

SBA Organizational Position Descriptions

Board of Directors (BOD) – 10 SBA members elected by the membership at annual meetings who conduct the business of the organization.

Executive Board - 4 board members (selected by the board at the first board meeting following the annual meeting) who serve as: President, Vice President, Secretary and Treasurer.

Board of Advisors – SBA members, appointed by the president or board of directors, who are actively involved (usually in positions listed below) and who do not officially serve on the board of directors, but who are invited to board meetings and included in board discussions on-line, but who do not have voting rights.

Trail Manager (Development & Maintenance) – Tony Beavor (tony@lumberunlimited.com)
This volunteer position can be subdivided into two positions (depending on volunteer interest, capability and support):

Trail Development Manager – SBA member who is interested in heading up a program to develop more off-road bicycle, bike/hike (and canoe trails) in the Suwannee region. The trail development manager should have a background in off-road bicycle trail development, obtained by attending IMBA Trail Building Schools, reading trail development manuals and/or working with existing trail development volunteers on projects to learn development guidelines and techniques. This volunteer takes the lead in establishing new trails by following the process outlined in SBA’s contract with the Suwannee River Water Management District to identify and site new trail corridor and tread way. Similar process is used with all other agencies including Florida Division of Recreation and Parks (DRP), Florida Division of Forests (DOF), Florida Fish & Wildlife Conservation Commission (FWCC), Office of Greenways and Trails (OGT), National Forests of Florida and National Wildlife Refuges.

Trail Maintenance Manager – SBA member who is interested in keeping all trails maintained and passable. Trails are usually groomed several times a year, prior to events. The trail maintenance manager may establish a subsidiary support group of Trail Reps, who volunteer to monitor specific trails and maintain them as much as they can. Trail reps could be recruited for the following trails:

1. Anderson Springs Trail
2. Big Oak Trail
3. Big Shoals Trail (north end of tract)
4. Little Shoals Trail – (south end of tract)
5. Bridge-to-Bridge Trail
6. Camp Branch Trail
7. Carter Camp Trail
8. Gar Pond Trail
9. Long Branch Trail
10. Twin Rivers Trail

Reps could also make suggestions for any trail improvements or additional trail needed and help maintain trail markings and any interpretative signs posted along the trail.

Trail manager(s) would be responsible for safe usage and maintenance of all trail tools. Some power tools may require additional training for usage, such as chain saw certification (required by state parks). Trail manager(s) can work with the volunteer coordinator to recruit volunteers for staffing “trail days” which are organized as needed and advertised on the SBA list server or promoted at events and gatherings to help actually “cut” new trails or maintain existing ones.

Building Manager - Kim Frawley (woodbike@bellsouth.net)

SBA member who oversees the upkeep and maintenance of the SBA Headquarters building. This volunteer would be responsible for making sure:

- SBA equipment and supplies (stored at HQ) are clean, organized, labeled and put away so they can be found by all members when needed.
- SBA volunteers clean up the building after all events and all SBA equipment is put away.
- All members keep the building as neat and clean as they found it.
- HQ use rules are posted in the building and followed.
- Individual use of the building is coordinated and the HQ key remains in White Springs and available at all times
- Adequate amounts of supplies are on hand for upcoming activities (open houses, trail days and ambient use) i.e. paper plates, napkins, plastic cutlery, paper towels, toilet paper, light bulbs, matches, fire wood, zip lock bags, clean dish towels, dish soap, cleanser, hand soap, clean bath towels, shower supplies, etc.

The building manager works with event coordinators to make sure consumable supplies are restocked during event supply purchasing as much as possible (buying in bulk keeps costs down). The building manager brings any major building maintenance needs or renovation ideas before the BOD and works with the volunteer coordinator to organize HQ clean-up days when major maintenance projects can be completed such as wall painting, floor painting, window washing, pressure washing outside walls, grounds upkeep, etc.

