

## **2006 OFFICERS JOB DUTIES**

### **BOARD OF DIRECTORS (3)(Three Year Term)**

1. In charge of all legal affairs of the T.C.C.R.A. to include the official state records book (filing of the non-profit form and the corporate tax statement with the State Comptrollers Office and if needed the Form 802 – General Information (9.01 Report – Non Profit Corporation) (see attached document or BOD book for reference) for reinstatement with the Secretary of State).
2. Sets and/or amends Corporate Bylaws, Officer Bylaws, Election Procedures, and Officers Job Duties.
3. Will be advised of all meetings by the Secretary or President and can be allowed to attend each.
4. Shall advise the officers on the policies and procedures of the T.C.C.R.A.
5. Will Audit the T.C.C.R.A. books at least once each quarter (January, April, July, and October). The audit must include the ledger, the financial sheet from sign up and each race, all bank deposit receipts, and a current bank statement with balance available. In addition the senior director will have access to the bank information through the web and phone.
6. Assists other officers as needed or as requested.
7. Sets officer compensation for each year.
8. Sets all fees for the T.C.C.R.A. Annual membership fees, Officer fees and Promoter fees by January of each season.
9. Senior Board of Director shall be in charge of the T.C.C.R.A. seal.
10. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
11. If needed, the Board of Directors will interview potential presidential candidates.
12. The Board of Directors will have an end of year meeting to discuss any changes that are felt to be needed for the betterment of the T.C.C.R.A.
13. File for change of Registered Agent every second (2nd) year starting with year 2005.
14. Will review any and all written binding contracts before being signed by the President.

### **PRESIDENT (1) (Two Year Term)**

1. Conducts or causes to conduct monthly membership meetings, rider meetings at races, promoter meetings and the annual fall rules meeting. In charge of all meetings or may delegate others as needed.
2. In charge of annual Year-End banquet (location, trophies, donations, etc.) works closely with the Events Coordinator for this.
3. Seeks advice of the Board of Directors and/or other officers as needed.
4. In charge of annual sign-up as per sign-up location guidelines.
5. Member of the Rider Classification Committee for the tie breaking vote only and for information for the membership. Substitutes in the absence of any member of the Committee if requested.
6. Delegate's authority as needed.
7. Provides race schedules at the rules meeting for the membership to vote on and approve.
8. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.

9. Calls an Officers Committee meeting at the final race of the year to discuss any changes that are needed for the betterment of the T.C.C.R.A., and to discuss if any changes need to be made to the promoter's rules.
10. In coordination with the Track Supervisor, sets the number of laps for the Sunday races.

#### **FIRST VICE PRESIDENT (1) (Two Year Term)**

1. Same duties as the President in the absence of the President.
2. Chairperson of the Protest Committee. In charge of appointing another officer in the absence of a Protest Committee member.
3. In charge of getting all protests to the President and Scoring Coordinator as soon as possible.
4. Coordinates with the Events Coordinator on summer party.
5. Member of the Rider Classification Committee.
6. Responsible for all TCCRA Radio Communications. Assigning radios and confirming the E-Tech has scoring trailer base station up and active. Responsible for collecting radios at seasons end.
7. Check in Ambulance service on Saturday at 9am. Issue medical staff radios.
8. Close track on Saturday Evening and dismiss Ambulance service.
9. Open track Sunday at 7am. Check in Ambulance service. Close track Sunday at 8am. Close track again on Sunday afternoon and dismiss ambulance.
10. Responsible for starting area officer positions and communications for reasons of track safety.
11. Responsible for making sure the promoter has the proper amount of restrooms at each race, and that they are properly serviced.
12. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.

#### **SECOND VICE PRESIDENT (1) (Two Year Term)**

1. Solely responsible for all activities and execution related to the Pee Wee events.
2. Will wear orange T.C.C.R.A. shirts on race Saturdays to help in identification to Pee Wee racers, their families, and other officials.
3. Responsible for all PeeWee track markings and safety of the track and spectators.
4. Will check with the President for any Sunday race related responsibilities.
5. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
6. Board approved spending up to \$100. per race for extra awards for the non-trophy winning riders. Awards would be the sole responsibility of the 2<sup>nd</sup> V.P.
7. Member of the Rider Classification Committee.

