

# CCCTS Fraser Valley Chapter

This document outlines the Roles and Responsibilities of the Steering Committee, Subcommittees and Leadership Positions of the CCCTS Fraser Valley Chapter.

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# CCCTS Fraser Valley Chapter

## Committees

### Steering Committee (SC)

#### *Role*

The Steering Committee:

- Encourages and supports bicycling for transportation, recreation and sport
- Encourages and assists members to socialize and to remain healthy and active
- Organizes and conducts bicycle events for its members
- Educates members in responsible and safe cycling, in bicycle maintenance, and in the promotion of bicycling laws and conditions
- Furthers the foregoing objectives by liaison and cooperation with governmental, voluntary and charitable organizations

The Steering Committee appoints members to:

- An Advocacy Subcommittee composed of at least 2 members that will liaise with the HUB Cycling Surrey/White Rock Committee monthly and report back to the Steering Committee monthly
- A Communications Subcommittee composed of at least two members.
- An Executive Subcommittee composed of the President, Vice-president, Past-President, Secretary and Treasurer
- A Membership Coordinator
- A Rides Subcommittee composed of at least four members
- A Social Subcommittee composed of at least three members

The Steering Committee is responsible for:

- Receiving reports from Subcommittees, discussing and actioning items
- Scheduling the Annual General Meeting
- Liaising with the CCCTS Board as necessary

# CCCTS Fraser Valley Chapter

## ***Composition and Meetings***

- Meets monthly on the first Monday and at the call of the Chair.

# CCCTS Fraser Valley Chapter

## **Advocacy Subcommittee (ASC)**

### ***Role***

The Advocacy Subcommittee members are responsible for liaising/attending HUB Cycling Surrey/White Rock Committee meetings and reporting to the SC.

At least one member of the subcommittee will:

- Attend the monthly meetings of the SC
- Attend the monthly meetings of the HUB Cycling Surrey/White Rock Committee
- Compose a brief summary report of the HUB Cycling Surrey/White Rock meetings for the Steering Committee every month
- Provide a copy of the Advocacy Subcommittee Report to the White Rock 050 Cycling Club executive
- Attend any of the initiatives/events that are sponsored/supported by the HUB Cycling Surrey/White Rock Committee (Family bike rides; Bike Day with Rotary; TransLink bike ride; Parent Association Committee; Newton Car Free Day)
- Participate in projects, writing letters and/or meeting with the City of Surrey Council members and/or Transportation Committee

### ***Composition and Meetings***

- At least two members appointed by the SC
- Meets monthly with the SC
- Meets monthly (third Thursday) with the HUB Cycling Surrey/White Rock committee

# CCCTS Fraser Valley Chapter

## **Communications Subcommittee (CSC)**

### ***Role***

The Communications Subcommittee is responsible for informing chapter members of issues of interest through newsletters and e-blasts.

Specific activities include:

- Identifying issues/topics (with input from other Steering Committee members as needed)
- Preparing written content
- Coordinating with graphic designer
- Posting to Chapter website and emailing a link to FV members
- Preparing and publishing eblasts on various FV Chapter issues as needed

### ***Composition and Meetings***

- At least two members appointed by the SC
- Meets monthly with the SC
- Meets, as the CSC, as required

# CCCTS Fraser Valley Chapter

## **Executive Subcommittee (ESC)**

### ***Role***

The Executive Subcommittee provides strategic support to the SC relating to:

- Organizing and conducting bicycle events for its members
- Encouraging and supporting bicycling for transportation, recreation and sport
- Encouraging and assisting members to socialize and to remain healthy and active
- Educating members in responsible and safe cycling, in bicycle maintenance, and in the promotion of bicycling laws and conditions
- Furthering the foregoing objectives by liaison and cooperation with governmental, voluntary and charitable organizations

### ***Composition and Meetings***

- Composed of the President, Vice-president, Past-President and Secretary and Treasurer
- Meets quarterly as the ESC and at the call of the Chair
- Meets with the SC every month

# CCCTS Fraser Valley Chapter

## **Rides Subcommittee (RSC)**

### ***Role***

The Rides Subcommittee is responsible for planning rides, identifying ride leaders and publishing a calendar of rides on the FV Chapter website.