Volunteer Coordinator (VC) – Gene Currin (gcurrin@automedical.com)

SBA member who helps recruit volunteers to work at various SBA functions such as hosting open houses, staffing trail days, staffing special HQ clean-up or bridge building projects, etc. The VC would announce volunteer opportunities on the list server and through special flyers and make sure all volunteers are well taken care of during their work day experiences, i.e. well oriented and well fed. The VC should make sure all volunteers have a good time and feel the camaraderie that comes with pitching in to help with a group project. The VC would help track the number of volunteer hours contributed by maintaining a volunteer log at SBA HQ and working with the Web Master to have a volunteer log on the SBA web page. The volunteer hours need to be tracked by place, i.e. state park, state forest or general, and need to be monitored to make sure all hours are logged (volunteers often forget to log hours and include drive time). The agencies need quarterly reports, and SBA needs yearly tallies for annual reports.

Open House Hosts – The VC should recruit volunteers to help host open houses. These volunteers would keep HQ open during open house weekends, staff the front desk during the weekend as much as possible, welcome all who show up and get them to sign in, answer as many questions as possible and help organize activity sheets for the weekend activities.

Membership Secretary – Stacy Romano (stacyr@alltel.net)

This volunteer collects the membership forms and dues of people who are joining SBA. The forms are processed by writing the date, amount and check number (or cash) on them, transferring the membership information into a database and filing the forms alphabetically into the annual membership book. The membership income is immediately sent to the SBA treasurer. The membership secretary also works with event registrars to collect any member names and addresses that come in through event registration. Once membership data is logged, each new member receives a welcome letter, membership card and member handbook. These items are usually drafted by the SBA president or a member of the board and furnished camera-ready to the membership secretary. The membership database should be shared with the BOD in quarterly membership reports at board meetings. The membership secretary provides either the database or

labels to all SBA event coordinators who need to do brochure mailings to members and to the newsletter editor for mailings. After the FTF each year, the membership secretary sends membership renewal letters (drafted by the president or board member) to all members who have not renewed through a year-end event. A follow-up letter is sent in mid January to all members who have not renewed. After the end of February, the names and addresses of all members who have not renewed are forwarded to the General Mailing List.

Correspondence Secretary – Stacy Romano (stacyr@alltel.net)

This volunteer maintains a supply of SBA stationery, envelopes and postage, SBA information (club brochures, activity schedules, newsletters, etc.), ride maps and other regional information to send to inquiries. This volunteer also responds to all general e-mail queries coming from bikesba@aol.com. All addresses collected from queries should be forwarded to the General Mailing List Manager on a quarterly basis.

Newsletter Editor – Sharon Allen (sharon.h.allen@bankofamerica.com)

Any SBA member who enjoys writing and is active in the organization is encouraged to serve as the newsletter editor. Newsletters are usually published quarterly and can be on-line publications or printed and sent via USPS. The editor should consult with board members about newsletter content and solicit blurbs, articles, stories and photos about SBA activities and events. Other good topics include White Springs and Suwannee region informational pieces, natural history articles about plants or animals commonly seen when participating in SBA activities, historical pieces on places commonly visited on SBA trips, personal profiles of SBA directors and activity leaders, promotional pieces about upcoming events or activities, etc. It helps if the newsletter editor is familiar with newsletter layout software, such as PageMaker or Microsoft Publisher and has the skills and time to complete newsletter layouts, but this ability is not essential. The newsletter editor can contract with a graphic artist or publisher to complete these layouts.

Web Master – Jodi Chase (jodibean@bellsouth.net)

The SBA web master must be knowledgeable in creating web pages and must have the time to keep the web page updated on a weekly basis. The web master should work with the president and BOD to determine the web page content and review that content on at least an annual or biannual basis. In addition, the web master should monitor the club e-mail address (bikesba@aol.com) and forward queries to appropriate persons for response, i.e. correspondence secretary, event coordinators, etc.

