

## **SMRI Vice-President**

### Duties and responsibilities

#### 1) Manage SMRI corporate affairs.

Assist the President of SMRI with any of the following duties:

- a. Monitor and respond to SMRI email on a daily basis
- b. Communicate race and trackday schedule to SMRI ambulance provider and negotiate ambulance service rate
- c. Facilitate monthly Board of Directors/Executive meeting
- d. Arrange/reserve facility for monthly SMRI Club meeting
- e. Facilitate monthly SMRI Club meeting
- f. Participate in planning of annual Awards Banquet and facilitate event

#### 2) Trackday events

- a. Prior to the event
  - i. Confirm ambulance support availability
  - ii. Ensure trackday insurance is provided
  - iii. Confirm that all required support/volunteer positions are filled and trained for event
  - iv. Forward email trackday registration requests to Secretary and Treasurer
  - v. Confirm availability of track transponder/decoder system
- 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. Make copy of track provided liability insurance policy for SMRI records
  - 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 during trackday weekends
    1. Enforce any pit or track safety violations
  - x. Distribute lunch tickets to all volunteers

#### 3) Race events

- a. Serve as backup to the President in case he/she cannot make event

- 4) Other Responsibilities
  - a. Ensure that all events are conducted in a safe manner in accordance with guidelines established by the SMRI and the host race track