Sea to Sky Miata Club Member Information & Board Responsibilities

The Sea to Sky Miata Club is an unregistered not-for-profit social club which exists to organise Miata runs and social activities. Members pay an annual fee to help defray out-of-pocket club expenses. The monies are maintained in a bank account.

The club holds an Annual General Meeting (AGM) annually in February or March to discuss the business of the club and to elect a Board of Directors. Members who have paid their current membership fee may discuss, make motions and vote on club business.

The membership year is January to December and membership fees are currently $25.00 a year. Members generally pay their dues at the AGM. New members who join between September 1 and December 31 have their payment applied to the next calendar year.

The Board is comprised of three Directors: President, Secretary/Treasurer, Run Coordinator. Directors are elected for one year terms. All Directors step down at the ensuing AGM, nominations are received from the membership and the new Board elected. Board members from among themselves select Directors to the positions.

At least one board meeting is held annually, generally within two weeks of the AGM and before the summer runs commence to discuss club business that may have been brought up at the AGM, review the finances of the club, and confirm club runs.

Board Responsibilities

President

The President presides at and has general supervision of all club meetings and other business of the club. He or she is a signatory on the bank account along with the Treasurer and signs any other documents that may be required on behalf of club business.

In the event that one of the Directors is unable to fulfil his or her duties, the President will take necessary steps to replace that individual or assume responsibility for the position for the balance of the year.

The President also maintains the Membership Guidelines and updates the club business/marketing card providing copies for members to hand out to non-members.

The President is also responsible for maintaining contact with the Webmaster, ensuring the necessary updates and information are provided to keep the site current.

Secretary/Treasurer

The Secretary/Treasurer maintains the bank account of the club, approves expenses and receives payments. Two signatures, President and Treasurer, are required on all cheques. A written Treasurer's Report is presented at the AGM and incorporated into the minutes.

The Secretary/Treasurer maintains and keeps current the membership list which includes phone and email contact information and is available to club members, providing the members approve, for club event purposes.

The Secretary/Treasurer also provides the materials required to run the business portion of the AGM (agenda, sign in/payment record, receipt book to record payments), takes minutes of the meeting and distributes the minutes to the membership following the AGM. He or she will also record and distribute minutes of all Directors meetings to Board members.

When a membership application and payment are received, the Secretary/Treasurer will respond to the applicant via email acknowledging receipt and welcoming to the club, providing details of signing up on the web site and any other pertinent information.

Run Coordinator

The Run Coordinator is responsible for producing the run schedule, providing to the webmaster for posting on the website as soon as possible after the AGM, and ensuring that tourmasters post their run information on the discussion forum in a timely manner (preferably no less than 2 weeks out). If a tourmaster cannot lead a run, or does not show up, the Run Coordinator will either lead the run or ask someone else to do so. The Run Coordinator will also ensure that tourmasters have a copy of the Waiver Form that all drivers and passengers must sign prior to commencement of runs.

The upcoming run schedule is the main topic of discussion at the AGM. Members provide suggestions and agree on the run schedule and tourmasters are sought or assigned. Runs are generally held on Saturdays or Sundays with a good mix of both days to accommodate most members. Weekend runs and longer trips are sometimes planned. (See Guidelines to Make Our Runs Fun, Safe & Memorable (link) for more information on runs).

Other Responsibilities

Webmaster

The Webmaster reports to the President and is responsible for ensuring hosting of the website is kept active, maintaining and posting club information as required, monitoring the site for external spamming, administering the discussion forum and ensuring that only members of the club can actively participate on the forum.

Social Coordinator

The Social Coordinator reports to the Board and is responsible for coordinating events that are non-run based, e.g. pot lucks, BBQs, coffee or dinner get-togethers. The Social Coordinator will communicate with members to obtain input and advise details.