



2019 Elections for the TORCA Board of Directors

Every year, TORCA elects the following directors to its board:

President
Vice-president
Treasurer
Secretary
7 Members-At-Large

Required skills:

- be a team player with a great sense of humour
- passionate about mountain biking, trails, and our communities
- available for monthly meetings (usually at 7 pm on a weeknight)
- available to help out at some TORCA events (trail days, races, fundraiser, etc)
- available to help with TORCA related tasks when possible
- organized, open-minded, solution-based, and professional

Perks:

Team TORCA is a collaborative group of passionate mountain bikers and trail builders. We meet 1x per month over delicious food and drinks to discuss the exciting future of mountain biking in the Tri-Cities. We are looking for passionate individuals to join us to help plan and run events, connect with the community and contribute to a positive future for mountain biking.

There is no minimum commitment required. We appreciate any help, big or small. You can find a more detailed outline of tasks handled on a regular basis.

Detailed tasks for each position

President (currently Karaleen Gioia)

- works with city, and local managers to advocate for the continued development of cycling in the Tri-Cities
- calls and leads monthly meetings, acts as the spokesperson for TORCA and ensures accountability throughout the board
- chairs the Executive and general membership meetings, or in the case of general meetings, may designate another member to chair the meeting on their behalf
- provides the Association with leadership and guidance in accordance with the purpose of the Club

Vice-president (currently Steve Sheldon)

- supports the president and stands in when the President is not available
- coordinates fundraising efforts including corporate sponsorship and grant applications
- works with city, and local managers to advocate for the continued development of cycling in the Tri-Cities
- works with Trail Day coordinators to ensure sponsors are scheduled and supported for trail day participation

Treasurer (currently Andrew de Verteuil)

- keeps a record of all financial transactions
- keeps Club cheque book and pays approved bills for which there is a receipt
- regularly reports on the Club's financial status
- maintains the Club's bank account(s)
- presents financial reports at all director meetings
- prepares annual financial statements for presentation at AGM
- collects membership dues (in coordination with the secretary)
- has signing authority on cheques (co-signed with a second executive member)
- prepares an annual budget
- prepares an annual tax return (if necessary)
- issues tax receipts (if necessary)

Secretary (currently Ken Porter)

- takes minutes at all Association meetings
- maintains membership records

- keeps us on track through monthly project management executive follow-up notices
- carries out official correspondence for the Association
- files Annual Report with provincial government for NFP Association status
- works with city, and local managers to advocate for the continued development of cycling in the Tri-Cities

Members-at-large (currently Jesse Maxson, Stacey Poole, David Hansen, Sarah Devriese, Gabor Huszar, Brendan Gauthier and Marie Hunter)

- update website and social media for upcoming events and event reports
- send out TORCA newsletter
- ensure sponsorship obligations are met through the newsletter/website/social media
- plan and direct events including the fundraiser, races, Take A Kid Mountain Biking, etc
- produce or arrange the production of promotional posters for events
- coordinate trail stewardship opportunities with knowledge of policy and work with members of our community to build safe, amazing trail systems
- design and implement trail plans
- develop a schedule for trail-work days
- coordinate the work to be achieved on each trail day
- coordinate the food/beverages for each trail day
- inventory, maintain, and purchase TORCA tools
- coordinate group tool purchase for local builders (should funds allow)
- prepare and submit reports to land owners for regularly scheduled inspections as specified in trail stewardship agreements
- assist other directors in their duties
- work with city, and local managers to advocate for the continued development of cycling in the Tri-Cities