

Ketchikan Running Club Board Member Job Descriptions

Prime Roles

- Define and oversee mission of KRC and ensures its relevance for our community.
- Approve races, and volunteer and monitor their effectiveness.
- Provide strategic guidance to the organization.
- Ensure financial solvency and help increase membership, and corporate sponsorships, or in-kind donations.
- Support continuous board improvement.
- Enhance the reputation of the KRC, and talk positively about it.

Responsibilities

- Is a current member of the Ketchikan Running Club contributing at a personally significance.
- Attend a minimum of seven (7) board meetings and important related meetings
- Participates actively on at least one board committee.
- Attends runs and walks, and annual event when you can.
- Stays informed about board matters and prepares well for meetings
- Abide to the bylaws of the Ketchikan Running Club.

Ketchikan Running Club Board Member President Job Description

In addition to those responsibilities outlined for regular board members, this position:

1. Serves as the spokesperson for the organization.
2. Provides leadership to the Board of Directors.
3. Develops the Board meeting agenda.
4. Chairs meetings of the Board.
5. Encourages Board's role in strategic planning.
6. Appoints the chairpersons of committees.
7. Serves *ex officio* as a member on committees and attends these meetings when schedule allows.
8. Discusses issues confronting the organization with the rest of Board of Directors.
9. Monitors financial planning and financial reports.
10. Evaluates the effectiveness of the Board.
11. Evaluates annually the performance of the organization in achieving its mission.
12. Performs other responsibilities assigned by the Board

**Ketchikan Running Club
Vice President Job Description**

In addition to those responsibilities outlined for regular board members, this position:

1. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
2. Reports to the Board's Chair
3. Works closely with the Chair and other staff.
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the Board

**Ketchikan Running Club Board
Secretary Job Description**

In addition to those responsibilities outlined for regular board members, this position:

1. Maintains records of the board and ensures effective management of organization's records.
2. Manages minutes of board meetings
3. Ensures minutes are distributed to members within two weeks of each meeting
4. Knowledgeable regarding the organization's legal documents in order to note Applicability during meeting.
5. Update membership in the KRC email, and RRCA on-line list

**Ketchikan Running Club Board of Directors
Board Treasurer Job Description**

In addition to those responsibilities outlined for regular board members, this position:

1. Oversees the management of the organization's finances.
 2. Administrates fiscal matters of the organization including
 - Responsible for submitting the RRCA insurance, yearly incorporations with the State of Alaska for non-profit status for compliance and updates on board officers, and board members, and IRS 990 filing.
 3. Provides annual budget to the board for members' approval in partnership with the President.
 4. Ensures development and board review of financial policies and procedures
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