AMERICAN HISTORIC RACING MOTORCYCLE ASSOCIATION

EXECUTIVE DIRECTOR – JOB DESCRIPTION

1. Position Information

Job Title: Executive Director
Reports To: Board of Trustees
Classification: Independent Contractor

Direct Reports / Operational Oversight:

- Accounting Director
- Membership Director
- Communications Director
- Road Race Director
- Flat Track Director
- National Off-Road Director
- Publications Director

2. Position Overview

The Executive Director is responsible for managing AHRMA's day-to-day business operations and providing the leadership necessary to achieve the organizational goals established by the Board of Trustees.

Serving as AHRMA's Chief Operating Officer (COO), the Executive Director is responsible for planning, organizing, coordinating, and overseeing the association's business activities and racing programs in accordance with Board-approved policies, procedures, and rules.

The position requires a hands-on, collaborative leader who can bring together AHRMA's staff, discipline directors, contractors, and volunteers to ensure the organization operates efficiently, serves its members effectively, and maintains a strong financial foundation.

3. Responsibilities & Duties

Organizational Management

- Direct and oversee the day-to-day business operations of AHRMA.
- Provide leadership and operational direction to department and discipline directors.
- Implement Board-approved policies, objectives, and initiatives.
- Coordinate activities across all AHRMA disciplines and departments.
- Identify opportunities to improve organizational efficiency and member experience.

- Maintain productive relationships with members, staff, volunteers, sponsors, promoters, vendors, and industry partners.

Financial Management

- Oversee all financial and business functions of the association.
- Establish and maintain banking, investment, and professional financial relationships.
- Work with the Board Treasurer on financial reporting, controls, and accountability.
- Prepare the annual operating budget for Board review and approval.
- Monitor income, expenses, and performance against the approved budget.
- Oversee accounts payable, receivables, billing, and collections.
- Coordinate annual tax filings and external financial reporting.
- Maintain oversight of AHRMA's investment accounts and provide periodic reports to the Board.

Board & Governance Support

- Attend and participate in Board of Trustees and Executive Committee meetings.
- Provide regular operational and financial updates to the Board.
- Coordinate the annual Trustee election process.
- Work with the Board Chair, Treasurer, and Secretary to carry out Board directives and assigned responsibilities.
- Ensure timely execution of Board decisions and initiatives.

Membership & Member Relations

- Oversee and support membership operations and retention initiatives.
- Serve as a principal point of contact for members with questions or concerns requiring Executive Director involvement.
- Monitor membership trends and event attendance.
- Promote a positive member experience and responsive customer service throughout the organization.

Racing Operations & Events

- Work with Race Directors on annual event schedules and operational planning.
- Review, negotiate, and approve event contracts within Board-delegated authority.
- Support coordination among AHRMA's Road Race, Flat Track, and Off-Road programs.
- Monitor event attendance, participation, and financial performance.
- Assist in developing relationships with promoters, venues, and other event partners.

Communications & Sponsorship

- Work with the Communications Director on AHRMA's marketing and communications activities.

- Review the monthly pre-publication version of AHRMA MAG.
- Oversee advertising billing and collections associated with AHRMA MAG.
- Work with staff and Race Directors to develop and secure sponsorship opportunities for AHRMA and its racing programs.

4. Authority & Accountability

The Board of Trustees retains responsibility for AHRMA's governance, strategic direction, policies, and financial oversight.

Within the authority delegated by the Board, the Executive Director is responsible for making day-to-day operational and administrative decisions, managing approved expenditures, coordinating organizational activities, and executing Board-approved objectives.

Major financial commitments, contracts outside established approval limits, material budget changes, and significant organizational decisions remain subject to Board approval.

The Executive Director is accountable to the Board for the overall operational and financial performance of the association.

5. Performance Expectations

The Board of Trustees will establish annual objectives and evaluate the Executive Director's performance based on:

- Effective management of daily operations.
- Financial stewardship and budget performance.
- Membership service and retention.
- Leadership and coordination of AHRMA's departments and racing disciplines.
- Successful execution of event schedules and organizational initiatives.
- Sponsorship development and revenue opportunities.
- Overall organizational efficiency, stability, and long-term sustainability.

A formal performance review will be conducted at least annually.

6. Educational & Professional Requirements

- Bachelor's degree in Business Administration, Business Management, or a related field preferred.
- Advanced degree preferred.
- Experience in business management or organizational leadership.
- Nonprofit management experience highly desirable.
- Strong financial, budgeting, and organizational management skills.
- Proficiency in Microsoft Office and general business software applications.
- Excellent written and verbal communication skills.
- Strong interpersonal, organizational, and problem-solving abilities.

- General knowledge of motorcycle racing, motorsports, and event promotion desirable.
- Experience with nonprofit organizations and motorcycle racing insurance requirements, including liability coverage.

7. Physical & Travel Requirements

- Ability to sit and stand for extended periods.
- Ability to lift and carry up to 25 pounds.
- Ability to operate a computer and standard office equipment.
- Occasional exposure to outdoor conditions at AHRMA events.
- Willingness and ability to travel periodically for Board meetings, national racing events, and other organizational activities.

8. Independent Contractor Relationship

The Executive Director will provide services to AHRMA as an independent contractor, not as an employee.

The relationship will be governed by a separate Independent Contractor Services Agreement approved by the Board of Trustees. That agreement will establish compensation, scope of services, expense and travel reimbursement, performance expectations, delegated authority, and other terms of the engagement.

The Executive Director is responsible for applicable tax obligations associated with independent contractor status, subject to applicable law.

9. Additional Responsibilities

This description outlines the principal responsibilities of the Executive Director and is not intended to be an exhaustive list. Additional responsibilities may be assigned by the Board of Trustees as organizational needs evolve.