The committee will:

- Develop a yearly plan for rides and prepare and present a report to the Steering Committee. This includes weekly rides, the “week of rides” and a Century Ride.
- Produce new rides/routes or modify existing rides/routes using the RWGPS program.
- Identify ride leaders and populate the CCCTS calendar with ride leaders.
- Plan and select routes for ride leaders, unless the leader wishes to provide their own route.
- Post the weekly riding route and all pertinent information on the FV Chapter calendar.
- Cancel a ride on the calendar due to weather conditions.
- Evaluate rides and report information to the Steering Committee.
- Develop a five-day program for the “week of rides”.
- Work with the Social Committee on special events (Season opener bike rides; Week of rides; Potluck dinner; Century ride, etc.)
- At least one member attends meetings of the Steering Committee.

### ***Composition and Meetings***

- At least four members appointed by the SC.
- Meets monthly with the SC.
- Meets as the RSC, as required, for event planning

# CCCTS Fraser Valley Chapter

## **Social Subcommittee (SSC)**

### ***Role***

The Social Subcommittee plans and organizes social events as requested by the Steering Committee or in accordance with the established schedule of events for the enjoyment of the members of the Chapter.

The members of the Subcommittee will share the workload as described below but at least one member of the subcommittee will:

- Attend the monthly meetings of the Steering Committee
- Prepare and present a brief report of plans and after activity evaluation for the Steering Committee
- Prepare event budgets, schedules and programs, book venues, arrange catering or other services as necessary. Investigate venues and/or resources which may be appropriate for the club to use.
- Attend any of the initiatives/events that are sponsored/supported by the Social Subcommittee (Season opener bike rides; Week of rides; Potluck dinner; Century ride, etc.)
- Participate in buying groceries when needed; transporting the resources to the site; setting up the site, cleaning up the site;
- Submit bills to the treasurer for reimbursement
- Follow up on requests made by any of the members of the Steering Committee

### ***Composition and Meetings***

- At least three members appointed by the SC
- Meets monthly with the SC
- Meets, as the SSC, when necessary for event planning



# CCCTS Fraser Valley Chapter

## Leadership Positions

### President (P)

- Act as chair of the Executive Subcommittee
- Prepare the agenda for the Executive Subcommittee
- Act as Secretary for the Executive Subcommittee
- Chair Steering Committee meetings
- Prepare the agenda for the Steering Committee
- Verify the minutes of the Steering Committee before circulation
- Have signing authority for the Chapter's financial account
- Post and/or cancel rides on the FV Chapter's Website
- Send e-blasts as necessary

### Vice-President (VP)

- Act in capacity of President in his/her absence or at his/her request
- Assist President as required
- May be asked to oversee specific areas of operations as needs arise

### Secretary (S)

- Send notices of meetings/events (Executive Subcommittee (ESC), Steering Committee (SC), AGM, etc.) to the respective attendees.
- Work with President to prepare the agenda for the monthly meetings (SC and AGM) and distribute accordingly.
- Record minutes of the monthly meetings (SC and AGM), send to President for review, distribute and post to the website.
- Send e-blasts to members as necessary/requested.
- Manage incoming correspondence relating to events (e.g. attendance recording for the AGM).
- Maintain copies of records.

# CCCTS Fraser Valley Chapter

## **Treasurer (T)**

- Have signing authority for the Chapter's financial account
- Oversee the Chapter's bank account
- Make deposits
- Initiate payments via e-transfers (2<sup>nd</sup> authorization required).
- Prepare a monthly Financial Report for the Steering Committee meeting
- Prepare annual Financial Report for the AGM
- Initiate changes to bank account signing authorities as required
- Initiate eblasts on financial issues to members as required

## **Membership Coordinator (MC)**

- Maintain and update FV Chapter membership list:
  - Periodically visit FV membership list on the CCCTS website and update spreadsheet
  - Report monthly to the FV Chapter Steering Committee.
- Contact new members:
  - Send "welcome" email
  - Follow up phone call
- Respond to member inquiries regarding issues relating to their membership and refer to the CCCTS Webmaster as needed
- Initiate eblasts to members on membership issues as needed
- Participate in designing membership surveys and analyzing results