

Job Description

Touring Director

ROLE AND RESPONSIBILITIES

- Attend Board meetings and represent the Cycling Program Coordinators
- Act as a resource for Program Coordinators. Facilitate training for Event administration on the website and for RWGPS. Work with Coordinators and Technical Director to establish a high quality library of rides on the club account at RWGPS
- Communicate relevant Board-generated policies to the Program Coordinators, and provide guidance to the Board based on feedback from Coordinators
- Oversee regular scheduled cycling and related programs
- Encourage Coordinators to mentor ride leaders with a view to succession. If a Coordinator is not returning and has not found a replacement, offer assistance in finding a new Coordinator.
- Collaborate with the President to deal with serious incidents
- Direct serious incident reports (accident reports, ambulance calls, police intervention, serious disputes between members) to the Secretary
- Direct requests regarding insurance coverage to the President
- Update Ride Leader documents (Ride Leader's Report - paper version and online version, and Ride Leader Handbook)
- At the end of the season, hold a Coordinators meeting to review their programs and plans for next season.
- Plan, advertise and conduct a Ride Leader Workshop in the Spring
- Review expense reports from Event Leaders and Coordinators, as per the Ride Leader Handbook
- Contribute Chain of Events articles on safety, the various programs, etc. working with the Coordinators.
- Assist Coordinators to organize group rides at the TBN Kickoff Breakfast, Ride for Heart, TBN Picnic, and Bike Month rides
- Analyze ride reports. Create statistics and graphs to show performance of the programs. At end of season, create an account summary for each ride leader and email them. Monitor and guide payments. Create a list, for the Board, of members who have sufficient credits for a complimentary membership renewal in the following year.

PREFERRED SKILLS

- Interpersonal skills in dealing with coordinators and board members. The Touring Director is the bridge between the Board and the Program Coordinators.
- Computer competency needed to create and edit documents and emails; administrative tasks on the website; and Microsoft Excel skills to produce yearly statistics and complementary membership recommendations.

Job Description

- Experience as Ride Leader is a must, including the ability to lead the Ride Leader Workshop.
- Experience as Program Coordinator would be helpful.

Last Updated By:	Governance Committee	Date:	2021-08-18
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Board of Directors	Date:	2021-09-23