

## **Des Moines Cycle Club Leadership Structure and Duties of Board Members**

The Des Moines Cycle Club's ("the Club") leadership structure, set out in its bylaws, is largely a matter of custom, preference, and practicality. The critical leadership positions are the President, Vice President, Secretary, Treasurer and Membership Director. The Club's officers and various event and committee chairs usually comprise the Board of Directors, which establishes policy and provides overall direction for all Club activities. The Board of Directors should actively participate in all Club affairs, and meets as a Board of Directors monthly.

In January 2018 the Des Moines Cycle Club introduced a new election process to select the DMCC Board of Directors. Each of the board positions is a three-year term, but we staggered the initial term limits so that there would never be an all new board. Descriptions of the Vice President position follows:

### ***Vice President***

The Vice President of the DMCC plays a very important role in the life of the Club. Historically, the Vice President succeeds the current President and therefore must be fully engaged in all aspects of Club activities.

- Presides at meetings in the absence of the President;
- Plans, coordinates, and recruits committees to manage a series of meetings and programs;
- Coordinates programs with the President and the Board of Directors;
- Provides data on previous Club events to allow the appropriate committee to benefit from past experience and suggest improvements;
- Provides timely and interesting advance information for newsletters, social media, and mailings;
- Provides or coordinates information on forthcoming events to the Secretary for inclusion in meeting notices or newsletters;
- Ensures strong leadership succession by identifying and recruiting new Club volunteers;
- Provides mentorship to new officers;
- Performs insurance liaison duties.

***Desired Skills:*** *Scheduling, Conflict Resolution, Negotiations, Strategic Planning, Time Management, Recognition Incentives, Event/Meeting Planning, Member Development, Training and Networking*