

**2023 Responsibility Assignment Matrix**  
Shasta Wheelmen

11/19/2023

| <b>Activity</b>  | <b>Name</b>                                     | <b>Notes</b>   |
|--|---|--|
| <b>Board Positions</b>   |   |  |
| <b>President</b>   | <b>Jim Bush</b>                                 | Chief Executive Officer - Supervise/control all SW business    |
| <b>Vice President</b>  | <b>Craig Collins</b>                            | Support the President and act as President in his/her absence  |
| <b>Treasurer</b>   | <b>Lisa Creps</b>                               | Manage all banking, Financial reporting, Budget Development    |
| <b>Secretary</b>   | <b>Nancy Cook</b>                               | Record Meeting Minutes, Correspondence                         |
| <b>Past President or 5th Board Member</b>                            | <b>Doug Holt</b>                                | Advise based on past experience                                |
| <b>Membership Chairman</b>   | <b>John Simmons</b>                             |  |
| Recruit New Members  | <b>John Simmons</b>                             |  |
| Maintain Membership Master file                                      | <b>Lisa Creps</b>                               | Excel file administration                                      |
| Manage Membership Renewals/Drops                                     | <b>John Simmons</b>                             |  |
| Maintain Membership Directory w/Emergency Info                       | <b>Lisa Creps</b>                               | Excel file administration                                      |
| Coordinate Get Acquainted Rides                                      | <b>John Simmons</b>                             |  |
| <b>Legislative Focal - Cycling Issues &amp; Laws</b>                 | <b>Doug Holt</b>                                | Report to club on all cycling legislation, news, issues        |
| <b>Google Group Email Account Admin</b>                              | <b>Craig Collins</b>                            | Monitor incoming email, monitor security                       |
| <b>Account Security Admin</b>  | <b>Craig Collins</b>                            | Manage/Document all SW User ID's and Passwords                 |
| <b>Ride Leader Coordinator</b>                                       | <b>Patty Shackleton</b><br><b>Rich Robinson</b> |  |
| Maintain Volunteer Ride Leaders' schedule for Weekday & Sunday Rides |   |  |
| Create Ride Leader & Safety Guidelines                               |   |  |
| <b>Ride Calendar</b>   | <b>Rich Robinson</b>                            |  |
| Create/Revise Rides on Ride With GPS                                 |   |  |
| Create/Publish Monthly Ride Calendars                                |   |  |
| <b>Web Master - Wheelmen Website</b>                                 | <b>Nolan Randall</b>                            |  |
| Post Ride Calendar to Website  |   |  |
| Post Matrix to Website and Facebook                                  |   |  |
| Manage Google Groups email list                                      |   |  |
| Manage SquareSpace Account   |   |  |
| <b>Dropbox Manager</b>   | <b>Nolan Randall</b>                            |  |
| <b>Matrix Newsletter Editor</b>                                      | <b>Nancy Rudd</b>                               |  |
| <b>SW Facebook Content Curator</b>                                   | <b>Melissa Boyd</b>                             | Others to post as needed (Jim Bush, Lisa Creps, Craig Collins) |
| Post Rides and Events on FB  |   |  |
| <b>SW Statistician</b>   | <b>Nolan Randall</b>                            |  |
| Publish Monthly Ride Mileage Summary                                 |   |  |
| <b>STRIPE (e-commerce) Manager</b>                                   | <b>Lisa Creps</b>                               |  |
| <b>Wheelmen Club Strava Admin</b>                                    | <b>Nolan Randall</b>                            |  |
| Manage Club Strava Account   |   |  |
| <b>Shasta Wheelmen Riding Apparel Manager</b>                        |   |  |
| Verge (50th Anniversary kits)  | <b>Melissa Boyd</b>                             |  |
| Pactimo (All other kits)   | <b>Rich Robinson</b>                            |  |
| <b>Wheelmen Awards Banquet / Parties</b>                             | <b>Committee as needed</b>                      |  |