

President shall:

- a. Preside and maintain order at all meetings;
- b. Set and approve the Agenda for all Board meetings;
- c. Send agenda to Board and General Membership;
- d. Inform the Board and general membership of all meeting dates and locations;
- e. Annually assign, reassign or approve all Committees and Chairpersons thereof;
- f. Serve as ex-officio member of all committees, with the exception of the Election Committee;
- g. Sign checks in the absence of the Treasurer;
- h. Approve and present Annual Report to membership;
- i. Annually survey Ambassadors to confirm their willingness to represent the Club as their primary running affiliation. Lack of response is presumed to be No.;
- j. Assume other responsibilities as deemed appropriate to the office.

Vice-President shall:

- a. Assume the powers of the President in his/her absence;
- b. Take on special assignments as requested by the President;
- c. Organize and oversee the election process, as approved by the Board, unless running for office, in which case the Board shall appoint a Past President or other former Board member to organize and oversee the election process;
- d. Assist as needed with formation of and guidance to all committees;
- e. Assume other responsibilities as deemed appropriate to the office.

Secretary shall:

- a. Verify presence of a quorum at Board meetings;
- b. Record Minutes of Board meetings, including attendance and all motions and votes;
- c. Maintain a file of all Board meeting minutes;
- d. Make available meeting minutes to Club membership;
- e. File appropriate documentation with Secretary of State's office in order to maintain updated information with the state (i.e. Annual Report, Certificate of Change of Directors or Officers, Certificate of Change of Principal Office, Change of Resident Agent, etc.)
- f. Assume other responsibilities as deemed appropriate to the office.

Treasurer shall:

- a. Administer to all financial matters of the Club;
- b. Receive, deposit, and disburse funds for necessary appropriations, as directed by the Board;
- c. Prepare and distribute financial reports;
- d. Maintain accurate records of Club finances;
- e. Track all Club expenditures;
- f. Assume other responsibilities as deemed appropriate to the office.

g. Propose an annual budget, make approved payments within it, and report monthly on expenditures against it as described in Article V in the by-laws.

Membership Director shall:

- a. Facilitate the process of new member registration as well as current member renewal;
- b. Maintain a database of the Club Membership;
- c. Forward membership dues to the Treasurer;
- d. Welcome new members to the Club and distribute any items the Board may approve for new members;
- e. Submit Annual Report;
- f. Assume other responsibilities as deemed appropriate to the office.

Clothing Director holds primary responsibility for ordering all Board-approved apparel for Wicked Running Club members and for Wicked Running Club races, including and not limited to a membership T-shirt and any special awards that consist of clothing. In fulfillment of this responsibility, the Clothing Director shall work with Race Directors, the Club Membership Director and the Board as appropriate. Furthermore, the **Clothing Director shall:**

- a. Maintain and manage clothing inventory and distribution;
- b. Forward clothing payments to Treasurer;
- c. Develop relationship with clothing vendors to maximize clothing quality while minimizing cost;
- d. Have discretion to propose special clothing item(s) based on member interest;
- e. Reference the separate document titled "Monthly and Weekly Responsibilities of Clothing Director;"
- f. Assume other responsibilities as deemed appropriate to the office.

The **Communications Director** is responsible for managing Wicked's brand and positioning, broadcasting about events, and building team cohesion through outreach. The ideal candidate possesses a formal background in communications, advertising, PR, design, and/or other creative fields. **Responsibilities include:**

- a. Creation and chairing of an annually assembled volunteer Communications Squad;
- b. Management of all digital channels, including email, website, and social media;
- c. Photography and Videography of key Wicked events, including annual social gatherings, Frosty Four, Miles Over the Moon, Wicked Kidz, major relays, and WGP races;
- d. Sharing celebratory race and runner highlights as available;
- e. Manage a communication budget approved each year by the Board.

Immediate Past President shall:

- a. Assist the President with transition into office;
- b. Provide support to the President when needed;
- c. Shall remain as a non-voting member of the Board and shall have a vote on any items presented for discussion only in the event of a tie;

d. Assume other responsibilities as deemed appropriate to the office.

At-Large Members shall:

- a. Participate in and vote at Board meetings;
- b. Serve on Committees to help fulfill the Club's Mission;
- c. Serve as the body from which replacements are selected for Board; vacancies, with the exceptions of the positions of President and Immediate Past President;
- d. Assume other responsibilities as deemed appropriate to the office.