

Prince George's Running Club Officer Positions

Duties of Core Officers:

1. President -- to preside over meetings, to sign or disburse appropriations, to represent PGRC in the RRCA, to call any special meetings, and to appoint committees and chairpersons thereof.
2. Vice-President -- to assume the powers of the President in his or her absence, and to take on special assignments as requested by the president. (Should be interested in becoming President.)
3. Secretary -- to record minutes at Club meetings and Board meetings, to keep a file of such minutes, and, when requested by the president, to accept assignments involving correspondence and the keeping of records.
4. Treasurer -- to administer all financial dues, to have authority to sign or disburse necessary appropriations and to report on PGRC finances at Club and Board meetings, as directed.

Duties of Additional Officers:

1. Membership coordinator -- to maintain records of PGRC membership, to contact members whose memberships are expiring, to collect membership dues and convey them to the Treasurer, to solicit new members as directed by the President, and to maintain a listserv.
2. Information Coordinator -- to compile and distribute a newsletter reporting on PGRC affairs to the Club membership, and to operate a clearinghouse for information among Club members.
3. Race Director – to plan, coordinate, communicate and work with the race coordinators. Have some experience with putting on races.
 - Review annual running schedules and calendar to ensure there is no conflicts with major races.
 - Obtain expert help from experience course measurer to measure and certify course.
 - Consult with local government on formal permission, permit issuance, medical support, insurance requirements, and traffic management.
4. Race coordinator -- to oversee the program of races sponsored by PGRC, to inform members about outside races, to communicate with other clubs about jointly sponsored races, to advise members who direct PGRC races, and to keep a file of these directors & reports on their races.
5. Training coordinator -- to initiate and/or coordinate training programs (such as beginning runner program, speed building program, marathon training program, and trail running program), to promote the training of coaches to administer the above training programs, and to make recommendations to the board on locations for training activities.
6. Volunteer coordinator – to track volunteers at races and other club events and to recommend volunteer appreciation actions to the board.
7. Equipment manager – to store PGRC equipment in storage unit, maintain inventory list, keep equipment in good working order; and maintain equipment. Draft a guide document that contains operating instructions, repair procedures, and race day equipment list.
8. Youth coordinator – to initiate and/or coordinate any activities, such as training programs or fun runs, for children or youth

9. Members-at-large -- to take on special assignments as requested by the President or Board of Directors.

10. Publicity Coordinator – to manage update the club’s social media presence (i.e. Facebook, Twitter, Other (i.e. Instagram)

11. Web Master – Primary contact for all aspects of PGRC website, handing a range of responsibilities that may include site security, web design, and development, routine site and content maintenance, and various updates to ensure the site align with the goals and objectives of Prince Georges Running Club

12. Website Content Manager – to assist current web master, manage/update the PGRC.org website as requested by the President or Board of Directors, including calendar events, races, training, and news.

WEBSITE NEEDS:

- Making updates in wordpress via CMS including;
- updating board bios/pics
- updating calendar entries & events (for example: Wine Wednesday entries, track night locations & times, etc.)
- updating race events
- updating training events
- Historically: adding approved minutes, uploading/linking to race result pdfs, linking to race photos
- Website maintenance (updating plugins, updating WP versions)

OTHER NEEDS:

Creating and updating pgrc.org email accounts and forwards (for example: website@pgrc.org forwards to the website team emails, etc.)

- Familiarity with Google Forms
- Updating board emails in Googlegroups
- Ability to edit and format images for website use