

BC BARREL RACING ASSOCIATION

BOARD OF DIRECTORS – VOLUNTEER POSITION GUIDE

Below is a summary of each volunteer position to help you decide where your skills and passion can make the biggest impact.

All board positions are volunteer roles. Every director is expected to attend monthly board meetings (typically via Zoom), engage in between-meeting communications as needed, and assist with various duties at the annual BCBRA Finals.

PRESIDENT

ROLE OVERVIEW

The President is the chief leader of BCBRA, responsible for guiding the board, representing the association publicly, and ensuring the organization operates in alignment with its bylaws and goals.

KEY RESPONSIBILITIES

- Chair all board meetings and lead discussions toward short- and long-term objectives
- Represent BCBRA publicly and build relationships with members, volunteers, and partners
- Work with the Secretary to prepare meeting agendas
- Oversee day-to-day operations and ensure governance responsibilities are met
- Problem-solve and address concerns from members and board members
- Draft correspondence including letters and written infractions
- Ensure Finals jobs are covered and address any issues that arise at Finals

A great fit for: Someone with strong leadership and communication skills who can represent BCBRA with confidence.

VICE PRESIDENT

ROLE OVERVIEW

The Vice President supports the President in all leadership duties and is prepared to step into the President's role if needed. They share responsibility for the overall direction and governance of the association.

KEY RESPONSIBILITIES

- Assist the President and assume their responsibilities if they leave mid-term
- Co-chair and actively participate in all board meetings
- Help prepare meeting agendas alongside the Secretary
- Lead the board in governance, policy development, and accountability
- Problem-solve member and board concerns
- Track organizational progress and evaluate established goals
- Support Finals coordination and address issues as they arise

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A great fit for: Someone ready to step up, support the President, and help keep the board on track.

SECRETARY

ROLE OVERVIEW

The Secretary is the administrative hub of the board – keeping meetings organized, records current, and ensuring BCBRA meets its legal obligations under the BC Societies Act.

KEY RESPONSIBILITIES

- Draft and distribute meeting agendas one week prior to each board meeting
- Work with the President to organize monthly Zoom meetings and confirm quorum
- Send AGM notice (with agenda and motions) to all members in good standing 30 days in advance
- Prepare AGM materials: agenda, financial statement copies (50+), and sign-in sheets
- Set up and manage the sign-in table at the AGM
- File the annual report to the BC Societies Act with updated director information
- Update rules, bylaws, and Policies & Procedures after each AGM
- Ensure all directors sign the annual Oath of Commitment

A great fit for: Someone organized and detail-oriented who is comfortable with administrative tasks and deadlines.

TREASURER

ROLE OVERVIEW

The Treasurer manages the financial health of BCBRA. This role requires a bookkeeping or accounting background and involves overseeing all money coming in and going out of the association.

KEY RESPONSIBILITIES

- Manage accounts receivable: race report fees, membership payments, sponsorship monies
- Manage accounts payable: awards purchases, refunds, and other approved expenses
- Reconcile bank statements monthly and at year end
- Submit annual filing to the BC Societies Act (due ~30 days after AGM)
- Renew association insurance each March
- Prepare and present financial reports at board meetings and the AGM
- Coordinate Finals entries on a 6-week prep timeline (early bird, race cutoff, entry cutoff, late entries)
- Maintain accurate budgets throughout the year

Requires proficiency in bookkeeping and/or an accounting background.

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A great fit for: Someone with bookkeeping or accounting experience who is comfortable with financial responsibility.

RACE APPROVAL DIRECTOR

ROLE OVERVIEW

The Race Approval Director is the go-to for all sanctioned races in BC – approving events, managing the race calendar, and looking after BCBRA's equipment used at events.

KEY RESPONSIBILITIES

- Approve races and co-approvals for all BCBRA-sanctioned events
- Request Certificates of Insurance for races held on private property
- Post races and any schedule changes to the race calendar on the BCBRA website
- Manage BCBRA equipment: timers, scoreboard, and barrel covers
- Send timers and/or barrel covers to race producers upon request
- Notify the board if any equipment is damaged

A great fit for: Someone knowledgeable about BCBRA rules who is well-connected in the racing community.

SPONSORSHIP DIRECTOR

ROLE OVERVIEW

The Sponsorship Director is responsible for securing and maintaining the financial support of sponsors whose contributions fund BCBRA Finals awards and prizes.

KEY RESPONSIBILITIES

- Reach out to previous and prospective sponsors early each calendar year
- Maintain an accurate and current listing of all sponsors (name, address, email)
- Receive and deposit sponsorship monies; keep detailed records
- Co-approve races alongside the Race Approval Director
- Coordinate with the Social/Website Director to ensure sponsors are recognized online
- Work with the Awards Director to ensure sponsors' names appear on blankets, buckles, and saddles
- Organize thank-you cards signed by award recipients and photos sent to sponsors
- Track member-driven sponsorship incentives (\$500 / \$1,500 / \$2,000 tiers)

A great fit for: Someone with relationship-building skills and comfort with outreach and follow-up.

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SOCIAL MEDIA / WEBSITE DIRECTOR

ROLE OVERVIEW

The Social Media/Website Director is the public voice of BCBRA online – keeping the website current and engaging the membership through Facebook and other platforms.

KEY RESPONSIBILITIES

- Maintain the BCBRA website: ensure all information, dates, and race calendar are current
- Post AGM meeting minutes to the website annually
- Update director photos and member lists (every Friday, as provided)
- Update race credits on the website when received from the Treasurer
- Make Facebook posts and create "Track Talk" content as directed by the board
- Monitor the BCBRA Facebook page: approve posts, vet new member requests

A great fit for: Someone comfortable with social media and basic website management who enjoys keeping the community informed.

AREA DIRECTOR

Northern • Central • Okanagan • Kootenay • Coastal/Island

ROLE OVERVIEW

Area Directors are the regional representatives of BCBRA, serving as the connection between local members and the broader board. Ideally the director comes from the area they represent, though this is not mandatory.

KEY RESPONSIBILITIES

- Represent the members in your region and bring questions or concerns to the board
- Attend and actively participate in monthly board meetings
- Be available to members for questions related to rules, bylaws, and association matters
- Verify race reports from races held in your area
- Submit verified race reports to the Treasurer
- Assist with various duties at Finals alongside the full board

A great fit for: A local barrel racing community member who wants to advocate for their region and stay connected to the sport.

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Interested in a position? Contact the BCBRA board to submit your nomination.

All members in good standing are eligible to nominate themselves or another member.