

Canberra Cycling Club – Committee Roles and Responsibilities

Index:	Page
The role and responsibility of the committee	1-2
Office Bearers	
President	3
Vice Presidents	4
Secretary	5
Treasurer	6
Club Captain	7
Race Secretary	8-9
Membership Secretary	10
Club Handicapper	11
General Committee	
General Committee Members	12
Race Sub-Committee Members	13
Canberra Cycling Club Social Coordinator	14
Equipment Officer	15
Clothing Officer	16

The role and responsibility of the committee

The Canberra Cycling Club is only as successful as its organising committee. Being a committee member is a rewarding and challenging experience. It is important that the roles of the committee are clear and followed through to ensure the viability of the Club in the future.

The role and responsibility of the committee is to:

- co-ordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled
- carry out the recommendations of members as expressed at the annual general meeting
- provide members with detailed information regarding the running of the club
- monitor the performance of the club officials (according to their job descriptions), to see they are carrying out their functions. Also it monitors the performance of any sub-committees or club employees
- ensure that all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered

- negotiate training opportunities for Administrators and Coaches, provide detailed written and oral records and job descriptions to a newly elected committee so they can settle into their duties quickly
- planning and budgeting for the future
- ensure that all members of the committee are role models in the area of leadership
- ensure members abide by the cycling code of conduct
- ensure the club's sustainable future through adopting a risk management approach that considers the health of the club and its members as a priority

President

The President is the principal leader of the Canberra Cycling Club (CCC) and has overall responsibility for the club's administration. The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the CCC members and responsible for representing the views of the members.

Responsibilities and Duties

The President/Chairperson should:

- Be well informed of all club activities
- Be aware of the future directions and plans of club members
- Have a good working knowledge of the club constitution, club rules and the duties of all office holders and sub-committees
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- be the supportive leader for all club members

Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

- Can communicate effectively
- well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations members.
- Is unbiased and impartial on all issues
- Is well informed about the purpose of the meetings and items to be covered
- Is a good listener who will be able to summarise the main points of discussion
- Is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion
- Is well versed in the rules or procedure for the particular type of meeting being held and allow for relevant debate

Estimated Time Commitment Required

The estimated time commitment required as the President of the CCC is up to 20 to 25 hours per week in peak times.

Vice Presidents

Responsible To

The Vice Presidents are directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

- Works closely with the president
- Assumes the president's duties if necessary
- Coordinates the work of the committees and typically chairs an important sub-committee
- Works with the president and treasurer in budget and calendar preparation
- Assists the president in meeting agenda preparation
- Works behind the scenes to help iron out differences between people
- Assumes other responsibilities as assigned by the president.

Estimated Time Commitment Required

The estimated time commitment required as Vice President is 4 to 6 hours hours per week in peak times.

Club Secretary

The Secretary is the chief administration officer of the Canberra Cycling Club (CCC). This person provides the coordinating link between members, the management committee and outside agencies.

Responsible To

The secretary is directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

The Secretary should:

- Make arrangements including venue, date, times and hospitality for club meetings
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Maintain files of legal documents such as constitutions, leases and titles and maintain custody of the Common Seal of the Club
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee
- Is enthusiastic and dedicated to the club and its members.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Does not write in small Fonts (Dr John!)

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of the CCC is 6-8 hours per week.

Treasurer

The Treasurer is the chief financial management officer for the Canberra Cycling Club (CCC).

Responsible To

The Treasurer is directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

The Treasurer should:

- Prepare and monitor the yearly budget, provide a written and verbal Treasurer's report at Club meetings and when required.
- Keep proper records of all payments and monies received;
- Send out accounts, invoice groups or members for rentals, e.g. Equipment, signs, etc.
- Pay the Clubs bills, be the signatory on club cheques (with at least one other).
- Be responsible for the club's petty cash.
- Show evidence that money received is banked and documentation provided for all money paid out (Issuing receipts and promptly depositing all monies received).
- Keep the club's finance books up-to-date
- Arrange the audit of the Clubs financial records and ensure that the information is prepared each years AGM.
- Produce an annual financial report.
- If required develop and manage the club investment program to manage surplus funds.
- To negotiate with banks for loans, overdraft facilities, and mortgages.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.

Bookkeeper

If required use an external bookkeeper to assist with the development of a financial system for the Clubs finances.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of CCC is 3-4 hours per week.

Club Captain

The Club Captain is the face of the Club to the Canberra Cycling Club Membership.

