

GABMA OFFICER DUTIES

Much of the following is directly from our By-Laws

0.1 **DUTIES OF THE PRESIDENT.** The principal duties of the President shall be as follows:

- 0.1.1 To preside at all GABMA meetings;
- 0.1.2 To have general supervision of GABMA affairs;
- 0.1.3 To appoint any person or committee not otherwise ordered by the active GABMA members;
- 0.1.4 To personally represent GABMA on proper occasions;
- 0.1.5 To act as GABMA's primary business representative;
- 0.1.6 To assist all other GABMA officers in their records, correspondence and other duties;
- 0.1.7 To review all financial transactions with the Treasurer and to co-sign all checks made payable on the GABMA account;
- 0.1.8 To promote interest on the part of each GABMA member, each and every prospective members and other interested parties in GABMA life and activities; and
- 0.1.9 To vote only when necessary to break a tie.

Rally matters:

Traditionally, the President:

- 1. Presides as Master of Ceremonies at gatherings
- 2. Serves one time slot of gate duty as officer

0.2 **DUTIES OF THE VICE-PRESIDENT.** The principal duties of the Vice- president shall be to perform the duties of the President in his absence or to serve otherwise at the President's direction.

Rally matters:

Traditionally, the Vice-President:

- 1. Serves one time slot of gate duty as officer

0.3 **DUTIES OF THE SECRETARY.** The duties of the Secretary shall be as follows:

- 0.3.1 To keep a record of all GABMA meetings;
- 0.3.2 To send out notices of regular or special meetings;
- 0.3.3 To handle all GABMA correspondence;
- 0.3.4 To perform such other duties as generally fall to that office.

Rally matters:

Traditionally, the Secretary:

1. Notify newspaper, magazines, etc.
2. Keeps track of pre-registration data
3. Serves as gate duty chairman as this position is responsible for gathering the data for the rally lists
4. Organizes and trains volunteers for gate duty
5. Develop rally packet of information, including agenda, rules and regulations
6. Develop and maintain rally list of past attendees and possible vendors
7. Create and send out a separate letter to vendors asking for door prizes and to ask them to participate
8. Collect and organize door prize distribution at awards night
9. Send out thank-you notes for prizes received
10. Mail out trophies to those that do not get picked up
11. Send out t-shirts and pins to pre-registered that do not show

The duties of the Secretary and the Newsletter Editor were separated by changing the By-Laws; the duties of the Newsletter Editor are:

0.3.5 To publish the monthly newsletter

Rally matters:

Traditionally, the Newsletter Editor:

1. Organize mailing party of six to eight people to send out rally flyers
2. Gather results of events for newsletter publication

0.4 **DUTIES OF THE TREASURER.** The principal duties of the Treasurer shall be as follows:

- 0.4.1 To collect dues from all GABMA members;
- 0.4.2 To collect all other monies due GABMA;
- 0.4.3 To maintain and preserve all GABMA banking relationships and financial records, and to confer with the President periodically regarding the same;
- 0.4.4 To promptly pay all just debts out of GABMA funds as agreed to by the President and/or the Executive Committee;
- 0.4.5 To work closely with the Rally Director in making necessary financial arrangements to ensure the success of the annual rally; and
- 0.4.6 To maintain and be responsible for applicable GABMA tax filings and records.

Rally matters:

Traditionally, the Treasurer:

1. Serves one time slot of gate duty as officer
2. Collect rally fees and pay rally expenses (campground, sheriff, etc.)
3. Have change on hand for gate use
4. AMA registration and insurance, sanction and minor release papers

0.5 **DUTIES OF THE BARRISTER.** The principal duties of the Barrister shall be as follows:

- 0.5.1 To monitor state and federal legislative activities affecting motorcycling;
- 0.5.2 To communicate to the district legislative officer of the American Motorcycle Association ("AMA") Congress and to delegate any legislative activities identified;
- 0.5.3 To communicate with the Georgia Motorcycle Safety Foundation and such other organizations that promote motorcycle safety and other programs beneficial to motorcyclists through lobbying and other lawful means;
- 0.5.4 To work with the district AMA congress delegates and AMA government relations department to promote programs and legislation that will benefit motorcyclists;
- 0.5.5 To review and approve all written communication to be officially released by GABMA which involves legislative, tax, potential liability, or other legal ramifications to GABMA; and
- 0.5.6 To act as the GABMA Insurance Communications Officer for all GABMA sponsored and AMA sanctioned events, including, but not limited to the following:
 - 0.5.6.1 To ensure that said events are properly sanctioned by the AMA with liability insurance intact;
 - 0.5.6.2 To review the registration procedures and see that an adequate supply of all sign-up materials, releases, waivers of liability and other forms are available at said event;
 - 0.5.6.3 To research and consolidate information on all participant or spectator mishaps and occurrences;
 - 0.5.6.4 To complete and mail the required injury report forms required by the insurer and the AMA within 24 hours after said event; and
 - 0.5.6.5 To immediately report any serious accident to the insurer and the AMA during said event.

Rally matters:

Traditionally, the Barrister:

1. Develops contracts and gets them signed by each responsible party

2. Serves one time slot of gate duty as officer

0.6 **DUTIES OF THE ROAD CAPTAIN.** The principal duties of the Road Captain shall be as follows:

0.6.1 To plan all GABMA tours, runs, activities, etc., excluding the Annual "British in the Blue Ridge Rally" unless otherwise requested by the Rally Director;

0.6.2 To lead the GABMA membership in formation riding, parades and other activities;

0.6.3 To arouse interest in GABMA activities and the activities of other motorcycle clubs and organizations;

0.6.4 To assist in handling club socials, parties, teas and other functions;

0.6.5 To enforce all rules of group riding;

0.6.6 To select assistants from the GABMA membership to aid in special projects; and

0.6.7 To promote motorcycle safety with GABMA members.

Rally matters:

Traditionally, the Road Captain:

1. Does not serve one time slot of gate duty as officer due to other responsibilities

2. Determines route and is chairman of Friday Road Ride

3. Determines route and is chairman of Poker Run

4. Determines or secures general area map for self guided tours

5. Organizes Field Events

0.7 **DUTIES OF THE RALLY DIRECTOR.** The principal duties of the Rally Director shall be as follows:

0.7.1 To organize, promote, plan, direct, orchestrate and otherwise do everything necessary to ensure the continued success of the GABMA Annual "British in the Blue Ridge Rally" (the "Rally") to be held each summer at a campground or similar location in the Blue Ridge Mountains of Georgia;

0.7.2 To arouse interest in GABMA Rally activities and to solicit the participation of other motorcycle clubs and organizations in said rally;

0.7.3 To assist in handling club socials, parties, teas and other functions at the Rally;

0.7.4 To select assistants from the GABMA membership and officers to perform all necessary functions at the Rally;

0.7.5 To see that said assistants and the GABMA officers perform their assigned duties during the Rally, with the privilege of inflicting severe and personal verbal abuse upon individual sluggards, slackers and incompetents among the aforesaid during the Rally and for a period not to exceed twelve months thereafter; and

- 0.7.6 To promote motorcycle safety among GABMA members and all others attending the Rally.
- 0.7.7 The Rally Director shall have the discretion and authority to make all operating decisions during the Rally as necessary. Such decisions may be vetoed by two-thirds of the standing Executive Committee.

Rally matters:

Traditionally, the Rally Director:

1. Secures site for Rally
2. Serves one time slot of gate duty as officer
3. Sees that rally bike is found, prepared, transported to rally
4. Sees that rally flyer is made, posted on web site and usually ready for hand-out at Daytona Bike Week
5. Sees that trophies are purchased
6. Sees that t-shirts are designed, ordered and delivered to rally
7. Sees that pins are designed, ordered and delivered to rally
8. Sees that arm bands are ordered and delivered to rally
9. Sees that club trailer is supplied with required materials and delivered to rally
10. Sees that signs are available
11. Sees that port-o-potties are rented/available
12. Sees that Hot Dog Supper is organized, staffed, etc.
13. Arranges for at least two food vendors to be present
14. Arranges for Sheriff security
15. Sees that Bike Show is organized and staffed
16. Sees that Sunday Morning Devotional is organized
17. Insures that campground is clean upon departure