#### **SENIOR SCORING OFFICER (1) (Two Year Term)**

1. Responsible for overseeing and coordinating all the other scoring coordinators.
2. Sets up the computer on Saturday for sign-up and on Sunday for the race scoring.
3. Steps in to help as needed when a scoring coordinator for a particular race is unavailable.
4. Member of Rider Classification Committee.
5. Responsible for training new scoring personal.
6. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
7. Helps determine the location of the scoring area with the E-scoring tech and the track personnel.

#### **SCORING COORDINATORS (5)(Two Year Term)**

1. Works at sign-ups at all races.
2. One scoring coordinator is assigned to each race and is responsible for all things related

to that race. This includes the responsibility of entering all riders who signed up for their race, posting results, sending trophy sheets to the promoter, verifying that protests are given to the protest committee, and making all changes necessary to the results.

3. Responsible for staffing of the scoring computers during all race programs. Verifies accuracy of all posted results.
4. In charge of assigning and recording all volunteer workers (scoring, scoring flagger, back checkpoint personnel and road crossing guards) and turning list into Treasurer at the end of each race day.
5. In charge of taking care of all supplies and equipment needed for the scoring job and making sure all equipment is set up properly prior to each race.
6. Starting line timekeeper for all races.
7. Will be responsible that a current T.C.C.R.A. rule book is available at the scoring area at all times during Sunday's race.
8. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
9. Responsible for making sure all riders E-scoring tags are properly entered into the computer.
10. Central contact point for EMS during each race.
11. Tracks volunteers for the 80% awards and communicates this information to the person ordering volunteer shirts before the summer break and at the last race.

#### **PEE WEE SCORING COORDINATOR (1)(Two Year Term)**

1. Works at sign-in on Saturday, and is available at Sunday sign in if needed.
2. Determines the location of the final scoring area for the Pee Wee race on Saturday, and sets up same and notifies the President, Vice President and Track Supervisor of this location.
3. In charge of and securing all scoring personnel for Pee Wee race on Saturday.
4. In charge of assigning and recording all volunteer workers, for Pee Wee race on Saturday, (scoring, scoring flagger, back checkpoint personnel and road crossing guards) and turning list into Treasurer at the end of each race day.
5. In charge of taking care of all supplies and equipment needed for the scoring job and making sure all equipment is set up properly prior to each Pee Wee race on Saturday.
6. Starting line timekeeper for Pee Wee races on Saturday.
7. Will be responsible that a current T.C.C.R.A. rule book is available at the scoring area at all times during the Pee Wee race on Saturday.
8. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
9. Will report to the 2<sup>nd</sup> Vice President for any Sunday race related responsibilities.
10. Member of the Rider Classification Committee.

#### **ASSISTANT PEE WEE SCORING COORDINATOR (1) (Two Year Term)**

1. Works at sign in on Saturday, and is available at Sunday sign in if needed.
2. Assists Pee Wee Scoring Coordinator with any duties before, during or after the pee wee races.
3. Same duties as Pee Wee Scoring Coordinator in their absence.
4. Member of the Rider Classification Committee if the Pee Wee Scoring Coordinator is not available.
5. Will report to the 2<sup>nd</sup> Vice President for any Sunday race related responsibilities.
6. Will move into Pee Wee Scoring Coordinator the second year of the term.

#### **TRACK SUPERVISOR (1)(Two Year Term)**

1. Checks track for safety.
2. Measures both tracks for length. (Cannot be less than 8.5 miles in length for big bike and 1.5 miles for PeeWees.)
3. Checks tracks for any possible problem areas, eliminates all of these areas if possible.

4. Consults with the Promoter prior to the race about track condition.
5. Checks track for mile markers.
6. If an alternate course is to be used informs promoter of the need of any or all alternate(s) and supervises the promoter or their representative in establishing and marking alternate(s) so as not to confuse other riders. Is the sole contact with the promoter on track conditions.
7. In charge of equipment for the starting line and checkpoint and puts in proper place at the track. (May share or delegate these responsibilities with the assistants).
8. Delegates authority as needed to asst. track supervisors, and Pee Wee track supervisor.
9. Member of the Protest Committee and Rider Classification Committee.
10. Assigns spotters as needed for each race. (NO PAID SPOTTERS)
11. Visits and approves all new tracks and any tracks placed on probation by the membership.
12. Notifies the President of all results of the visit and recommendations for forfeiture of race if necessary using the attached track approval checklist.
13. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
14. Responsible for the location and the setting up of the Starting Line.
15. Responsible for getting the scoring chute set up for the big bike race on Sunday.
16. Determines the number and location of track crossings and communicates to the volunteer coordinator and treasurer. Assigns one of the Assistant Track Supervisors to make sure the volunteers are at the road crossings during the races.
17. The Track Supervisor will report to the President any major re-routes and what officials and/or Pit Patrol will be manning those re-routes. *(This is strictly to insure communication between President and Track Supervisor. Re-routes are the Track Supervisors responsibility and decision)*

