

Vice President of Operations - Internal Races

Roles and Responsibilities

The Vice President of Operations (VP of Operations) for internal races is responsible for managing all aspects related to the planning, execution, and oversight of the Richmond Road Runners Club (RRRC) events and races. This includes ensuring that internal races are well-organized, meet all club standards, and align with the club's mission. The VP of Operations will coordinate with race directors, committees, and board members to ensure the successful delivery of these events while adhering to the club's bylaws, policies, and financial guidelines.

Estimated Total Time Commitment:

Approximately 35-60 hours per month, depending on the number and complexity of races, as well as any special projects or ad hoc committee activities.

Core Responsibilities:

1. Race Calendar Management *(10-15 hours/month)*

- Manage and oversee the club's race schedule, ensuring races align with the club's annual event calendar as determined by the Board of Directors (Article 4).
- Review and approve proposed dates for races, ensuring they do not conflict with other major club or community events.
- Coordinate race entry and budget approval process, working with race directors to submit proposed budgets at least 90 days prior to event registration (Article 3).

2. Budget and Financial Oversight *(5-10 hours/month)*

- Review and approve race budgets submitted by race directors, ensuring they align with the club's financial goals and policies (Article 3, Article 10).
- Ensure race expenses are tracked and within the budget limits, authorizing any expenses above the approved budget as needed, in collaboration with the Board (Article 10).
- Work with the Treasurer and Financial Review Committee to ensure financial transparency and proper handling of race-related funds (Article 3, Section 3).

3. Race Director Support and Coordination *(8-12 hours/month)*

- Act as the primary point of contact for race directors, assisting in logistical planning and operational execution of internal races.
- Ensure that race directors have the resources and support needed for event success, including securing volunteers, race materials, and necessary vendors.
- Review and approve contracts for services and materials directly related to each race, ensuring they remain within the approved budget (Article 10).

4. Compliance and Safety *(3-5 hours/month)*

- Ensure all races are in compliance with club bylaws and meet liability insurance and safety requirements (Article 9).
- Work with the Publicity and Membership Committees to promote races, ensuring all communication meets club standards and reaches the right audience.

5. Event Promotion and Marketing *(5-8 hours/month)*

- Collaborate with the VP of Communications and the Publicity Committee to develop marketing and promotional strategies for internal races, ensuring events are well-publicized to attract participants.
- Monitor race entry statistics and recommend adjustments to promotional strategies or race formats to optimize participation.

6. Race Contracts and Vendor Management *(3-5 hours/month)*

- Negotiate and manage contracts with vendors, ensuring all race-related services (e.g., timing, food, equipment) are secured within budget and meet club standards (Article 10).
- Establish relationships with key race vendors to ensure ongoing race quality and cost-effectiveness.

7. Event Execution and Post-Race Reporting *(5-10 hours/month)*

- Oversee the day-of-event operations to ensure smooth race execution, from volunteer coordination to on-site logistics.
- Ensure that all race results, awards, and post-event communications are promptly handled.

- Provide a post-race report to the Board of Directors, summarizing event outcomes, budget adherence, and any improvements for future races.

8. Strategic Planning and Continuous Improvement (3-5 hours/month)

- Work closely with the President and other board members to evaluate the overall success of internal races and recommend improvements for future events.
- Assist in strategic planning related to race types, formats, and integration with the club's broader goals.

Qualifications and Skills:

- Strong leadership and organizational skills.
- Experience with event planning and management.
- Knowledge of the club's Constitution and By-Laws, especially related to race operations and financial processes.
- Strong communication skills and the ability to collaborate with multiple stakeholders.

The VP of Operations for Internal Races plays a critical role in ensuring that the Richmond Road Runners Club's races are well-executed, financially responsible, and aligned with the club's mission and bylaws.

