

SMRI President

Duties and responsibilities

- 1) Manage SMRI corporate affairs.
 - a. Submit SMRI's AMA Club Charter status (annually)
 - b. Submit race sanctioning document at least six weeks prior to each event (per event)
 - c. Submit corporate report to State of New Mexico, Public Regulation Commission (every two years)
 - d. Work with Treasurer to ensure corporate taxes are submitted on an annual basis
 - e. With assistance of the Board of Directors:
 - i. Negotiate race and trackday schedule with Sandia Motor Speedway for the following year
 - ii. Negotiate track rental rate with Sandia Motor Speedway
 - iii. Review and establish club membership, racer registration and trackday usage fees
 - iv. Determine appropriate expenditures that will enhance the safety and promotion of SMRI events
 - v. Review and update SMRI rule book
 - f. Monitor and respond to SMRI email on a daily basis
 - g. Communicate race and trackday schedule to SMRI ambulance provider and negotiate ambulance service rate
 - h. Facilitate monthly Board of Directors/Executive meeting
 - i. Arrange/reserve facility for monthly SMRI Club meeting
 - j. Facilitate monthly SMRI Club meeting
 - k. Participate in planning of annual Awards Banquet and facilitate event

- 2) Race events
 - a. Prior to the event
 - i. Confirm ambulance support availability
 - ii. Confirm that all required support/volunteer positions are filled and trained for event
 - iii. Forward email race registrations to Secretary and Treasurer
 - iv. Confirm availability of track transponder/decoder system
 - v. Trophy awards, delegate as needed
 - b. At the track the day of the event
 - i. Ensure liability waiver form is being properly filled out and wrist bands are being distributed
 - ii. Inspect track for debris on the morning of the event/direct track sweeper as required
 - iii. Submit copy of event insurance certificate to host race facility

- iv. Coordinate distribution of radios for all key positions
 - v. Corner worker station setup, delegate as needed
 - vi. Assist with air fence placement (as needed)
 - vii. Make pertinent pit announcements
 - viii. Conduct mandatory riders' meeting
 - ix. Act as Track Marshall and Referee during race weekends
 - 1. Hear and make initial call on any protest
 - 2. Fill out AMA injury report form
 - 3. Enforce any pit or track safety violations
 - x. Distribute lunch tickets to all volunteers
- c. After the event,
- i. Fill out Referee Report Form
 - ii. Call AMA within 24 hours in the event of any serious injury or death
 - iii. Meet with Secretary and Treasurer to submit all post race paperwork within 14 days of event

3) Trackdays

- a. Delegate responsibilities and task to Vice President for Trackday events
- b. Serve as backup to the Vice President in the event VP cannot make event

4) Other Responsibilities

- a. Ensure that all events are conducted in a safe manner in accordance with guidelines established by the AMA and host race track
- b. Monitor financial status of the organization
- c. Ensure annual contingency sponsorship applications are submitted (delegated)