**ASSISTANT TRACK SUPERVISORS (4)(Two Year Term)**

1. Responsible for the safety of the track.
2. Member of the Protest Committee and Rider Classification Committee.
3. Other duties as delegated by the Track Supervisor.
4. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
5. Determines the location of the checkpoint and marks the path to the checkpoint appropriately.

**PEE WEE TRACK SUPERVISOR (1)(Two Year Term)**

1. Responsible for the safety of the Pee Wee track, and coordinating with the 2<sup>nd</sup> Vice Pres any track or safety concerns regarding the PeeWee track.
2. Responsible for setting up the Pee Wee starting line & scoring chute.
3. On Sunday, are responsible to carry out other duties as delegated by the Track Supervisor if necessary.
4. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
5. Member of the Protest and Rider Classification committees.
6. Assist E-Tech with set up and shut down of PeeWee scoring equipment and help load PeeWee scoring trailer.

**TREASURER (1)(Two Year Term)**

1. Makes all books, receipts and needed information available to the Board of Directors as required by them.
2. Holds all funds and pays all bills.

3. Reimburses officers for authorized (verified by receipt) expenses.
4. Collects all money from promoters at each race, and will give a receipt to the promoter and keep a copy for the Board. The receipt is signed by both parties.
5. Puts cash or checks in the envelopes and pays all Officers & volunteer workers at each race.
6. Places all promoters' performance bond money into the T.C.C.R.A. account; then reimburses the performance bond money to each promoter after their last race.
7. Keeps adequate financial records and gives a financial report at all Officers and Membership meetings as requested.
8. Collects all money from sign-up on race day.
9. Sales tickets to the Banquet at each sign-up (once ticket sales start) and via mail.
10. Will maintain all deposit slips, bank statements, etc. for verification
11. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
12. Any check issued in the amount of \$1,000.00 or more needs the approval of the Board of Directors.
13. If possible, the Treasurer will open the TCCRA bank account with a major bank with branches in most Texas cities. Whatever bank is chosen, certain minimum standards for reporting will have to be met, as set by the Board.
14. Will write a \$100 check to be donated to RFC Ministries at each race.
15. Responsible for the selling of the E-scoring tags and for ordering more when the supply runs low.
16. Provides quarterly statements to Board of Directors & President

#### **ASSISTANT TREASURER (1) (Two Year Term)**

1. Helps the Treasurer complete all duties as needed
2. Acts as the Treasurer in his/her absence
3. Takes the Treasurer's position in the second year of term.

#### **SECRETARY (1) (Two Year Term)**

1. Notifies the Board of Directors of all meetings.
2. Maintains current & accurate minutes from all meetings (membership, officer, special meetings).
3. Attends Board of Director meetings (when requested) to take minutes and update all materials which need to be made available for Officers Committee members.
4. Compose, send, & answer all letters as directed by President (all letters should be sent registered mail within seven days of action).
5. Corresponds with all promoters and keeps records accordingly regarding promoter meetings, status, materials needed for races, etc.
6. Gathers all materials & articles needed for the TCCRA Newsletter and provides to Dave Allen (Publication rep).
  - a. Newsletters are to be published a minimum of three times each season. The first being in January to notify all members of the annual sign up location, the second around break to notify members of standings and other upcoming information, and the last in November to notify the members of the banquet location and the elections.
7. All T.C.C.R.A. mailings shall be posted first class mail and deposited at a US. Post Office or sent to the members E-mail address if requested on the sign up form.
8. Distributes to each Officers Committee member and Board of Directors the Officer Bylaws, T.C.C.R.A. Corporate Bylaws, officer roster, promoter list, Job Descriptions, Election Procedures, and Promoters Rules.

