

USCA Indiana Division

Board Member Duties

President

Send out Winter and Spring meeting notice no less than 1 month in advance.

Define meeting place and time for next Spring or Winter meeting.

Create agenda of items to discuss during meetings.

Submit yearly Membership Reimbursement report to USCA Membership chair before the end of July. Must include: current years racing schedule, list of items accomplished during that year, meeting minutes from all meetings, and treasury report. The rebate is 20% of the dues paid by governing, family, race sponsor and club affiliate and business affiliate members.

If we are short of our required 40 members to keep our Independent State status, contact Executive Board for how to achieve 40 members.

Vice President

Obtain meeting location for Winter and Spring meetings.

Send out Paddler of the Year nominations with Winter meeting notice.

Elect Paddler of the Year.

Take responsibility for President in their absence.

Treasurer

Maintain balance of checking account.

Invoice race sponsors at the end of each race for \$0.50 per person, per race for Indiana Points.

Follow up with any race sponsors that do not forward membership dues in appropriate timeframes.

Competition Chair

Get race sponsor flyers and create a master mailing of race schedule and all available race flyers before March 1 or each year.

Submit the race schedule to the webmaster via e-mail at: Webmaster

Make sure each race sponsor has obtained a USCA race sponsorship and has appropriate insurance before the race occurs.

After the race, get all: names, finishing positions and times for the races and e-mail them to the webmaster.

Get all names and addresses of paddlers that compete in the races and give to Mailing List Chair.

At the end of the year compile USCA State Championship points and give to Trophy chair for engraving of names onto trophies.

At the end of the year review races to determine qualifying Mike Grube Memorial Rookie of the Year award.

Addendum to Competition Chair responsibilities

Each year the Indiana Division collects monies from the race sponsors to maintain the traveling Indiana State Championship trophies. This money averages out to about \$100 - \$125 per year. This money represents the maximum amount that can be spent on a yearly basis without authorization from a full membership vote at a Spring or Fall meeting. In addition, all expenses over \$50 (excluding the purchase of Mike Grube Memorial Rookie paddler plaques) must be presented for full membership vote.

In the event that a trophy needs to be refurbished or replaced due to damage or loss, the following policy shall be abided by.

Before any major expenses are incurred by the division, the competition chair shall solicit sponsors from the membership. This should be done during the normal Spring or Fall meetings. The intent is to allow individuals, groups and/or clubs to privately sponsor refurbishment or replacement of a traveling trophy. Only after ample solicitation has occurred should the competition chair bring up the issue of trophy repair or replacement to the membership.

Secretary

Take notes during spring and winter meeting.

Once complete, e-mail copy to webmaster at: Webmaster

Be prepared to update membership at the beginning of each meeting of old and new minutes.

Obtain nominations for state delegates. If we are between 40 and 49 members, we have 2 delegates. over 50 we get 3 delegates, etc...