

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 March or April 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 are encouraged to pay their dues on the club website <https://seatoskymiataclub.ca/> via Interac or PayPal but may also mail to the Treasurer by cheque. 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. They are 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 their 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 is also responsible to ensure the Membership Guidelines and other forms etc. are valid and will provide copies of the club business card to members to hand out to non-members. Any club programs, e.g. club merchandise is overseen by the President.

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. The Treasurer is a signatory on cheques and other documents, along with the President. 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 as required. They 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 website forum 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 participants have signed a liability waiver on the club forum prior to each run.

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](#) linked from the home page on the club website). Wednesday runs are sometimes held.

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.