9. Takes Officer Nominations for annual elections and verifies with the nominated candidate if they would like to run.
10. In charge of all voting ballots and membership lists for voting. Makes sure all ballots at the banquet are counted by a minimum of two (2) Board of Director members and final results given to President for announcement.
11. In charge of getting all rule books, entry forms, sign-up forms reformatted according to the current rule changes and having these items printed. Sends entry & gate forms to Promoter two weeks prior to their race.
12. Responsible for creating and maintaining a complete inventory of all T.C.C.R.A. owned assets and making that list available to the President and Board of directors by the final race of the season.
13. Responsible for creating a list of all current and past T.C.C.R.A. officers for the purpose of Board of Directors elections and makes that list available to the Board of Directors to be filed in the official T.C.C.R.A. State Record Book.
14. Provides a list of any T.C.C.R.A. owned assets by the last race of the season.
15. Organizes the Pit Patrol to include enrolling members, providing Pit Patrol T-shirts to them, & provides instructions on their duties.
16. Sends thank you letters to all banquet sponsors and all motorcycle shops not chosen for the annual membership sign-up location
17. Sends copy of current promoter rules in December to all current and past promoters along with a letter notifying them of the time and location of the annual Promoter's meeting.

#### **POINTS OFFICER (1)(Two Year Term)**

1. Works at all sign-ups as needed (Asst Points would normal do this since the Points Officer has so many away from track duties).
2. Monitors, updates and tracks the points for each rider and keeps them up to date on the webpage (will send a copy of the results to the "WEB MASTER" for publication on the T.C.C.R.A. webpage in a timely manner).
3. Answers questions from members regarding points, changing classes and move ups.
4. Posts all points on Saturday before each race in a place that is easily accessible and in good view for all members.
5. Processes all new member sign-ups
6. Assigns all rider numbers
7. Records and updates all rider classification information.
8. Operates as the Chairperson of the rider classification meetings and provides all reclassification paperwork needed for the members to decide (if unable to attend Asst. Points officer will chair the meeting or another appointed if he/she not available either).
9. Post reclassification results at the track within a responsible amount of time after the meeting is concluded as well as on the web page.
10. In charge of promoters mailing labels and mailing the labels to them no later than three (3) weeks prior to their event.
11. On a quarterly basis provides an updated membership list to include address & phone number to all Officers.
12. Provides rider classification history to be used at all sign-ups for classification verification.
13. Provides a list of any T.C.C.R.A. owned assets to the Secretary by the last race of the season.
14. Will provide mailing list to any shop or organization after receiving \$250 per set, NO DISC is sent. We do not charge our Publications person for the labels to mail or newsletter, etc.

**ASSISTANT POINTS OFFICER (1)** (Two Year Term, second year taking the Points Officer position)

1. Works each race sign-up to ensure riders are registered
2. Asst Points Officer as needed
3. Member of the Rider Classification Committee.

**ELECTRONIC SCORING TECHNICIAN (1)** (Two year term)

1. Responsible for the E-scoring equipment and set-up for both the PeeWee scoring and the Sunday race scoring.
2. Coordinates location and setup of scoring areas & trailers with senior scoring officer.
3. Ensures set up of the scoring trailer, the E-scoring chute, and all the computer scoring equipment is completed before sign-ups on Saturday.
4. Ensure the PeeWee trailer is shutdown and store equipment properly.
5. Responsible for keeping both generators fueled throughout weekend as needed.
6. Ensure shut down of the big bike trailer and store the equipment properly.
7. Responsible for encoding the electronic tags.
8. Provides a list of any T.C.C.R.A. owned assets, held personally or stored in the scoring trailer, to the Secretary by the last race of the season.

**SCORING TRAILER TRANSPORTER (1)** (One year term)

1. Responsible for hauling the TCCRA trailer to each race and for storing it in a safe place between races.
2. Must be able to have the trailer on site by Saturday 10:00AM and stay through Sunday PM until final scoring has been completed.
3. Responsible for making sure the generator is full of gas and all 4 gas cans are full of gas when trailer is delivered on site.
4. Shall receive \$100.00 for travel expense for each race and will be reimbursed for gas purchased for generator and 4 gas cans (Receipts for gas purchases are mandatory).
5. Trailer may not be used for personal use between races.

