

ROLES OF THE OFFICERS, DIRECTORS, AND KEY VOLUNTEERS

The content in this procedure is based on Article IV of the By-laws. In the event of a conflict between this procedure and the By-laws, the By-laws shall prevail. Directors roles and responsibilities are listed below as:

I. Roles of the Executive (Officers as listed in by-laws)

a. President

The President of the Board of Directors shall:

- Set meetings as outlined in the By-laws,
- Chair all meetings of the Board of Directors following the procedures with respect to voting outlined in the By-laws,
- Ensure open discussion of agenda items in an orderly manner, enabling all present to voice an opinion or express their ideas,
- Ensure that the minutes of the meetings of the Board of Directors are recorded and maintained,
- Operate and conduct the ordinary activities and affairs of OMCKRA,
- Execute contracts on behalf of OMCKRA,
- Be the spokesperson for OMCKRA except where the task is specifically delegated to another member of the Board of Directors, and
- Cause committees to be formed as the need arises throughout discussions at meetings of the Board of Directors.

b. Secretary

The Secretary shall:

- Create, maintain, and retain the minutes of each meeting,
- Attend to publishing race rules, bylaws, publications, brochures, and any necessary correspondence,
- Be responsible for updating the Bylaws in a timely basis to reflect changes and additions resulting from meetings of the Members,
- Update the appropriate government ministry following elections.
- Assume other duties and responsibilities as assigned.

c. Treasurer

The Treasurer shall:

- Receive and disburse funds of OMCKRA subject to the approval of the Board of Directors,
- Obtain Board approval of a yearly projected budget,
- Maintain books and records reflecting the financial state of OMCKRA,
- Deposit all funds of OMCKRA which may come into their hands into such bank or banks as the Board of Directors may designate,
- Render such accounts and statements in the form of a budget update to the Board of Directors at each meeting of the Board of Directors,

- See that an independent audit of the financial records is completed prior to each Annual Meeting.
- Make sure that all withdrawals and cheques written on OMCKRA bank and trust accounts are signed by two signing Officers.
- Assume other duties and responsibilities as assigned.

II. Roles of Other Required Directors (listed in policy area only)

a. Vice-President

- The Vice-President of the Board of Directors shall:
- Assist the President,
- Assume the responsibilities of the President in their absence,
- Assume other duties and responsibilities as assigned.

b. Race Secretary

The Race secretary shall:

- Review the OMCKRA sanctioning and safety policy each year and make recommendations to the Board of Directors for the amendment of said policies.
- Obtain approval from the board and inform race or event organizers of changes to policies or procedures by November of the year proceeding the next season to allow clubs and organizers to prepare or to look elsewhere for coverage.
- At the beginning of each race season invite race /event organizers to sanction and provide them with the online location of the updated documents
- Ensure returning applications are sanctioned for approval or rejected prior to Feb 25 before each season.
- Ensure new applications are reviewed for approval or rejection in a timely manner allowing for organizers to look elsewhere for insurance and for other OMCKRA volunteers to perform their duties and members to be informed.
- Ensure the agreement document constitutes the primary documentation by which sanctioning is provided. The committee may request supplementary documentation to assist with training and learning but these should not replace, duplicate, or contradict the primary agreement document.
- Obtain, from the proper officials, the results of all sanctioned races (organizer members) and shall keep accurate records of these results,
- In a timely manner, communicate all race results and other information via the web site.
- Evaluate rules and specifications of all race organizer members with a view to improving, simplifying, and standardizing regulations and specifications,
- Evaluate races to determine what organizational and facility improvements can be made to make races better events, and prepare an annual report to member organizations,
- Distribute information and notifications, including racing information, to members including an annual race schedule, and
- Assume other duties and responsibilities as assigned.

III. Roles of the Key Volunteers (listed in policy area only)

a. Membership Secretary

The Membership Secretary shall:

- Direct new members to the online location of the Bylaws upon payment of membership fees,
- Send a notice to every member from the previous year via email and/or the newsletter of OMCKRA concerning the cost and due dates of membership fees,
- Update, maintain and provide a copy of the membership list to the President at each meeting of the Board of Directors, and
- Assume other duties and responsibilities as assigned.