

UVM Bikes!

Election Procedures & Officer Positions

Candidate Registration & Eligibility

To be eligible for election, candidates must expect to attend UVM in both the Fall and Spring semesters of the following year (not studying abroad or graduating in December). To register for election, candidates must complete the provided registration form and submit an accompanying platform.

Your platform does not need to be formal — just give folks an idea of who you are, why you're running for the position you chose, why you're qualified, and what you'd like to accomplish in the role.

Election Procedure

- Once the registration period has ended, a list of all candidates and their platforms will be sent to all members of the club.
- On election day an electronic form will be sent to all members of the club.
- Club members will have a 48 hour window in which to vote.
- Each club member may choose only one candidate for each position and may vote only once.

Officer Expectations

All officers are required to maintain contact with one-another and attend all officer meetings. All officers are expected to represent the club and its values, along with those of UVM, in the best manner possible at all times.

Officer Positions

President

The President is the primary organizer and leader of *UVM Bikes!*. They oversee all club operations, dictate the primary goals and vision of the club, and ensure everything runs smoothly. They are the main point of contact for the co-op, and are responsible for maintaining professional communication on behalf of the club. The President is both responsible *to* and responsible *for* all other club officers and members, and must provide assistance to officers and members as needed. The President must provide adequate organization and leadership to ensure the co-op actively works to accomplish its short and long-term goals. The President is expected to attend, facilitate and set the agenda for each group meeting. They are one of the two Club Signers and are therefore responsible for evaluating and signing off on SGA documents. In addition to primary roles, the President is required to aid the treasurer in financial matters.

Vice President

The Vice President works with the club President to organize and oversee all club operations, ensuring the club is running smoothly and is actively working to accomplish its core goals. If the President is not available to perform one of their duties, it is the job of the VP to fill in for them. The VP is the second point of contact for the club, and as such they are responsible for maintaining professional communication on behalf of the club. The Vice president is expected to aid in the facilitation and creation of the agenda for each club meeting.

Treasurer

The Treasurer is responsible for organizing and monitoring all financial activities and obligations. The treasurer, like the President, is a club signer, and therefore is also responsible for evaluating and signing off on SGA documents. The treasurer is expected to create, track and monitor club finances. They are responsible for the creation and editing of the following financial documents: Annual club budget, club inventories, expense/income ledgers, purchase orders and rental payment/deposit tracking. Creation and editing of such documents should be done with the involvement of all other club officers. Because club finances are a pivotal part of club operations, the treasurer must maintain close contact with all club officers, especially the Shop Coordinator.

Shop Coordinator

The Shop Coordinator is responsible for organizing and monitoring the physical status of the shop space. The Shop Coordinator is responsible for ensuring there is an adequate supply of parts and tools in the co-op, and ensuring the co-op stays organized and orderly. To accomplish this, they are expected to regularly check in on supply levels and update the treasurer when more supplies need to be ordered. The Shop Coordinator is a primary contact with our vendor, Old Spokes Home, and should develop a good working relationship with our contacts there. The Shop Coordinator is also responsible for creating and maintaining the volunteer schedule.

Outreach Coordinator

The primary goal of the Outreach Coordinator is to make as many students aware of the bike co-op as possible, and as such they are responsible for social media, marketing, and event coordination. The Outreach Coordinator actively maintains the co-op Instagram and Facebook accounts and does their best to grow the club's follower base. The Outreach Coordinator is responsible for the primary planning and facilitation of all events in which the club participates (such as the clubs-fair). They are also expected to seek out opportunities for additional events and collaborations with other clubs and members of the community. Ideally, they are capable of producing marketing materials such as posters and flyers to distribute on campus, but that is not required (UVM has resources to help with that stuff).

Lead Mechanics

These club officers play a key role in bike co-op operations. A lead mechanic:

- Has strong mechanical experience.
- Is stoked about the club and helping to further our goals.
- Volunteers a consistent number of hours per week.
- Is reliable.
- Proactively teaches other volunteers.
- Follows and teaches co-op procedures (how to purchase parts, how to open and close the shop, where to find parts/tools and put them back).
- Knows the intricacies of renting a bicycle and the paperwork involved.

As a bonus, Lead Mechanics will gain CatCard access to the Hills building, as all other officers do.