

Appendix B: Leadership Roles & Responsibilities

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Executive Board (Voting Officers)

Document: Role Description – President

The President serves as the Club's chief executive officer and principal leader, guiding the organization to fulfill its mission, uphold its values, and drive its community impact. This role demands a blend of strategic vision, authoritative leadership, diplomatic finesse, and a passion for fostering the Club's culture and future aspirations. The President must be a member of the Board of Directors and shall preside at all meetings of the Board of Directors as Chairman.

Strategic Leadership

Develop and execute a comprehensive strategic plan that aligns with the Club's mission and long-term goals.

Set the Club's overarching direction, ensuring that all decisions and activities contribute to sustained growth and community relevance.

Provide visionary leadership to inspire and unify members around shared objectives.

Governance and Oversight

Preside over all leadership meetings, setting agendas that address key strategic and operational priorities.

Oversee the work of committees, providing clear guidance and ensuring accountability.

Ensure transparent and timely reporting to members and stakeholders, including the publication of meeting minutes, financial summaries, and progress reports.

The President shall present a report on the condition of the Club's business at each annual meeting of the directors.

Eligibility Requirements

To be nominated and voted in as President, the member must have served at least one (1) year on the Board.

Representation and Advocacy

Act as the Club's primary representative and spokesperson in all public relations, media engagements, and community interactions.

Forge strategic partnerships with other clubs, community organizations, and local businesses to amplify the Club's influence and resources.

Advocate for the Club's interests in regional or national forums, expanding its profile and opportunities.

Operational Management

Oversee the Club's day-to-day operations, ensuring all activities align with its mission and maintain a high standard of execution.

Approve key decisions like financial expenditures, policy changes, and significant event plans.

Collaborate with the Treasurer to ensure fiscal responsibility, including budget approval and financial health monitoring.

Membership and Community Engagement

Lead initiatives to recruit and retain members, fostering a welcoming and inclusive environment.

Resolve disputes and conflicts among members with impartiality and fairness.

Actively mentor emerging leaders and new members to cultivate a strong pipeline of talent and commitment.

Event Coordination

Take a hands-on role in planning and executing major club events, ensuring their success and alignment with the Club's objectives.

Establish event policies and protocols to maintain consistency and uphold the Club's reputation.

Performance and Growth

Monitor and evaluate the Club's performance through key performance indicators (KPIs), identifying areas for improvement and growth.

Drive innovation and adaptability, encouraging the adoption of new technologies, practices, or ideas to enhance club operations.

Transition and Succession Planning

The exiting President shall remain on the Board as a director for the following calendar year to ensure continuity and guide the incoming leadership.

The exiting President may be elected to a ranking position within the Board unless re-elected to another consecutive term as President.

Powers and Authority

Possess final decision-making authority on all matters requiring executive oversight, barring decisions specifically reserved for member votes as per the bylaws.

Appoint and dismiss committee chairs, officers, or members, subject to board approval if required.

Call emergency meetings to address urgent matters affecting the Club's interests.

Enforce disciplinary actions, including suspension or expulsion of members, when necessary to protect the Club's integrity and mission.

The President shall sign and execute all contracts in the Club's name and notes, drafts, or other orders to pay money.

The President shall ensure that all books, reports, statements, and certificates are appropriately maintained and filed as law requires.

The President shall enforce these Bylaws and perform all duties incident to the office required by law, and generally, shall supervise and control the business and affairs of the Club.

Key Attributes

Strong interpersonal and communication skills to effectively lead and inspire diverse groups.

Demonstrated ability to manage complex projects and navigate challenges with resilience and resourcefulness.

Have a deep commitment to the Club's values and a proactive approach to continuous improvement.

Document: Role Description - Vice President

The vice president is the second-in-command and is pivotal in ensuring smooth operations and effective leadership. Supporting the President, the Vice President manages club activities, contributes to strategic decision-making, and engages with members to foster a unified and thriving organization. The Vice President ensures the organization remains cohesive and mission-focused by mentoring members, overseeing new member orientation, and upholding the Club's standards and values.

Facilitating communication, organizing meetings, and coordinating financial and operational efforts are central to this role. Additionally, the Vice President maintains strong relationships within and with external partners to support the Club's mission and enhance its impact.

Key Responsibilities

1. Second-in-Command Leadership

Supports the President in overseeing the Club's activities, operations, and community engagements.

Assumes the President's duties during their absence or incapacity, with full authority and responsibility as prescribed by the Board.

2. Decision-making and Strategic Support

Assists the President with decision-making, event planning, and overall club management.

Ensures alignment of club initiatives with organizational goals.

Oversees new member orientation, mentors members, and upholds the Club's standards and values in all engagements.

3. Facilitation and Communication

Acts as a key communicator between club members and leadership, fostering an environment where all members feel heard and valued.

Collaborates with the Secretary to prepare meeting agendas, maintain accurate records, and ensure timely communication.

4. Financial and Operational Oversight

Works closely with the Treasurer to review financial plans, budgets, and resources for events and projects.

Coordinates with committee leaders to manage logistics, funding, and member participation in club activities.

