



Directors and Officers Election: Selection, Term, Procedures and Responsibilities Policy

ELECTION OF BOARD MEMBERS

The Board of Directors comprises at least five and not more than nine elected members. Directors shall be elected for a two year term, **From January 2022** onwards, three Directors shall be elected in even numbered years and at least two and up to six in odd numbered years.

Nomination Procedures: Any member of the club can nominate any other member for a Director position with the nominee's approval. The nominee shall indicate acceptance of the nomination in writing to the Secretary. Members accepting nomination do so in order to undertake one or more leadership roles as defined in Functions of Board Members. Nominations are open from December 1st and shall be closed on December 24th of the year preceding the election.

Election Procedures: Each active (paid up) member as of the start of the election has one vote. Voting is directed by the Board from the NCCC website and uses a secure voting application.

Voting and Tallying: voting shall be open for a minimum of fourteen days between January 1st and January 20th. The voting will be compiled by a voting application and the results published no later than January 25th.

Election of Officers: at the first Board meeting following each election, the Board shall elect from its number the following Officers: President, Vice President, Secretary, and Treasurer. The remaining Directors shall be Board members at Large.

RESPONSIBILITIES OF BOARD MEMBERS

The Board acts collectively and its activities are approved by a vote of a quorum of the Board. The Board may and does delegate authority to individual Officers Board members and volunteers to act on its behalf.

President: shall be responsible for the overall direction of the Club's activities, for maintaining the quality of all programs and for ensuring that the membership's aspirations for the Club are attained. Among the President's specific duties shall be:

- to schedule and preside at all Club committee and Member meetings and club events.
- Revision of By-Laws and Club Rules and any amendments there to
- Ensuring insurance, P.O.Box, membership of cycling associations are maintained and legal requirements met.
- Handle incident insurance claims.

Vice President: shall fulfill the duties of the President should the President be unable to do so.

- Manage membership roster and check payment of membership dues; communications with members.
- Board nomination and recruitment.

Secretary: shall keep a full and complete record of the proceedings of all meetings of the Club and shall preserve all documents, contracts, registrations, correspondence, reports and communications of the Club, including electronic communications on Board matters. Among his/her specific duties shall include preparing the agenda for meetings, together with President, summarizing meeting minutes for publication in the Club website. Post office mail pick up and distribution

Treasurer: shall be the chief financial officer of the Club and shall be responsible for the security of the Club's funds and other assets. Among his/her specific duties shall be:

- preparing an annual budget
- receiving, depositing, accounting for and disbursing all Club funds, or authorizing others to do so;
- presenting a brief financial report at each Board meeting (income, expenditure, cash position) and a written Annual Financial Report after the close of the fiscal year outlining the financial condition of the Club and summarizing the previous year's transactions and events.

Board Members at Large – shall undertake leadership roles for activities including but not limited to:

- Website Management,
- Social / events planning
- Clothing, Sponsorship,
- Newsletter Editor