List Server Manager – Mary Towle (mtb0925@hotmail.com)

SBA maintains a list server at sba@topica.com for posting information about SBA events and activities and regional updates of interest (i.e. river levels, festivals and other outdoor recreation or educational opportunities). The list server is a free service and open to anyone interested (whether SBA member or not) and is available by contacting SBA and requesting to be subscribed to the list server (on membership forms or through e-mail). Also inter-net savvy individuals can subscribe themselves by following the instructions at www.topica.com. The list server manager maintains the list server account at topica.com and helps people subscribe, when requested. The list manager also monitors the postings, and if list guidelines are not followed, puts into moderated mode, where all postings must be approved by the list manager before being sent. Most of the time the list is in open mode and can be posted to by any list member at any time. The List Server Manager is appointed by the SBA President or BOD and can easily learn the simple management protocol from Topica. This volunteer position takes approximately two to four hours per month.

General Mailing List Manager – Stacy Romano (stacyr@alltel.net)

SBA maintains a general mailing list of all people who have participated in events or activities, inquired or otherwise made contact with the organization. This list has approximately 5,000 entries at the present time. All names at one address are lumped together as one listing. This list is usually used to market SBA's major events, SBAF and FTF, and is updated after each use to delete any addresses no longer valid or update any listing with new addresses. List members who move far away are usually deleted, unless they specifically ask to remain on the list. This list is currently maintained in Excel and is provided to event coordinators, when event brochure mailings must be sent.

SBA Publicist – *Position Open*

Coordinates club promotional efforts including displays at events, club brochure drafting, printing and distribution & club t-shirts and jerseys, PR list for club activities to be locally promoted – White Springs, Jasper, Live Oak and Lake City (and regionally, i.e. Jacksonville, Gainesville and Tallahassee) and recruits and coordinates the bike shop liaison team by recruiting volunteers at events and SBA activities.

Bike Shop Liaisons – The SBA Publicist helps recruit bike shop liaisons, who would help distribute SBA literature at their local bike shops and sporting goods stores. The publicist should keep a database in Excel of the bike shop liaison names, addresses, phone numbers and e-mail addresses and the shops they visit. This list would be made available to event coordinators or host committees as needed. Suggested cities for representation include: Athens (GA), Atlanta, Clearwater, Daytona Beach, Ft. Lauderdale, Ft. Myers, Gainesville, Jacksonville, Lakeland, Melbourne, Miami, Ocala, Orlando, Panama City, Pensacola, St. Augustine, St. Petersburg, Sarasota, Savannah, Tallahassee, Tampa, West Palm Beach or anywhere else where there are bike shops or other commercial outlets that would be appropriate.

--Sarasota/Bradenton/Venice—John Hansen (ss29mtb@aol.com)

Local Liaison – Edwin McCook (emcook@lani.net)

SBA member or friend who is willing to keep the club informed about local happening of interest, since most of the members live so far away. It would be helpful if this volunteer lived in White Springs or the local area, so he or she could “keep an eye” on HQ and report anything amiss or be present if access to the building is needed by repair people, delivery people, etc.

Ride-Guide Co-coordinators – Mike Kelley (mckelley@gru.net), Tom Ogle (tomturf@earthlink.com) and Leroy Knopfle (irknopfle@hotmail.com)

* Maintains master ride-guide database (or spreadsheet) of all current and potential ride guides, address, phone, email, etc. List is used for mailing information or phone contacts. As people attend training or express an interest, they are added to the list.

* Maintains information for each ride-guide who is "qualified" to participate in events and work as a guide on trails where they have been trained, when they have been trained and where they have taken the initiative to learn ride areas on their own. This allows tracking of people who have met the requirements and who knows what ride areas. A separate spreadsheet for this information is recommended.

* Answers phone calls and emails requesting information on the program.

* Updates, prints and mails flyers (or otherwise notifies) all people on the master ride-guide list twice a year about spring and fall ride-guide training. Information is to include dates and locations.

* Insures when scheduling RG training that it does not interfere with hunting seasons.

* Provides training or finds someone to provide training for all RG training weekends.

* Follows guidelines in the RG training material and insures all attendees feel comfortable at being able to add value at the events and strives to include all levels of riders in the RG program.

