

BMMRC President General Duties

Secure meeting location for all Club meetings.

Conduct all general and special Club meetings

Appoint committees with input from Board of Directors

Assign a Work Party leader

Be a co-partner with the Club representative to DRBA

Check on Speedway property on a regular basis during the off-season.

Seasonal Duties January – February

Be a liaison with the Quarter Midget Club, Airport Security, EMT'S, Concession Stand operators, etc.

Contact all personnel for the coming race season to make sure they are returning or, if not, select replacements.

Flagger	Assistant Flagger	Race Director
Pit Steward	Scorers/Computer op	Asst. Race Director
Lap Counter op	Pit Shack personnel	Sign-in personnel
Gate Attendant	Four Wheeler Op	Scale House personnel
Track Prep	Equipment service	News writer
Grounds Keeper	Front Gate personnel	Announcer
Ambulance/Security Personnel	Concession stand Op	Rookie School leader

Check operation of communication radios and service or replace defective units.

MARCH

Contact Artesian Water Co to have water meter re-installed in front pit.

Contact trash Collection Company to install dumpsters.

Make sure inspection and winner stickers have been ordered.

Schedule meeting with all of the personnel that work on Saturday nights.

Select Banquet Committee to arrange for November Awards Banquet.

Check to make sure all telephones, intercom, scale, PA system and Scoring Computer are working properly.

Check condition and service 4-wheelers where needed.

Check condition of all fire extinguishers and have serviced if necessary.

Make sure we have sufficient vehicle fuels or order if necessary.

Make sure scorers have all the necessary paper needed for the season.

Make sure pit shack has necessary paperwork.

APRIL

Make sure track is prepped for practice(s).

Make sure all port-a-potties are ordered and in place.

Make sure Rookie School is held.

WEEKLY ITEMS DURING RACE SEASON

Thursdays – Make sure all communication radios are charged.

Fridays – Check fuel for water truck and 4-wheelers.

Saturdays – Make sure track is prepped for racing.
Put scale readout in scale house.
Make sure all workers are present or get substitutes
Make sure EMT's are present before practice begins.
Schedule and attend Drivers' Meeting.

If there is a sponsor for the night, check VIP room for cleanliness. See that Sponsor's needs are met, i.e. special material distribution, banners hung, etc.

Check the Front Gate, Souvenir Stand, Security Guards and Pit Shack, periodically during the night for any problems.

After the races are completed, check with the Race Director for any problems that need your attention or the BOD.

Make sure all motorized track equipment is properly stored.

Turn off all track and building lights and secure the property.

AUGUST (special)

Form a Nominating Committee (3 members) to select candidates for Officers and BOD.

SEPTEMBER (special)

Read nominations for Officers and BOD at General Membership meeting.

Make sure Championship Trophies are ordered.

Make sure Secretary sends copies of Rule Change Proposals to BOD,

OCTOBER

Schedule and attend Rules Meeting.

Conduct election.

Collect all radios and store

Make sure Artesian Water Co. removes water meter from pit.

Close track for season or schedule additional Work Parties for off-season work.