

NITRO RATZ JR DRAG RACING CLUB OF ALBERTA

Board Structure and Set up

Note*** Nonprofit organizations vary considerably in their make-up, their objectives and their methods of operation. Each one must establish its own objective, governing body structure and by-laws.

Mission Statement – The Nitro Ratz Jr Dragster Club of Alberta is committed to promoting the sport of Jr Drag Racing for kids; as a collective group we will promote; sportsmanship, community spirit, safety, respect for established rules and guidelines and respect for fellow competitors, crew members and staff of the facility we are participating at.

Short Term Goals – PB & J 2022, Awards Night, Casino 2022

Long Term Goals – Ensure Stability of Finances (3 yrs of funds in Accessible Accounts)
(Additions to be added at AGM)

Approval Date: (to be voted on at AGM)

Board Positions and Duties

President (Voting Position) – 2 Year Term (Start 2022, 2023)
Position to be Re-elected 2024

Duties;

- Provides leadership to the Board of Directors.
- Default member of all committees.
- Makes sure the Board adheres to its bylaws and constitution.
- Prepares the Board's agenda with input from Board Members.
- Chairs meetings of the Board.
- Encourages Board members to participate in meetings and activities.
- Keeps the Board's discussion on topic by summarizing issues.
- Keeps the Board's activities focused on the organization's mission.
- Evaluates the effectiveness of the Board's decision-making process.
- Chairs meetings of the Executive Committee.
- Makes sure that committee chairpersons are appointed.
- Orients Board Members and committee chairpersons to the Board.
- Serves as ex officio member of committees and attends their meetings when needed.
- Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.
- Recognizes Board Members' contributions to the Board's work.
- Acts as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Plays a leading role in supporting fundraising activities.
- Promotes the organization's purpose in the community and to the media.
- Prepares a report for the Annual General Meeting.
- Orients the new Chairperson.

Administrative Roles

- Leads the Executive Committee which manages and makes sure programs and services are implemented.
- Acts in the role of a service volunteer, as well as a board volunteer, to assist in operating programs.
- Makes sure that the Board governs as well as manages programs and services.

Vice President (Voting Position) - 2 Year Term (Start 2021, 2022)

Position to be Re-elected 2023

Duties;

- Acts in the absence of the Chairperson.
- Default member of all committees.
- Serves as Exclusive communicant with Castrol Raceway Management; directs all communication with Castrol Raceway Management.
- Serves on the Executive Committee.
- Learns the duties of the Chairperson and keeps informed on key issues.
- Works closely as consultant and advisor to the Chairperson.
- Prepares to serve a future term as Chairperson.
- Acts as a signing officer for cheques and other documents.
- Orients the new Vice-Chairperson.

Secretary (Voting Position) - 2 Year Term (Start 2021, 2022)

Position to be Re-elected 2023

Duties;

- Serves on the Executive Committee.
- Default member of all committees.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings.
- Brings official minute book to meetings.
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Board minutes to attest to their accuracy.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and committee meetings.
- Distributes copies of minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs Board minutes and corrections to confirm their accuracy.
- Signs official documents of the organization as required.
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Makes sure members are notified of General Meetings.
- In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.
- Orients the new Secretary.

Administrative Role

- Receives and reads all correspondence and brings it to the attention of the appropriate officer.

Treasurer (Voting Position) - 2 Year Term (Start 2022, 2023)

Position to be Re-elected 2024

Duties;

- Serves on the Executive Committee.
- Default member of all Committees.
- Gives regular reports to the Board on the financial state of the organization.
- Keeps financial reports on file.
- Chairs the Finance Committee.
- Orients the new Treasurer.
- Acts as signing officer, with another officer or Executive Director for cheques and other documents.

