



Sheboygan County Cycling

Committee Positions & Descriptions

SCC Committees

- **Western Sheboygan County Trail Committee**
- **Eastern Sheboygan County Trail Committee**
- **Fundraising Committee**
- **Marketing and Communications Committee**
- **Community and Events Outreach Committee**

COMMITTEE DESCRIPTIONS

Monthly hours: 3-5, Committee meetings: 6-12 per year

Trail Committee

Both western Sheboygan County and eastern Sheboygan County will follow the below definition. The two committees will operate and report individually.

This committee will help plan and implement new trail projects and maintenance projects on existing trails. Help develop and train trail volunteer leads for maintenance projects and trail workdays.

Committee Responsibilities

- Coordinates maintenance trail work and develops an annual master schedule.
- As a committee, create an annual strategy & annual calendar
- Obtaining and mentoring trail coordinators.
- Reviewing, updating and maintaining trail maps and signage.

Chair of Trail Committee Responsibilities

- Coordinates with other trail committee chair. Ensure both trail committees are communicating lessons learned, sharing common resources, and making the best use of all talents within SCC.
- Serves as a liaison with municipalities and other landowners when working on trail projects, trail additions, and maintenance as needed. Other Committee members may also serve as liaisons as needed or warranted.
- Tool inventory, Check out & Check in tracking and maintenance or delegate as appropriate.
- Obtaining and mentoring trail coordinators.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee.
- The chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.



- The chair will be expected to organize committee meetings either monthly or based on the present need of the organization.
- The chair is also responsible for setting the agenda for meetings and providing pre read documents as needed as defined in SCC Bylaws.
- Meet with and train a successor.
- **Community and Event Outreach Committee**
- The community and events outreach committee is dedicated to organizing or participating in community events involving cycling. Committee members will work with community organizers, event organizers and other regional and state-wide clubs and organizations in order to facilitate or participate in cycling events.
- **Community and Event Outreach Committee:**
- Organize and plan events and community outreach.
- As a committee, create an annual strategy & annual calendar
- Coordinate with marketing committee to advertise events and community outreach.
- **Chair of Community and Event Outreach Committee:**
- Assign committee members as leads to plan and coordinate SCC races and events to ensure the SCC quality of events is maintained.
- Coordinate with the chair of other Committee as needed.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee
- The chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.
- The chair will be expected to organize committee meetings either monthly or based on the present need of the organization.
- The chair is also responsible for setting the agenda for meetings and providing pre read documents as needed as defined in SCC Bylaws.
- Meet with and train a successor.
- **Fundraising Committee**
- The Fundraising Committee is dedicated to raising revenues which allow the organization to achieve its mission through major donors, small donors, grants and corporate sponsorship.
- **Fundraising Committee:**
- Identify individual donors and businesses who could potentially provide resources to SCC.
- Develop relationships and make financial requests from potential major donors, small donors, or corporate sponsors.
- Research potential grant opportunities.
- Develop fundraising campaigns.
- Write grant requests to fund major SCC projects.
- Maintain records of where contacts have been made to avoid duplication of effort.
- As a committee, create an annual strategy & annual calendar



Chair of Fundraising Committee:

- Oversees all fundraising and initiatives.
- Regularly reviews the organization's plan for fundraising and reports to the board on progress relating to committee goals and objectives.
- The chairperson is responsible for appointing, welcoming, and orienting new members of the committee.
- Create and organize various events to raise funds for SCC.
- Identify other fundraising opportunities available in the community and coordinate SCC's presence or involvement.
- Work with the treasurer to ensure processes are in place for donor recognition, categorized record keeping by source of income and donor.
- Maintain records of where contacts have been made to avoid duplication of effort.
- Work with other Committees to make sure sponsors and donors are receiving appropriate recognition, or as needed.
- The chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.
- The chair will be expected to organize committee meetings either monthly or based on the present need of the organization.
- The chair is also responsible for setting the agenda for meetings and providing pre-read documents as needed as defined in SCC Bylaws.
- Meet with and train a successor.

Marketing and Communications Committee

The Marketing and Communications Committee is dedicated to ensuring our existing members receive timely and informative communications. This committee is seeking people with experience in marketing, social media, utilizing skills in developing and implementing professional surveys, Facebook posts, Instagram posts, email, etc. Writing skills and graphics design background would be very helpful.

Marketing and Communications Committee:

- As a committee, develop an annual strategy (marketing and communications plan) and annual calendar
- Ensure our logo and organizational name is used consistently and appropriately on all communications and marketing materials.
- Create both graphic and written materials or oversee outsourcing as needed.



Chair of Marketing and Communications Committee:

- Ensure communications are timely and clearly communicated.
- Coordinate with the chair of other Committee as needed.
- The chair is responsible for appointing, welcoming, and orienting new members of the committee.
- The chair and/or liaison will be expected to attend board meetings as requested by the Board of Directors for the purpose of reporting on the work of their committee, receiving direction and guidance from the board, and seeking approval of actions proposed by their committee and requiring board approval.
- The chair will be expected to organize committee meetings either monthly or based on the present need of the organization.
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