

Vikings Cycling Club

Committee Roles and Responsibilities

September 2015

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The role and responsibility of the committee

The Vikings Cycling Club (VCC) 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 and sub-committees (according to their job descriptions), to see they are carrying out their functions
- 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.

Office Bearers

President

The President is the principal leader of the VCC 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 VCC members and responsible for representing the views of the members.

Responsibilities and Duties

The President 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 at local, regional, state and national levels
- Act as a facilitator for club 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 VCC is up to 10-15 hours per week in peak times.

Vice Presidents

Responsible To

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

Responsibilities and Duties

The Vice Presidents should:

- Work closely with the President
- Assume the President's duties if necessary
- Coordinate the work of the committees and typically chairs an important subcommittee
- Work with the President and Treasurer in budget and calendar preparation
- Assist the President in meeting agenda preparation
- Work behind the scenes to help iron out differences between people
- Assume other responsibilities as assigned by the President.

Estimated Time Commitment Required

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

Treasurer

The Treasurer is the chief financial management officer for the VCC.

Responsible To

The Treasurer is directly responsible to the President, 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 club's bills promptly
- 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 club's financial records and ensure that the information is prepared for each year's AGM
- Produce an annual financial report
- If required, develop and manage the club investment program to manage surplus funds
- If required, negotiate with banks for loans, overdraft facilities, and mortgages.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Qualified and/or experienced in accountancy
- 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.

Estimated Time Commitment Required

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

Secretary

The Secretary is the chief administration officer of the VCC. This person provides the coordinating link between members, the management committee and external organisations and businesses.

Responsible To

The Secretary is directly responsible to the President, 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 and distribute in a timely manner
- Read, reply and file correspondence promptly
- Maintain files of legal documents such as constitutions, leases and titles

- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
- Maintain registers of sponsors and their contact details
- Other tasks: handle bookings and entries; respond to general duties as directed by the club 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.

Estimated Time Commitment Required

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

Membership Officer

The Membership Officer is responsible for the registration of all members of the VCC and the maintenance of the membership register.

Responsible To

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

Responsibilities and Duties

The Membership Officer should:

- Monitor and review the club's membership register within the Cycling Australia online membership system to ensure that locally held membership lists are up-to-date eg race lists
- Maintain the list of club life members and ensure that they are provided the appropriate complimentary membership each year
- Reconcile manual membership payments to VCC with invoices from Cycling Australia
- Reconcile CA online membership payments with deposits into the VCC bank account
- Process transfers of members from other clubs (obtaining appropriate clearance), memberships upgrades and manual memberships in a timely manner and provide all relevant documentation and payment to Cycling Australia
- Respond to all membership enquiries in a timely manner, preferably within 24-48 hours

- 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
- Liaise with the ACT Cycling Federation and Cycling Australia on event programs and novice training with respect to Novicover insurance
- Update the V-Mail subscribers list with new members
- 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 Officer is someone who is:

- Well organised with good time management skills
- Able to allocate regular time periods to maintain the 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 VCC is an intensive block of time during the renewal period and for special events such as novice programs and then 3-5 hours per week but must be accessible on a daily basis to handle enquiries.

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 or 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).

Club Captain

The Club Captain is the face of the club to the VCC members.

Responsible To

The Club Captain is directly responsible to the President, 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 meetings and at non-club 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.

Race Secretary

The Race Secretary of the VCC is responsible for the scheduling and smooth running of club races.

Responsible To

The Race Secretary is directly responsible to the President, 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
- Coordinate and lead the Race Sub-Committee
- 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 VCC 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
- In conjunction with the Membership Officer, liaise with the ACT Cycling Federation and Cycling Australia on event programs with respect to 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 rescheduling 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 of high quality for external parties.

Estimated Time Commitment Required

The estimated time commitment required as the Race Secretary of VCC is an intensive block of time prior to each racing season (summer and winter) and then 3 to 4 hours per week.

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, the committee and the members.

Responsibilities and Duties

The Club Handicapper should:

- Be responsible for ensuring members race in the grades appropriate for their cycling skill levels
- Be responsible for completing the handicap times for handicap races
- Ensure grading of members is regularly reviewed and promulgated to the membership through the club website on a quarterly basis
- Be responsible for handling any queries of individual's gradings
- Be a member of the Race Sub-Committee

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 1-2 hours per week.