Responsible To

The Club Captain is directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

The Club Captain should:

- Be responsible for 'club spirit' and encourage 'development' activities
- Promote a 'welcoming' club and participation in club events
- Set an example of 'sportsmanship' for members
- Deal with queries from potential new members
- Represent club members interests at the committee and 'away' races

Knowledge and Skills Required

Ideally the Club Captain is

- An Experienced Club member with considerable racing knowledge and experience
- A person who is well respected within the Club and the Cycling community
- A visible member of the Club who regularly attends and participates in Club held events and training rides.
- A member who takes a keen interest in the development of mentoring of Cyclists and is welcoming and supportive of all members

Estimated Time Commitment Required

The estimated time commitment required as the Club Captain 1-2 hours per Week, plus involvement in Club races and training rides.

Canberra Cycling Club Race Secretary

The Race Secretary of the Canberra Cycling Club (CCC) is responsible for the scheduling and smooth running of club races.

Responsible To

The Race Secretary is directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

The Race Secretary should:

- Liaise with other members of the race sub-committee to schedule marshals and race directors for club races.
- Ensure that reminders are provided for marshals and race directors. These tasks can be delegated to members of the race sub-committee.
- Coordinate and lead the Race-Subcommittee
- Develop the race calendar and convene with the race sub-committee.
- Co-ordinate submission of road approvals for road races to Roads ACT.
- Develop and maintain risk management documents for all race circuits used by the club (map of circuits, requirements for marshals, vehicles, traffic flow, signage, hazards, etc.)
- Ensure that Canberra Cycling Club members are aware of the race calendar and upcoming event details through liaison with the race publicity officer on the race sub-committee.
- Report to relevant people (president, secretary, Commissaire) of any issues arising with regards to club race circuits.
- Report on incidents and risks at races and ensure that accurate race records are kept including incident report forms, Commissaire report forms, results sheets etc.
- Deal with queries relating to the race calendar.
- Liaise with ACTCF on CA event programs and novicover.
- Liaise/book venues where required.
- Deal with ACTCF on CA insurance policy (esp. for summer program).
- The Race Secretary is responsible for making the final call regarding race re-scheduling and/or cancellation.
- Have a copy of and be familiar with competition rules.

Knowledge and Skills Required

Ideally the Race Secretary is someone who is:

- Knowledgeable about cycling and understands cycle racing
- Able to identify, evaluate and manage risk
- Able to keep good records
- Able to delegate tasks
- Able to format documents

Estimated Time Commitment Required

The estimated time commitment required as the Race Secretary of CCC is an intensive block of time prior to a racing season. 3 to 4 hours per week.

Membership Secretary

The Membership Secretary is responsible for the registration of all members of the Canberra Cycling Club (CCC), the maintenance of the membership database.

Responsible To

The Membership Officer is directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

The Membership Secretary should:

- Maintain registers of members, names and addresses, life members and sponsors
- Sight all transfers of members from other clubs and adjust the register accordingly.
- Pass membership information on to the media, race director, Commissaire, president and secretary whilst maintaining confidentiality.
- Ensure privacy legislation is upheld in the collection and dissemination of personal information.
- Inform potential/re-signing members of all membership options available and allow them to make an informed choice.
- Provide regular updates on the state of membership including drop-out data (member churn rate) and transfers
- Maintain contact with the membership and develop ideas for expanding membership within the club.
- Develop and implement membership surveys.

Knowledge and Skills Required

Ideally the Membership Secretary is someone who is:

- Well organised
- Able to allocate regular time periods to maintain register
- Able to keep good records
- Able to communicate with the public
- Accessible to potential and existing members – especially during renewal times

Estimated Time Commitment Required

The estimated time commitment required as the Membership Officer of CCC is 2-3 hours per week but must be accessible.

Club Handicapper

The Club Handicapper is responsible for ensuring the correct grading of members in all Club Events (both Road and Criterium) and all Open Events.

Responsible To

The Club Handicapper is directly responsible to the President of the CCC, the committee and the members.

Responsibilities and Duties

- Responsible for ensuring members race in the appropriate grades commensurate with their Cycling skill levels
- Responsible for completing the handicap times for handicap races
- Ensuring grading of members is regularly reviewed and promulgated to the membership through the Club website
- A member of the Race-Subcommittee

Knowledge and Skills Required

The Club handicapper is someone who has:

- Well developed experience and knowledge of all aspects of Club and Open Event Racing
- The ability to communicate handicapping decisions to members and be impartial

Estimated Time Commitment Required

The estimated time commitment required as the Club Handicapper is 1 ½ to 2 hours per week.

General Committee

The following roles describe possible tasks of the general committee members. These roles will be assigned once the committee has been formed. The roles may change depending upon the needs, skills and direction from the executive.