- * Is friendly, helpful and convinces cyclists to participate in the RG program.
- * Works with event directors to be sure that RG volunteers are trained and meet the minimum requirements as RG's before admitting them to the events free of charge.
- * Works as RG coordinator at the SBAF, FTF and other events if needed or desired. This job entails being available all days of each event where off-road rides are planned. Be sure that all rides with signups have adequate coverage. Insure the RGs have fun at the event and that they do not have to ride the same ride areas more than once each weekend. It is important to send RGs to ride areas that they know. You can send other guides to fill in and learn the area if you have an excess of RGs.
- * Selects ride-guide of the year each year for the annual awards
- * Drafts press release for each training series and sends to bike club newsletter editors, Suwannee area print media and selected newspapers state wide which might have interest in running a blurb.

Ride Leader Coordinator – Position Open

Proficient road rider and group leader who is willing to train others to become ride leaders. This volunteer would help refine the training program as needed, promote the training, recruit trainers – if unable to give training, plan training dates (usually during open houses) and help recruit, orient and coordinate ride leader participation at SBA events.

On-Road Ride Coordinator – Jeanne Hargrave (BikeJeanne@aol.com)

SBA member, who is proficient at planning road rides, and familiar enough with the local road system and interesting destinations to plan road rides during open houses and at SBA events. Good map reading and map making skills are a plus, as well as good skills at drafting cue sheets and writing ride descriptions.

Event Coordinators

- Dog Days/Adventure Race 2004 – Bill Wills
- FTF 2004– Sam Veal
- Secret Santa 2004– Kim Frawley & Joy Taylor
- IDIDARIDE 2005– Scott & Jodi Chase
- Sweetheart Ride 2005– Jeanne Hargrave
- Suwannee Bicycle & Adventure Fest 2005– Sam Veal

Canoe Coordinator – Wade McGinty

SBA member who enjoys paddling, knows the safety guidelines and is willing to organize paddle trips in the Suwannee region for events, open houses and SBA Away trips to other locations. The Canoe Coordinator can recruit other SBA river guides to lead trips, as well. This volunteer should be a proficient paddler and should keep track of and maintain all paddling related equipment. First-hand knowledge of the region's rivers is a plus, but not necessary, if this person is willing to plan exploratory trips. Ideally the Canoe Coordinator would head up the River Guide Program as well, but another person could be recruited to do this if needed.

River Guide Program – is similar to the Ride Guide Program, in that volunteers would be recruited and trained in the basics of conducting safe and enjoyable paddle trips. They would be expected to be familiar enough with several different river sections that they would be confident leading trips down them during SBA events and activities. In return for conducting paddling trips, volunteer river guides would receive fee waivers during events. They would be encouraged to plan and guide paddle trips during SBA open houses and SBA Away weekends. They would help take care of SBA paddling equipment, so it is in shape for the next use.

Interpretative Program Coordinator (IPC) Lys Burden (wpburden@aol.com)

SBA member volunteer who is interested in environmental education and the natural history of the Suwannee region. This person should be willing to work to help enhance the educational opportunities and possibilities on all SBA rides and trips, at events, open houses and away weekends. The interpretative program can include writing grants for interpretative signage along trails and stocking interpretative information at SBA HQ and at events. The IPC could research and draft interpretative brochures, information sheets or booklets on topics pertinent to the region or specifically for places commonly visited on SBA trips. The IPC could schedule speakers, seminars and training weekends to enhance guide and leader knowledge of the Suwannee region's wildlife, wildflower, geologic and historic resources.

SBA Historian – Position Open

SBA member who likes to collect SBA memorabilia, such as event brochures and programs, activity announcements, newsletters, photographs, magazine and newspaper articles about club activities or significant regional happenings that effect SBA activities such as floods, droughts, forest fires, hurricanes, etc. The historian would create annual scrapbooks to preserve the collected information, which would be completed in time for the annual meeting each year and permanently stored at SBA HQ for member enjoyment and reference.