Vice President of Operations – External Contract Races and Programming

Roles and Responsibilities

The Vice President of Operations (VP of Operations) plays a critical role in managing and overseeing the execution of the Richmond Road Runners Club's external contract races and programming. This position ensures that all contractual obligations, race logistics, and event details align with the Club's goals, policies, and bylaws. The VP of Operations works closely with external clients, race directors, and Club officers to ensure successful delivery of contracted events while maintaining high standards of safety, communication, and fiscal responsibility.

Estimated Total Time Commitment:

Approximately 30-50 hours per month, depending on the number and complexity of external contract races and programming.

Core Responsibilities:

1. Race Calendar Management and Scheduling *(5-8 hours/month)*

- Collaborate with the Board of Directors to manage the club's race calendar, ensuring all events are scheduled according to the guidelines outlined in Article 4 of the bylaws.
- Oversee the inclusion of external contract races, ensuring these events adhere to the Club's goals and operational guidelines.

2. Contract Negotiations and Administration *(5-10 hours/month)*

- Negotiate and sign contracts on behalf of the Club for external races, ensuring terms are favorable and aligned with the Club's best interests (Article 10, Section 1(C)).
- Maintain up-to-date records of all external contracts and ensure compliance with agreed terms, including budgets, insurance, and safety requirements as outlined in Articles 9 and 10.
- Ensure external races comply with the RRCA insurance guidelines, as noted in Article 9, Section 1.

3. Budget and Financial Oversight *(5-8 hours/month)*

- Ensure that external race budgets are submitted, reviewed, and approved at least 90 days prior to registration, as per Article 3, Section 3.
- Oversee the race budget approval process, ensuring all contract race budgets are aligned with the Club's financial guidelines and the Club's fiscal year (Article 3, Section 1).
- Work closely with the Treasurer to track and manage external race revenues and expenditures in accordance with the Club's annual budget (Article 3, Section 2).

4. Event Coordination and Logistics *(8-12 hours/month)*

- Coordinate with race directors to ensure all external race events are executed smoothly, including venue selection, permits, logistics, staffing, and vendor management.
- Collaborate with external contractors to confirm race day operations, ensuring proper planning for participant safety, course setup, timing, and post-race activities.

5. Communication and Reporting (4-6 hours/month)

- Serve as the primary liaison between the Board of Directors, external contractors, and race directors to ensure clear and effective communication regarding race expectations, timelines, and responsibilities.
- Provide regular updates to the Board on the status of external contract races, including any issues, progress, or potential challenges.
- Report to the Board regarding race performance, participant feedback, and financial outcomes of contracted events.

6. Race Compliance and Risk Management (4-6 hours/month)

- Ensure that all external races meet the insurance and safety standards set forth in Article 9 of the bylaws.
- Oversee compliance with the RRCA's liability insurance requirements and ensure that contracts are appropriately insured.
- Ensure that all external races adhere to Club policies, such as race fees, registration processes, and the prohibition of applying race entry fees toward membership dues (Article 1).

7. Program Development and Partnerships (3-5 hours/month)

- Explore and develop opportunities for new external contract races and programming to enhance the Club's offerings and revenue streams.
- Identify potential external race partnerships and collaborate with the Club's sponsorship team to integrate sponsorships and marketing efforts into external events (Article 2).

8. Financial Review and Oversight (3-4 hours/month)

- Collaborate with the Financial Review Committee to review external race financials and ensure the integrity of all Club-related financial transactions (Article 2, Section 1).
- Monitor financial health and profitability of external events, ensuring proper financial reporting and adherence to approved budgets.

Qualifications and Skills:

- Strong organizational and project management skills.
- Experience in contract negotiation and event coordination.
- Knowledge of the Club's Constitution, By-Laws, and policies.
- Familiarity with risk management, race logistics, and race timing systems.
- Excellent communication and problem-solving skills.
- Ability to work independently and collaboratively with various stakeholders.

The VP of Operations for External Contract Races and Programming plays a pivotal role in the success of the Richmond Road Runners Club's external events, ensuring that all aspects of race execution and contractual agreements are handled with professionalism and in alignment with the Club's mission and policies.