Junior Development Officer

The Junior Development Officer is responsible for overseeing the organisation and development of the junior program associated with the VCC.

Responsible To

The Junior Development Officer is directly responsible to the President, the junior members and their parents.

Responsibilities and Duties

The Junior Development Officer should:

- Develop a sound junior program in line with the club needs and values
- Report back to the main committee on all outcomes associated with Junior programs
- Be well informed of all club activities
- Be aware of the future directions and plans for junior club members
- Have a good understanding about the needs of juniors and ways in which the club can best manage its junior group
- Represent the club/group at junior local and regional levels
- Act as a facilitator for club/group activities for juniors
- Ensure the planning and budgeting of the junior program is carried out in accordance with the wishes of the members and club sponsors
- Ensure the cycling code of conduct is reinforced
- Ensure the junior program adheres to risk management practices
- Delegate responsibilities to club and sub-committee members as needed
- Ensure appropriate support for the junior program – training, coaching, facilities, equipment knowledge and skills required

Ideally the Junior Development Officer is:

- An experienced club member with considerable racing knowledge and experience with programs designed for children 9 to 17 years of age and being inclusive of their parents
- 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 where juniors are involved
- A member who takes a keen interest in the development of mentoring of junior cyclists and is welcoming and supportive of all members.

Estimated Time Commitment Required

The estimated time commitment required as the Junior Development Officer is 1-2 hours per week, plus extra involvement in club races and training programs/rides.

Women's Development Officer

The Women's Development Officer is responsible for overseeing the organisation and development of the women's program associated with the VCC.

Responsible To

The Women's Development Officer is directly responsible to the President and the female members of VCC wishing to participate in the women's development group.

Responsibilities and Duties

The Women's Development Officer should:

- Develop a sound women's program in line with the club needs and values
- Encourage more women into cycling and racing at the club level
- Provide a welcoming, safe environment for women new to cycling
- Report back to the main committee on all outcomes associated with women's programs
- Be well informed of all club activities
- Be aware of the future directions and plans for female club members
- Have a good understanding about the needs of female cyclist and ways in which the club can best manage its women's group
- Represent the club/group at local and regional levels
- Act as a facilitator for club/group activities for female club members
- Ensure the planning and budgeting of the women's program is carried out in accordance with the wishes of the members and club sponsors
- Ensure the cycling code of conduct is reinforced
- Ensure the women's program adheres to risk management practices
- Delegate responsibilities to club and sub-committee members as needed
- Ensure appropriate support for the women's program – training, coaching, facilities, equipment knowledge and skills required

Ideally the Women's Development Officer is:

- An experienced club member with considerable racing knowledge and experience with programs designed for women
- 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 where women are involved
- A member who takes a keen interest in the development of mentoring of female cyclists and is welcoming and supportive of all members.

Estimated Time Commitment Required

The estimated time commitment required as the Women's Development Officer is 1-2 hours per week, plus extra involvement in club races and training programs/rides.

Novice Development Officer

The Novice Development Officer is responsible for overseeing the organisation and development of new cyclists associated with the VCC.

Responsible To

The Novice Development Officer is directly responsible to the President and the new members of VCC wishing to participate in the novice development group.

Responsibilities and Duties

The Novice Development Officer should:

- Develop a sound novices program in line with the club needs and values
- Encourage more people into cycling and racing at the club level
- Provide a welcoming, safe environment for people new to cycling
- Report back to the main committee on all outcomes associated with novice programs
- Be well informed of all club activities
- Be aware of the future directions and plans for novice members
- Have a good understanding about the needs of new cyclists and ways in which the club can best manage its novice group
- Represent the club/group at local and regional levels
- Act as a facilitator for club/group activities for novice club members
- Ensure the planning and budgeting of the novice program is carried out in accordance with the wishes of the members and club sponsors
- Ensure the cycling code of conduct is reinforced
- Ensure the novice program adheres to risk management practices
- Delegate responsibilities to club and sub-committee members as needed
- Ensure appropriate support for the novice program – training, coaching, facilities, equipment knowledge and skills required

Ideally the Novice Development Officer is:

- An experienced club member with considerable racing knowledge and experience with programs designed for novices
- 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 where novices are involved
- A member who takes a keen interest in the development of mentoring of novice cyclists and is welcoming and supportive of all members.