5. Community and Relationship Building

Promotes club morale and resolves conflicts to maintain a positive atmosphere.

Strengthens relationships within the Club and with external organizations to enhance the Club's reputation and impact.

Document: Role Description - Sgt at Arms

The Sgt at Arms plays a vital role in maintaining order, security, and discipline within the organization. This position ensures members adhere to the Club's bylaws and code of conduct, supports planned rides and events, and fosters a respectful and unified environment. As a key figure in leadership, the Sgt at Arms upholds the Club's values, traditions, and reputation while contributing to its overall strength and cohesion.

Responsibilities of the Sgt at Arms

Maintain Order and Discipline

Ensure members consistently uphold the Club's bylaws and code of conduct.

Foster a respectful and cohesive environment within the organization.

Oversee Security

Enforce safety protocols during meetings, rides, and events.

Actively monitor and address any security concerns to ensure smooth operations.

Assist with Planned Rides

Work closely with the Road Captain and Tail Gunner to plan and execute rides.

Ensure proper coordination, adherence to schedules, and participant safety.

Conflict Resolution

Mediate disputes among members and address issues promptly.

De-escalate tense situations to maintain harmony and strengthen relationships within the Club.

Collaboration with Leadership

Partner with the President and Vice President to uphold the Club's reputation.

Handle sensitive situations with discretion and professionalism.

Promote Values and Traditions

Serve as a protector of the Club's core values and traditions.

Instill responsibility and respect among members through example and guidance.

Strengthen the unity and integrity of the Club through your leadership.

Document: Role Description - Treasurer

As the Treasurer, you are pivotal in overseeing the Club's financial health, ensuring transparency, and maintaining accountability in all financial matters. Your responsibilities include budgeting, managing funds, and providing essential financial advice to support the Club's activities and long-term sustainability.

Key Responsibilities

Financial Management

Oversee the Club's finances, including income from dues, donations, and fundraising events.

Ensure that all expenditures align with the Club's budget and goals.

Collaborate with other officers to make informed financial decisions.

Record Keeping and Reporting

Maintain accurate financial records and securely store them at the Club's principal office.

Prepare regular financial reports for club meetings and provide insights into the Club's economic status.

Make financial records accessible to any director upon request during standard business hours.

Budgeting

Monitor the budget and make adjustments as needed.

Collaborate on preparing the Club's annual budget.

Funds Collection and Management

Collect membership dues from the Secretary, who initially receives and documents incoming funds.

Provide a written receipt to the Secretary upon transfer and deposit of funds into the Club's bank account.

Safeguard all club funds and securities by ensuring their secure deposit in approved financial institutions, as directed by the Board of Directors.

Disbursement of Funds

Draft, sign, and endorse checks, drafts, notes, and other payment orders in the Club's name under the guidance of the President or the Board of Directors.

Ensure all expenditures are Board-approved or explicitly authorized.

Compliance and Legal Documentation

Prepare financial statements and documentation required for tax or legal purposes, ensuring compliance with regulations.

File required annual taxes by February 28 with relevant entities, including the IRS and the Commonwealth of Virginia Department of Taxation.

Transitioning Responsibilities

Conduct a thorough handover with the incoming Treasurer and President before leaving your role.

Review all accounting records, financial documents, and correspondence during the transition.

Transfer all pertinent documentation, including tax returns, receipts, and financial records, to the incoming Treasurer.

Additional Duties

Provide detailed financial reports at each regular Board of Directors meeting.

Secure a bond, if deemed necessary by the Board of Directors, to guarantee the faithful execution of responsibilities.

Perform any essential duties required for smooth financial operations.

Document: Role Description – Secretary

The Secretary plays a critical role in the Club by managing administrative tasks, ensuring accurate documentation, and maintaining effective communication. This position is central to the smooth operation of the Club's activities, upholding organizational efficiency and compliance with legal and governance requirements.

Core Responsibilities:

Record-Keeping and Documentation

Maintain accurate minutes of all Board of Directors meetings in appropriate books.

Keep records of all actions, whether taken during meetings or otherwise, by the Board of Directors or any committee.

Serve as the custodian of the Club's records, including a directory of directors with their names and business addresses, and keep all such records open for daily inspection during usual business hours per the Code of Virginia.

Communication and Correspondence

Provide timely notice for special meetings of the Board of Directors.

Attend to Club correspondence, presenting all official communications received to the Board at its meetings.

Distribute agendas, notices, and other vital communications to ensure members are informed and up-to-date.

Custodial and Legal Responsibilities

Affix the corporate seal to the required papers and ensure compliance with legal documentation standards.

Prepare and make available, upon request, a list of officers and directors, including their business addresses.

Administrative Support and Oversight

Assisted in planning events and coordinated with other officers to schedule meetings.

Track important dates and deadlines relevant to the Club's operations.

Manage Club paperwork, such as permits or insurance documents, ensuring legal compliance.

Financial Accountability

Submit all incoming funds directly to the Treasurer after issuing written receipts.

Follow established procedures for funds received without a directive, including Board review and voting on their allocation.

Additional Duties

Perform all duties incidental to the office of the Secretary as required by the Board or organizational bylaws.