**PUBLIC RELATIONS/HISTORIAN (1)** (Two Year Term)

1. Write stories with race results about all TCCRA races and send to publications along with the top five finisher results for each class. If possible, send pictures along with stories.
2. Send stories to TCCRA web within a week of the race (also send to Secretary for history/reference if needed).
3. Send race stories and results to TCCRA sponsors.
4. Send press release on upcoming event to the local newspapers 2 weeks prior to race date. Manage press contacts when they are present at an event.
5. Beginning of the season, send a letter to local Chamber of Commerce's where events will be held informing them of the race weekend and the economic benefit to their town.
6. Keep historical records including club scrapbook and pictures that are donated by the clubs membership.

7. Assists president with publicity and membership drives, printing and distribution of club posters to all motorcycle shops.
8. Develop and solicit TCCRA sponsors.
9. Mails proper information to all contingencies as required within 10 business days after each race.
10. In the month of October, mail a letter to all potential manufacturers to make sure they are aware of the club for consideration of future contingencies. Notify manufacturers of any new classes for next year's season.
11. Get bids for promotional items and officer attire. Get all promotional items and officer items ready before sign-up day. In charge of sales of all promotional items and will have items accessible to all members at each sign-up on race weekends.
12. Turns all money from sales of promotional items to Treasurer after each sign up.
13. Maintains an up to date inventory and balance sheet of all promotional items, and makes available to committee upon request.
14. Provides a list of any TCCRA owned assets to the Secretary by the last race of the season.

### **Safety Coordinator (1) (Appointed Position)**

1. Reports to President and Track Supervisor before riders meeting with any safety concerns.
2. Reports any safety concerns with Second Vice-President before Peewee Program Riders Meeting.
3. Reports to President and Track Supervisor any safety issues or concerns after each race program.
4. Reports to First Vice-President accessibility of paramedics to any point on race facilities at the earliest possible time on Saturday.
5. Assist First Vice-President with any starting line duties and safety issues. Positions them self (First Vice-Presidents discretion) on track during starts with radio to report track conditions for next class to start. All classes and programs.
6. Assist with crowd control at all starts.
7. A member of Protest Committee if Asst. Track Supervisors are unavailable.
8. Assist First Vice-President with paramedic responses. On standby, if First VP cannot respond to paramedics. Will be the contact person for Paramedic communications and assignments if First Vice-President is absent.
9. Assist in establishing location and set-up of both scoring trailers.
10. Provides written report to the President and Secretary any concerns about track safety. Secretary will maintain those records and present to promoter at the next years promoters meeting. Report will include approximate number of injuries that required transportation to a medical facility.
11. Appointed by the President to a term to run concurrent with Presidents term.

### **WEB MASTER OFFICER (1) (Appointed Position)**

Responsible for maintaining and monitoring the TCCRA web page.

1. Responsible for controlling the TCCRA web page to the Board of Directors satisfaction.
2. Responsible for making sure the annual fee is paid for the hosting server.

### **SPECIAL EVENTS COORDINATOR (1) (Two year term)**

1. Responsible for club Charity Drive events and fundraisers.
2. Works closely with the President to organize the Year End Banquet to include determining the site selection, food, vendor displays, gifts and awards.
3. Responsible for supplying award winner names and sizes to award vendors.
4. Responsible for awards presentation and video.
5. Coordinates banquet details with convention center, AV company, food vendor.
6. Assist President and Secretary with logistics for all meetings.
7. Responsible for organizing and assisting with all scheduled events (Promoters Meeting, rules meeting, Summer games, etc.).
8. Chairman of the committees that determine Member of the Year, Sportsman of the Year nominees, Hall of Fame inductees.

### **PROTEST COMMITTEE (requires unanimous vote)**

Vice President (chairperson)

Track Supervisor

Assistant Track Supervisors (4)

PeeWee Track Supervisor

### **RIDER CLASSIFICATION COMMITTEE**

Points Officer (chairperson)

Assistant Points Officer (co-chairperson)

Track Supervisor

Assistant Track Supervisors (4)

1<sup>st</sup> Vice President

2<sup>nd</sup> Vice President

Pee Wee Track Supervisor

Senior Scoring Coordinator

Pee Wee Scoring Coordinator

President (Tie breaker only)

### **TCCRA CHAIN OF COMMAND**

President

1<sup>st</sup> VP

2<sup>nd</sup> VP

Track Supervisor

Sr. Scoring Coordinator

Treasurer

Secretary

Points Officer

Scoring Coordinators

Public Relation Officer

Asst. Points Officer

Asst. Track Supervisors

