



## **MANDATE**

Velo NB is responsible to promote the sport of cycling in New Brunswick, to be the official representative in New Brunswick of the Canadian Cycling Association, to sanction bicycling-related events in New Brunswick, and authorize and administer rules governing such events. Velo NB is an incorporated nonprofit.

## **ROLE OF THE BOARD**

The board is responsible for setting policy, but also for carrying out some of the operations of Velo NB. An Executive Director is employed by the Velo NB to manage its day-to-day affairs.

## **DUTIES OF COMMITTEE MEMBERS**

### **PRESIDENT**

- call and preside over all meetings of Velo NB and the Committee
- act as official correspondent to the Board of Directors of CCA, make representations to CCA from Velo NB, and attend all meetings of the CCA as the delegate or official representative of Velo NB
- prepare an annual report accounting for the activities of Velo NB
- report to the government of New Brunswick and coordinate applications for funding
- overview all activities of Velo NB

### **VICE PRESIDENT**

- in the absence or inability of the President to carry out any or all of his or her duties and responsibilities, assume such duties and responsibilities until such time as the President is able to resume them or a successor has been elected
- oversee the organization and administration of all fund raising projects for Velo NB
- undertake and support projects to advance Velo's mandate

### **SECRETARY**

- act as recorder of Velo NB and its board, keeping minutes of all meetings and all non-financial records and other items entrusted to his or her care
- give immediate notice to all persons and groups concerned, of votes, decisions, and proceedings affecting them
- maintain an authoritative copy of the constitution of Velo NB, appending all amendments duly passed by Velo NB

#### TREASURER

- be responsible for the efficient and economic administration of the funds of Velo NB
- keep the books of Velo NB
- be the signing officer for financial transactions of Velo NB
- receive all dues, license fees, fines, penalties and accounts due to Velo NB
- prepare a financial statement and report for presentation at the Annual Meeting of Velo NB
- prepare financial statements and reports for government funding and other applications (usually 12 month income statements and balance sheets, budget for upcoming year for end of March; within 6 months of fiscal year end, independently reviewed financial statements)
- make the books available to the Committee within 72 hours of a request to do so by the President or the vote of the Committee

#### TECHNICAL DIRECTOR

- responsible for all coaches and commissaries in New Brunswick, including education, qualification, certification, in consultation with Canadian Cycling Association, Coaching Association of Canada, etc.
- direct youth cycling and development initiatives
- oversee Provincial Team and Canada Games
- ensure that Velo NB policies and rules reflect sound principles of coaching and athlete development and are enforced at all activities sanctioned by Velo NB
- ensure that Velo NB rules and policies adhere to UCI and CCA rules and policies, as adapted to the provincial context

#### ROAD CHAIR

- oversee the road racing activities of Velo NB, including road, track, and cyclo-cross
- prepare and maintain a provincial road racing schedule
- work with Publicity and Marketing Chair and event organizers to promote road racing events and series and solicit sponsorship for series
- maintain a kit for use by road event organizers
- make or adopt rules and policies of Velo NB governing sanctioned road racing activities
- ensure that Velo NB rules and policies are enforced at all sanctioned road activities

#### MOUNTAIN BIKE CHAIR

- oversee the mountain bike activities of Velo NB, including cross-country and downhill
- prepare and maintain a provincial mountain bike event schedule
- work with Publicity and Marketing chair and event organizers to promote mountain bike events and series and solicit sponsorship for series
- maintain a kit for use by mountain bike event organizers
- make or adopt rules and policies of Velo NB governing sanctioned mountain bike activities
- ensure that Velo NB rules and policies are enforced at all sanctioned mountain bike activities

#### TOURING CHAIR

- oversee the touring activities of Velo NB
- make or adopt all rules and policies of Velo NB governing sanctioned touring activities
- ensure that Velo NB rules and policies are enforced at all sanctioned touring activities
- create and maintain resources for touring in NB

#### WOMEN'S BICYCLE CHAIR

- ensure that the equality of the sexes is respected in all programs and events sanctioned by Velo NB
- be responsible for the development of programs and events which will encourage participation by women in cycling

#### PUBLICITY AND MARKETING CHAIR

- act as the major public relations officer of Velo NB
- coordinate publicity efforts on behalf of Velo NB
- work with sector chairs to promote activities sanctioned by Velo NB
- oversee the compilation and edition of Velo NB newsletters

#### **DUTIES of EXECUTIVE DIRECTOR**

The ED is Velo NB's front line of communication and key administrative and logistical support person.

Specifically, the ED's duties include:

##### Communication and Liaison

- respond to inquiries and requests for information from public, members, clubs, media, CCA, etc.
- communicate pertinent information to Velo NB board and staff
- coordinate with sector chairs, event organizers, and other provincial cycling organizations to publish a yearly calendar of NB cycling events
- communicate pertinent information to event organizers and commissaries around events
- draft, edit, seek submissions for, and publish biannual Velo NB Newsletter
- prepare press releases for media and for the Velo NB web site
- maintain Velo NB web site with current information on events, programs, results, etc.

##### Administrative and Logistical

- licence and register members and clubs, provide them with information on insurance, events, etc.
- maintain Velo NB's membership and records systems, including database, mailing list, etc. in accordance with CCA and insurance requirements
- manage Velo NB risk management and insurance programs in coordination with CCA
- coordinate administrative and logistical details of board and other meetings; notify participants, book venue, arrange conference calls, etc.
- provide logistical and administrative support for Velo NB programs, committees, and staff