End.

MERCHANDISE CHAIR

- Oversee ordering of KABC club jerseys annually, or as needed.
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