



POTOMAC PEDALERS YOURING CLUB, INC. EXECUTIVE COMMITTEE POLICY

TITLE				AREA	POLICY NR
Definition and Duties of a Special Event Leader or Host				Special Events	2019-02
BROUGHT FORWARD	ORIGINAL STATUS	ACTION DATE	INITIAL VOTE	LAST CONTINUANCE REVIEW	PRESENT STATUS
May 2019	Draft	13 May 2019	5-0		
ISSUE					
<p>In order to define what constitutes a “Special Event Leader” for a Special Event planned and managed under the auspices of the Vice President, Special Event. This policy also states the minimum responsibilities of Special Event Leaders. The terms Special Events Leader and Special Events Host shall be synonymous.</p>					
DISCUSSION					
<p>Historically, Club Special Events were organized by one or more members who wished to do more than a single ride but wished to lead a getaway weekend organized around cycling events and to include social interaction of participants. In many cases the original organizers have tired of effort required to plan and arrange their Special Event and it has not always been possible to find new Hosts. Further, the Club takes varying amounts of Financial risk with these events. That risk needs to be compensated with positive net revenue. As new Hosts step forward to lead these endeavors, it is important that both they and Club Administration understand the roles, responsibilities, and requirements.</p>					
RESOLUTION / POLICY					
<p>Persons wishing to lead a special event shall request approval from the VP of Special Events to become special events leader.</p> <p>A Special Events Leader is a person who, acting alone or in tandem with up to two others, organizes and leads a special event’s rides and associated activities. Special Events Leaders are hosts who are responsible for the organization and execution of their special event, which may include reserving hotel rooms, procuring food and beverages, and providing sources of entertainment relevant to the Special Event. As hosts, their primary responsibility is for their participants.</p> <p>The Special Event Leaders who require registration fees for their Special Events must design a budget for their Event that assures revenue fully covers the Club’s exposure for the Special Event. The Vice President of Special Events will bring the budget to the ExCom for approval if it significantly deviates from the Club’s approved annual budget.</p> <p>Special Event Leaders shall provide updates to the Vice President of Special Events at least once per month from initial planning. Leaders shall report more frequently as required by the Vice President of Special Events. These updates shall summarize the status of the Special Event planning, budgetary items, troubleshooting of issues if they may arise, and detailed profit/expenditure amounts for their Special Event.</p> <p>Special Events Leaders shall archive all documentation created for the specific purpose of the Special Event, including but not limited to contracts, receipts, email correspondence, cue sheets, and list of Special Event Attendees. Electronic data for the event shall be sent to the Vice President of Special Events upon final accounting after the event.</p> <p>Special Events Leaders shall register for their own special event, to not only test the online registration process but to record themselves as present for record keeping purposes.</p> <p>Special Events Leaders shall create an after-action report, to be submit to the Vice President of Special Events, with commentary on adhering to the Event budget, positive moments and challenges of the Event, and how the challenges may be resolved in the future.</p>					
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