The responsibilities of a general member of a committee are:

- To attend meetings whenever possible. Meetings are generally held on a monthly basis.
- To advise the secretary / president if unable to attend meetings of the committee.
- To participate fully in all committee work and, based on the member's knowledge and experience assist other committee members where possible.
- To pursue the objectives of the members, to be impartial, and broadly represent member interests
- To consult (not dictate) with members.
- To clearly and effectively present the views of the members and committee.
- To actively contribute to reaching committee consensus.
- To vote on motions
- To model and reinforce the policies and practices of the club (code of conduct, risk management practices, safety)

Canberra Cycling Club Race Sub-Committee

The members of the Race Sub-Committee of the Canberra Cycling Club (CCC) are collectively responsible for the scheduling and smooth running of club races.

Responsible To

The members of the Race Sub-Committee are directly responsible to the President of the CCC and the members.

Positions and Duties

Race Secretary

- As defined previously.

Marshal Coordinator

- Liaise with race secretary to coordinate marshal roster and provide reminders to marshals in a timely manner. Ensure that the marshal roster is posted to the website and communicated to the CCC members.
- The estimated time commitment required as the Marshal Coordinator of CCC is an intensive block of time prior to a racing season. ½ - 2 hours per week.

Club Handicapper

- Responsible for completing the handicap times for handicap races and ensuring that people are racing in the appropriate grade.
- The estimated time commitment required as the Club Handicapper of CCC is ½ - 2 hours per week.

Race Publicity Officer

- Responsible for ensuring that upcoming race information is communicated to people, newsletters etc in timely manner.
- The estimated time commitment required as the Race Publicity Officer of CCC is ½ - 2 hours per week.

Canberra Cycling Club Social Coordinator

The Social Coordinator of the Canberra Cycling Club (CCC) is responsible for coordinating and organizing social activities, with the aim of creating a friendly atmosphere, in order to maintain involvement and attract new members. Activities include:

- Organizing social events, such as dinners, end of season presentations and after race functions (e.g. BBQ presentation) at select events.
- Liaising with relevant race director, the race sub-committee and Club Captain to coordinate catering for after race functions (e.g. organize provision and transport of food and drink).
- Liaising with race publicity officer (race sub-committee) for promotion of activities and events.
- Ensure that arrangements are communicated to the membership and where applicable other persons who may wish to attend.
- Arranging a suitable venue to cater for the entire clientele of the club (family friendly, inclusive, non-gendered).
- Liaising with the treasurer regarding expenditure/profit and ensuring that money is paid into the correct account.
- Liaising with the membership officer to identify new members.
- Liaise with Club Captain to develop and maintain a member induction process.
- Liaise with Club Captain to ensure new members are made to feel welcomed and involved.

Estimated Time Commitment Required

The estimated time commitment is expected to be around 1-2 hours a week in peak times.

Canberra Cycling Club Equipment Manager

The Equipment Manager of the Canberra Cycling Club (CCC) is responsible for managing the CCC assets (vehicle, equipment, trailer, etc).

Responsible To

The Equipment Manager is directly responsible to the President of the CCC and the members.

Responsibilities and Duties

The Equipment Manager should:

- Establish and maintain an assets register.
- Coordinate and maintain the CCC assets.
- Coordinate the use of equipment by club members and third party groups.
- Plan and follow a budget for the maintenance of equipment and purchase of new Equipment.
- Conduct risk management evaluations on club assets (insurance, theft, hazards, damage) and propose strategies/plans for dealing with identified risk.
- Liaise with other relevant committee members regarding equipment needs, make recommendations to the committee and organise their acquisition through committee procedures.

Knowledge and Skills Required

Ideally the Equipment Manager is someone who is:

- Handy on the tools
- Able to delegate
- Able to identify issues of risk associate with assets
- Able to communicate with relevant parties
- Familiar with costing equipment

Estimated Time Commitment Required

The estimated time commitment required as the Equipment Manager of CCC is an occasional intensive block of time prior to weekly races and major events 2- 3 hours per week.

Clothing Officer

The Clothing Officer of the Canberra Cycling Club (CCC) is responsible for the management of Club Clothing.

Responsible To

The Clothing Officer is directly responsible to the President of the CCC and the members.

Responsibilities and Duties

The Clothing Officer should:

- Maintain adequate stocks of the Club Uniform.
- Regularly review the quality and pricing of Club Clothing
- Maintain accurate records of all Clothing Sales

Knowledge and Skills Required

Ideally the Clothing Officer is someone who has:

- Good fashion Sense
- Ability to liaise with the Clubs authorised clothing supplier.
- Readily available to Club members who wish to purchase clothing

Estimated Time Commitment Required

The estimated time commitment required as the Clothing Officer is approximately 1 to 2 hours per week.