Administrative Roles

- Administrative governing boards have no executive director or senior staff person. The Board Treasurer deals with the day-to-day financial affairs. The Board Treasurer is responsible for the accounting of the funds of the organization, its budget and expenditures.
- Keeps full and accurate accounts of all organizational receipts and disbursements.
- Receives and banks all monies due to the organization.
- Disburses all monies as directed by the Board.
- Prepares and monitors overall budget with Finance Committee. Prepares program budgets with Program Chairperson.
- Submits Canada Employment Insurance Commission (CEIC) and Canada Pension Plan (CPP) payments to Canada Revenue Agency for all paid staff. This person may also do other payroll functions.
- Files necessary financial reports, tax reports and audits.
- The Board Treasurer may oversee an independent audit from an outside accounting firm.
- May collect and record membership dues. Issues receipts.

Committees Director (Voting Position) - 2 Year Term (Start 2021-2022) Position to be Re-elected 2023

Job Description Ensure that all committees have committed volunteers, members, appointed to organize and facilitate day to day operations. Step in as required, ensure duties and events are being completed to the benefit of all Jr Racers and the Nitro Ratz Club. Committees are listed on a separate page.

Term: One Year.

General duties: Participate in all Committees and offer help and suggestions as required; to offer suggestions and vote as required in Board motions

Track/Club Liaison (2) (Voting Position) - 2 Year Term

(Start 2021, 2022) Position to be Re-elected 2023

(Start 2022, 2023) Position to be Re-elected 2024

Job Description – To be the “Go Between” For Track Staff and Racers and Race families

Position: Track/Club Liaison.

Term: Two Years.

General duties: Provide a calm, level headed go between for track staff and racers and racing families.

Director at Large(s) Maximum 2 (Voting Position) - 1 Year Term (Start 2022) Position to be Re-elected 2023

Job Description A Director-at-Large is the same as a Board Member. All board members carry out Director-at-Large roles in addition to any other executive or committee chairperson role they take on.

Term: One Year.

General duties: Participate in all Committees and offer help and suggestions as required; to offer suggestions and vote as required in Board motions.

Committees

Memberships –

Job Description – Accept and Promote memberships to the Nitro Ratz Jr Dragster Club

Term: One Year.

General duties: Receive and Document all memberships, provide information lists to Board Members, ensure all members are included in sponsored events.

Nominations –

Job Description – Compile list of nominations for AGM Board Positions

Term: One Year.

General duties: Select and encourage nominations from general membership.

Trophies –

Job Description - Order Pickup/Deliver Trophies

Term: One Year.

General duties: Ensure all Trophies are ordered correctly and deliver as required.

Events –

Job Description - Plan and Execute all Extracurricular Events as Directed by the Board.

Term: One Year.

General duties: Encourage participation and plan social events.

Inclusive of; Spring Burnout, PB & J Jr Nationals, Casino Night, Year End Celebration, Family/Participant Meet & Greet, Jr School, and any other approved event.

Ladders –

Job Description – Retrieve and post Qualifying Lists and Race Ladders as provided by Castrol Raceway

Term: One Year.

General duties: Retrieve and post Qualifying Lists and Race Ladders as provided by Castrol Raceway – Confirming Accuracy of said lists, post at the Jr Clubhouse – request extra copy for Secretary(Daily End Printout must be handed into Secretary).

Social Media –

Job Description – Management of Facebook Account

Term: One Year.

General duties: Management of Facebook Account, Adding Photos, Event Announcement, responding to **inquiries**.

Website Management –

Job Description – Maintain and update the nitroratz.com website

Term: One Year.

General duties: Maintain and update the nitroratz.com website; update as required; report costs and changes.

Jr School –

Job Description – Facilitate a School for New Drivers entering the Jr Drag Racing Program

Term: One Year.

General duties: Contact New Members, Coordinate School date with Castrol Raceway, ensure all safety polices are followed, provide instruction, safety information and support to all new Jr dragster Drivers and their families.

Promotion/Brochures –

Job Description - Brochures/Promotional Items and Event Itineraries

Term: One Year.

General duties: Design, Print, Distribute all required printed material for Brochures/Promotional Items and Event Itineraries.

Fundraising –

Job Description - Follow up on Past/Present sponsorship

Term: One Year.

General duties: Ensure that all past sponsors are appreciated and solicit new sponsors. Ensure that all are thanked appropriately.