



## US Spyder Ryders

Long Island NY Chapter

### Duties of Club Officers:

#### **PRESIDENT**



The executive duties of the president are:

1. To preside over meetings of both the Executive Board and the club.
2. To judge items not covered in the bylaws in a democratic manner.
3. To be the official spokesman of the club in the area of public relations.
4. To represent the club in any club business.
5. To assist the other officers in the interpretation of their club responsibilities, and to promote and maintain club life among members in general.

#### **VICE-PRESIDENT**



The executive duties of the vice president are:

1. To assume the responsibilities of the presidency when the PRESIDENT is unable to do so. VICE-PRESIDENT needs to work closely with the PRESIDENT, so that he/she is always fully in a position to take over when required. This requirement usually results in a very close relationship between the PRESIDENT and the VICE and they should talk in one voice.
2. To assist the PRESIDENT in the execution of his duties and responsibilities.

#### **SECRETARY**



The executive duties of the secretary are:

1. To maintain all relevant information regarding the club members records.
2. To record, safeguard and make available the minutes of club meetings.
3. To maintain the bylaws, recording additions, deletions, or changes.
4. To advise on the implementation of the bylaws, when required.  
NOTE: This does not mean that the secretary enforces the bylaws - it means that he/she will approach appropriate officers and advise them when the need arises.
5. To handle all correspondence and keep appropriate records thereof.
6. To liaise with the members regarding important club announcements and events.

#### **TREASURER**



The executive duties of the treasurer are:

1. To monitor and record the club's income and expenditures.
2. To collect the dues from members.
3. To make the financial statements available to the Club at meetings.



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### Duties of Club Officers:

#### **ROAD CAPTAIN**

The executive duties of the road captain are:



1. To plan the travel routes and organize the basic itinerary of the club prior to going on a group ride.
2. To brief the Club prior to leaving on a ride regarding route, formation, speed, passing, stops, re-fueling, break down procedure and any other important information about the ride.
3. Together with the PRESIDENT, to lead the club in formation while riding as a club.
4. To ensure riding position protocol is maintained when riding in formation as a club.
5. To post Sentries at intersections/turns to ensure all riders arrive at our destination.
6. To ensure members bikes are roadworthy before they are allowed to participate in a club ride

#### **SERGEANT AT ARMS**

The executive duties of the sergeant at arms are:



1. To maintain discipline within the club and ensure that members follow the bylaws and protocols.
2. To maintain order at club meetings.
3. To resolve problems between members.
4. To ensure that members adhere to correct policies when dealing with other members or outsiders.

#### **Tail-Gunner**



1. Coordinates with the Road Captain for all group rides.
2. Must know the route of the ride and destination.
3. If the Road Captain posts a sentry at an intersection or traffic light, the Tail Gunner is to relieve the sentry of his/her post and will continue to be the last rider in the pack.