

President

- Public relations for the chapter
- Representing the chapter to land managers, local businesses and partners
- Responsible for:
 - Chapter growth
 - Revenue growth
 - Membership growth
- Coordinate with regional director and IMBA HQ
- Help to craft annual goals
- Continually assess board progress toward goals
- Conduct monthly meetings, draft agendas
- Attend meetings, social events and key functions on behalf of the chapter
- Be an IMBA member in good standing
- Assist other board members with responsibilities as needed

Vice President

- Conduct meetings in the absence of the president
- Be in IMBA member in good standing
- Attend chapter meetings and social events
- In charge of the nominating committee
- Assist other board positions with responsibilities as needed
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Secretary

- Attended chapter meetings and social events
- Be an IMBA member in good standing
- Maintain Google Drive
- Record meeting minutes
- Assist Treasurer with required filings
- Assist Treasurer with P.O. Box

Treasurer

- Own manage and maintain checking account – deposits, Bill payment, balancing and detailed accounting

- Procure corporate liability and excess medical payment insurance policies on a yearly basis
- Maintain status as a 501 C3 organization by complying with all state and federal required filings and regulations
- Maintain status as an IMBA chapter by complying with all IMBA HQ required filings and regulation
- File yearly form 990 tax return with the IRS
- Own collect and handle mail at Roanoke IMBA's PO Box
- Own manage and assist in maintaining website account at blue host.com
- Own manage and maintain Roanoke IMBA's PayPal account which is linked to checking account
- Own manage and maintain SCC account
- Own manage and maintain Virginia tax online account
- Own manage and maintain grassroots.org account
- Own manage and maintain guide star.org account
- Register annually with the division of mining and minerals to solicit funds as a charitable organization
- Attend a chapter meetings and social events
- Be an IMBA member in good standing

Rides

- Attend the chapter meetings and social events
- Be an IMBA member in good standing
- Organize ride leaders
- Schedule rides
- Submit ride to Roanoke outside.org
- Manage rides schedule on chapter calendar
- Organize destination rides
- Submit meet up group rides

Trails

- Manage trail token program
- Manage tools inventory
- Manage the mountain bike project app
- Recruit trail building volunteers
- Planning for trail projects
- Attend board meetings and social events
- Be an IMBA member in good standing

Events Coordinator

- Event planning
- Organize venues
- Planning and purchasing of food and beverages
- Coordinate volunteers for social events
- Socials shall consist of:
 - Monthly socials
 - Trail building socials
 - Annual holiday party
 - Four public board meetings
 - Other events as necessary
- Attend chapter board meetings and social events
- Be an IMBA member in good standing

Communications

- Website updates
- Facebook and Instagram
- Email communication to list serve
- Manage meet up group
- Publish monthly newsletter
- Attend monthly board meeting's and social events
- Be an IMBA member in good standing

Membership Coordinator

- Manage civi CRM
- Conduct membership campaigns
- Attend events to sign up new members
- Coordinate with IMBA for membership drives
- Attend a chapter board meetings and social events
- Be an IMBA member in good standing

(2) at large board members

- Attend chapter board meetings and events
- Be an IMBA member in good standing
- Assist other board members as needed