

CHICAGO WALKERS CLUB

Officer Position Description

June 9, 2007

PRESIDENT

Preferred skills: leadership, communication, people skills, organized, understands financials at the high level*

The goal of the President is to guide the club in the development and fulfillment of the goals of the club. The primary responsibility of the President is to provide guidance to officers in the development and management of club activities that fulfill the club's mission and satisfy club members accordingly. The president is the spokesperson to the public and the conduit internally to build a functional team of officers.

Duties of the President include:

- Ensure compliances to all legal requirements
- Initiate the review of club policies, mission statement, by-laws, etc. periodically to ensure currency of the documents
- Work with officers to establish budget, goals and objectives for the club
- Assist officers in their efforts to meet established goals and objectives
- Coordinate activities of members relative to approved club functions, by advising, delegating, assisting, and/or enforcing rules as required to meet CWC objectives
- Handle flow of information with other walking/fitness organizations or the public at large
- May represent CWC to USATF

TREASURER

Preferred skills: accounting, financial management, spreadsheet or accounting software, CPA*

The goal of the Treasurer is to assure appropriate and accurate accounting and financial management are in place for the club. The primary responsibility includes producing all relevant financial statements, budgeting, billing and collection, and inventory tracking for balance sheet.

Duties of the Treasurer include:

- Work with the President and other officers to establish the club budget.
- Perform necessary financial analysis and guide the club in its expenditure and membership effort
- Work with Membership Director to ensure the accuracy and the recording of the club's main income source – membership fees.
- Maintain detailed accounting of daily activities using standard chart of accounts and produce income statement and balance sheet accordingly. Document expenses with receipts and secure approval from President for items not previously approved.
- Perform monthly reconciliation of bank statements
- Produce Treasurer's Report for each newsletter and executive committee meeting and as otherwise requested by the President
- Prepare invoices for revenue-generating activities where required and solicit payments when due.

MEMBERSHIP DIRECTOR

Preferred skills: loves to meet members and get to know them, detail and organized, data, list and labels

The goal of the Membership Director is to increase and/or maintain membership to meet or exceed budget. The primary responsibility is to track member information, know the members, team up walkers, and provide member services.

Duties of the Membership Director include:

- Develop programs and activities to entice prospective members, to welcome new members, and to retain old members – club brochure, new member party, buddy assignment, etc.
- Process new member applications - collect membership fees, update member list, provide new member package, and report revenue to the Treasurer
- Process departing members where applicable
- Maintain a current membership list in common formats that can be easily used for mail merge or label generation, with member list sent to members annually

COMMUNICATIONS DIRECTOR

Preferred skills: written communication, organized, word processing, MS Publisher, an eye for design and layout*

The goal of the Communication Director is to ensure information is consistent across all media and available to all members as applicable. The primary responsibility of the Communications Director is to gather and provide club information to members and officers via applicable media.

Duties of the Communications Director include:

- Ensure creation, production and distribution of quarterly newsletters
- Maintain newsletter communication with other racewalking clubs nationwide
- Oversee the creation and maintenance of the club Web site
- Record, publish and distribute details of all executive committee meetings

RACING DIRECTOR

Preferred skills: wants to see CWC active in the race community, wants to see more CWC members race, organizing events, coordination skills, people skills*

The goal of the Racing Director is to keep CWC active and in the front of the racewalking competition circle and to encourage the participation of CWC members in various competition opportunities. The primary responsibility of the Race Director is to foster competitive spirit and increase competition participation, not the least of which is to organize and run the “Diane Graham-Henry” Annual 5K Club Race and other races pertinent to CWC-

Duties of the Racing Director include:

- Ensure effective dissemination of all pertinent race information
- Communicate and work closely with other racewalk clubs
- Work with Executive Committee to determine which races to run for the year
- For each CWC organized race:
 - Set participant fees to meet approved budget.
 - Plan, schedule and promote races, including course preparation, certified officials, volunteers, and race day activities.

- Produce appropriate race applications
- Work with Public Relations Director and others to solicit sponsors for prizes
- Assure provision of medals/ribbons/shirts, food and beverages as appropriate for races
- Provide appropriate receipts and report all income and expenditures to Treasurer for reimbursement and accounting
- Report race outcomes to Executive Committee, webmaster and appropriate organizations
- May represent CWC to USATF
- Keep the Competition page on the Web site current

PROGRAM DIRECTOR

Preferred skills: Enjoys helping willing students, racer, certified coach, people skills*

The goal of the Program Director is to make all members better racewalkers. The primary responsibility of the Program Director is to assure adequate training programs and guides and instructors/coaches are consistently available to club members at all levels (fitness walkers and competitive walkers).

Duties of the Program Director include:

- Develop and implement Executive Committee-approved Saturday walking/training programs
 - Develop and maintain procedures for group walks including chain of command and duty roster
 - Coordinate weekly training schedule and monthly special events.
- Develop and implement Thursday evening speed training programs for spring/summer.
- Develop and implement instructor training program
 - Secure training budget
 - Develop training program
 - Identify and solicit willing and able potential instructors from club membership
 - Provide technique maintenance training for instructors
- Provide applicable training material (video, books, magazines, manuals, etc.) to members and instructors
- Manage annual racewalk clinics and shoe clinics for membership,
- May represent CWC to USATF
- Keep the Fitness page on the Web site current.

PUBLIC RELATIONS DIRECTOR

Preferred skills: believes in the club and wants to promote it, sales & marketing, connections*

The goal of the Public Relations Director is to create and maintain a club presence in the local and national sports communities to promote membership, sponsorship, and participation. The primary responsibility includes developing & implementing PR and marketing plan to support the goal of the position.

Duties of the Public Relations Director include:

- Assure the creation of and distribute advertising and promotional material to targeted organizations
- Provide club information to media (press releases, newspaper articles, magazine articles, magazine affiliations, etc.)

- Cultivate relationship with all targeted organizations and like organizations to increase CWC awareness
- Seek targeted speakers for club walks and events

SOCIAL DIRECTOR

Preferred skills: interest in food and culture, event planner,*

The goal of the Social Director is to create the lubricant to give members a greater sense of being part of CWC. The primary responsibility of the Social Director is to create a friendly environment and medium to foster member relationships through various social functions.

Duties of the Social Director include:

- Develop and distribute the club social calendar at the beginning of each calendar year
- Plan, promote and oversee all CWC social activities as approved by the board and according to budget approved by the board
- Work with Treasurer to develop function budgets and member/guest pricing to assure compliance with approved budget.
- Provide appropriate receipts and report all income and expenditures to Treasurer for reimbursement and accounting.
- Keep the Fun page on the Web site current.

Orphan Duties as of 6/9/2007

- Manage Clothes Closet club logo wear from ordering to selling. Work with Executive Committee in selection of items, appropriate pricing, and sales opportunities.
- Keep the Clothes Closet page on the Web site current.

** General skills required: the ability to have access to computer and the ability to use computers to perform required tasks are essential.*