Operational Leadership Roles (Non-Board Positions)

Document: Role Description - Road Captain

As Road Captain, you are responsible for planning, organizing, and leading group rides, ensuring all participants' safety, coordination, and enjoyment. This role is pivotal in upholding the Club's riding standards and promoting a positive experience for members on the road.

Key Responsibilities:

Route Planning and Coordination:

Map routes, coordinate fuel stops, and assess road conditions to ensure a safe and smooth journey.

Verify that all participants have sufficient fuel before and periodically during the ride.

Plan fuel stops along the route if needed, considering the fuel range of all participating motorcycles.

Lead the pack during rides, setting the pace and signaling any necessary adjustments.

Pre-Ride Briefings:

Conduct pre-ride briefings to inform members of the route, safety protocols, and ride formation.

Emphasize safety measures to prevent accidents and maintain order during the ride.

Collaboration with Sgt at Arms:

Work closely with the Sgt at Arms to manage safety and order during rides, ensuring that all members follow the rules of the road and respect the Club's guidelines.

Review the Sgt at Arms' post-ride debrief, which the Sgt at Arms submits to the President and Vice President within three business days. The debrief includes a summary of

the ride, any issues that arose, and concerns about members to address safety and improve future rides.

Parking Procedure Coordination:

Pre-Ride Planning: Identify parking areas at each planned stop and ensure they can accommodate the entire group safely and efficiently.

Arrival Protocol: Upon approaching the destination, signal the group to slow down and prepare to park. Indicate where members should line up.

Staggered Entry: Lead bikes into the parking area in an organized, staggered manner to prevent congestion and accidents.

Formation and Exit Preparation: Ensure bikes are parked in a single line or designated formation, allowing an easy and orderly exit. Leave sufficient space for late arrivals to join the group.

Safety Check: Before resuming the ride, perform a quick safety check to ensure all riders are ready and bikes are positioned for a safe departure.

Fostering Unity and Discipline:

Uphold a sense of camaraderie and discipline among members, promoting an enjoyable and safe experience for all participants.

Document: Role Description - Tail Gunner

The Tail Gunner is responsible for managing and safeguarding the rear of the group during motorcycle rides. This position ensures no rider is left behind and assists in maintaining formation integrity, signaling hazards, and providing support in emergencies.

Key Responsibilities:

Ride Formation Management:

- Monitor the group from the back to ensure all riders stay together and in formation.

- Signal the group leader if gaps or issues arise within the pack.

Safety Assurance:

- Identify and communicate road hazards, obstacles, or traffic concerns to the group.

- Protect slower riders or those who may fall behind.

Communication:

- Maintain constant communication with the Road Captain and Lead Rider via hand signals, Bluetooth communication systems, or radios.

- Relay signals from the front to the rest of the group if needed.

Emergency Support:

- Stop to assist any rider experiencing mechanical problems, accidents, or other issues.

- Coordinate with the group leader to ensure the group proceeds safely when assistance is required.

Route Assistance:

Familiarize themselves with the planned route and alternative paths in case of detours.

Ensure that stragglers or latecomers rejoin the group promptly.

Final Check:

Act as the last line of defense, ensuring no rider is left behind or lost.

Double-check that all riders have safely reached each stop or destination.

Document: Role Description - Good Will Ambassador – Role Description

The **Good Will Ambassador** serves as the club's primary representative for member care, outreach, and fellowship. This position helps strengthen the bonds of brotherhood by maintaining regular contact with members, offering support during times of illness, hardship, or loss, and ensuring every member feels valued and connected to the BoneShakers Social Club.

The Good Will Ambassador is an **appointed, non-voting, non-Board position** and serves at the discretion of the President.

Key Responsibilities

Member Wellness & Outreach

- Check in regularly with members who are ill, injured, experiencing hardship, or have been absent from meetings or club activities.
- Reach out to members who have become inactive to ensure they remain connected and supported.
- Maintain appropriate confidentiality while communicating concerns to club leadership when additional assistance may be needed.

Family Support & Life Events

- Coordinate or assist with member outreach during hospitalizations, illnesses, surgeries, or recovery.
- Provide support to members and their families during times of bereavement.
- Assist with funeral attendance, memorial services, and expressions of sympathy on behalf of the club when appropriate.
- Recognize significant member milestones such as birthdays, anniversaries, retirements, and other meaningful life events.

Member Engagement

- Welcome new members and prospects by helping them feel included and connected within the club.

- Encourage participation in club meetings, rides, and community events.
- Promote fellowship by helping build positive relationships among members and their families.

Communication & Coordination

- Serve as a liaison between members and club leadership regarding member welfare and support needs.
- Coordinate member support efforts with officers or volunteers when meals, transportation, visits, or other assistance may be appropriate.
- Assist with organizing cards, flowers, memorial donations, or other gestures of support as approved by the club.

Promote Brotherhood & Club Values

- Foster a welcoming, respectful, and inclusive environment for all members.
- Encourage kindness, compassion, and mutual respect throughout the club.
- Help preserve the positive culture, camaraderie, and sense of family that define the BoneShakers Social Club.