

## President

- Chair meetings & set agenda
  - Maintain overview of all projects
  - Coordinate allocation of resources
  - Represent KBRA to other community groups & government
  - Support all other exec when required
  - Media interviews
  - Admin for social media
- Leadership, drive and strong communication skills*

## Vice President

- Fill-in for President when absent
- Typically adopts or supports a coordinator position (Ex. Communications or membership Coordinator)
- Admin for social media
- Manage Shared drive organization
- File BC Societies Act information as required (typically annually).
- Upload files to shared drive

*Strong Leadership & organization skills*

## Secretary

- Be present at monthly BOD meetings to take minutes.
- Monitor info account
- Create Newsletter content for [communications coordinator to publish](#)

*Detail oriented, organized & strong computer skills*

## Membership Coordinator

- Manage Bikekamloops.com website
- Handle and track membership database
- Communicate with membership when required
- Keep track of signed waivers

*Tech savvy with past website experience, detail oriented & Organized.*

## Treasurer

- Handle KBRA finances, banking etc.
- Produce annual KBRA financial statements. Oversee all revenues and expenditures.
- Monitor paypal account
- Renew insurance annually. Upload files to shared drive

*Detail oriented, organized, proficient computer skills & accounting experience.*

## Trail Coordinator

- Organize a monthly trail day in cooperation with land area managers KPCC, KBRA
- Set location, Time, to do list
- Give 2 week call for volunteers (Facebook and email), follow up

*Ability to liaise & build relationships with other community groups. Leadership skills & trail knowledge.*

## Communication Coordinator

- Management of Facebook: Keeps community up to date on news, events and trail conditions
- Over-see's production and publication of Newsletter

*Digital voice of the KBRA, social media experience an asset.*

## Events Coordinator

- Organize a Spring, Summer and Fall social events
- Optional Toonie events

*Energy & Drive to create fun social events for members.*

## Directors at Large

- Support KBRA Principles
- Support of KBRA activities
- Support other KBRA Directors on projects, etc.
- Governance
- Create Emergency Action Plan for Group rides and trail days

*Self-initiator & Desire to make our ride community better*

## Group Ride Coordinator

- Organize weekly group ride schedule and ride hosts
- Lead KBRA group ride night and assist on other nights
- Post to Facebook. Upcoming events and photos from the events
- Assist non-members with waivers
- Take photos!
- Go for beer

*Friendly & approachable with strong leadership skills*

## Kids Program Coordinator

- Host KBRA Kids league events in coordination with the KBRA kids league committee

*Organized with great leadership skills. Be Kid oriented & have the ability to liaise with community partners.*