Estimated Time Commitment Required

The estimated time commitment required as the Novice Development Officer of VCC is an intensive block of time preceding and during the running of a novice program plus extra involvement in club races and training programs/rides.

Clothing Officer

The Clothing Officer of the VCC is responsible for the management of club clothing.

Responsible To

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

Responsibilities and Duties

The Clothing Officer should:

- Maintain adequate stocks of the club uniform
- Liaise with suppliers
- 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
- Has the ability to liaise with the club's authorised clothing supplier
- Is 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 1-2 hours per week.

Webmaster

The Webmaster of the VCC is responsible for updating the club's website in a timely fashion and keeping the overall look cohesive.

Responsible To

The Webmaster is directly responsible to the President and the members.

Responsibilities and Duties

The Webmaster should:

- Maintain the club website and links, including liaising with members, ACTCF and other clubs and groups producing marketing product (news articles, race results)
- Ensure that information presented is up-to-date and accurate, especially for race calendars, race rosters and committee member contact details
- Maintain the club's email addresses and accounts
- Ensure that domain name registration and web hosting is current and renewed promptly.

Knowledge and Skills Required

Ideally the Web Master is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Understands the Web, is proficient with media releases and formatting documents
- Knowledge of what makes good design is an advantage
- Has basic html and CSS coding skills and can use a web editing program.

Estimated Time Commitment Required

The estimated time commitment required as the Webmaster of VCC is an occasional intensive block of time prior to each race season updating the race calendar and roster then 1-2 hours per week handling race results and news articles.

V-Mail Editor

The V-Mail Editor of the VCC is responsible for collating articles and publishing in the club's newsletter approximately every 3-4 weeks.

Responsible To

The V-Mail Editor is directly responsible to the President and the members.

Responsibilities and Duties

The V-Mail Editor should:

- Liaise with various club members and other external groups/clubs to obtain latest news articles for publication
- Collate, edit and format articles ready for publication
- Maintain the V-Mail subscribers list by removing old/bounced emails.

Knowledge and Skills Required

Ideally the V-Mail Editor is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Understands the Web, is proficient with media releases and formatting documents
- Has basic html and CSS coding skills and can use a web editing program

Estimated Time Commitment Required

The estimated time commitment required as the V-Mail Editor of VCC is 1-2 hours per week.

Equipment Manager

The Equipment Manager of the VCC is responsible for managing the club assets (equipment, trailer, etc).

Responsible To

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

Responsibilities and Duties

The Equipment Manager should:

- Establish and maintain an assets register
- Coordinate and maintain the VCC 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 associated 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 VCC is an occasional intensive block of time prior to major events then 1-2 hours per week before races.

Social Coordinator

The Social Coordinator of the VCC is responsible for coordinating and organising social activities, with the aim of creating a friendly atmosphere, in order to maintain involvement and attract new members.

Responsibilities and Duties

The Social Coordinator should:

- Organise social events, such as dinners, end of season presentations and after race functions (e.g. BBQ presentation) at select events
- Liaise with the relevant Race Director, the Race Sub-committee and Club Captain to coordinate catering for after race functions (e.g. organise provision and transport of food and drink)
- Liaise with the 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
- Arrange a suitable venue to cater for the entire clientele of the club (family friendly, inclusive, non-gendered)
- Liaise with the Treasurer regarding expenditure/profit and ensuring that money is paid into the correct account
- Liaise with the Membership Officer to identify new members
- Liaise with the 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.

Race Sub-Committee

The members of the Race Sub-Committee of the VCC 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 Race Secretary and the members.

Positions and Duties

Race Secretary

- As defined previously.

Club Handicapper

- As defined previously.

Marshal Coordinator

- Liaise with Race Secretary to coordinate the race director/marshal roster and provide reminders to the rostered people in a timely manner
- Ensure that the race director/marshal roster is posted to the website and communicated to the VCC members especially with any changes throughout the season
- The estimated time commitment required as the Marshal Coordinator of VCC is an intensive block of time prior to a racing season and then 1-2 hours per week.

Race Publicity Officer

- Responsible for ensuring that upcoming race information is communicated to the local cycling community via email groups, websites and newsletters etc in timely manner
- Responsible for ensuring that race results are communicated to the local cycling community via email groups, websites and newsletters etc in timely manner

- The estimated time commitment required as the Race Publicity Officer of VCC is 1-2 hours per week.