

Peel District Cycling Club Committee Roles and Responsibilities

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The role and responsibility of the committee

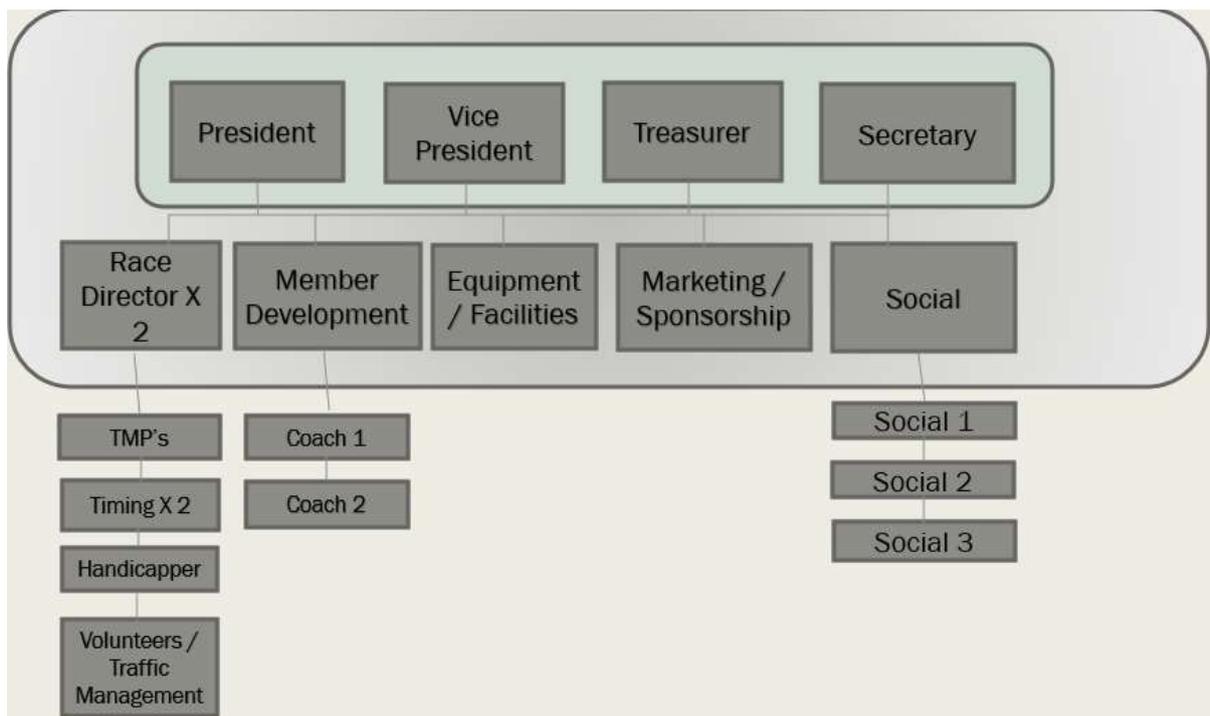
The Peel Districts Cycling Club is only as successful as its organising committee. Being a Committee member is a rewarding and challenging experience. It is important that the roles

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 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

Peel District Cycling Club – Organisation Chart



President

The President is the principal leader of the Peel Districts Cycling Club (PDCC) 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 PDCC 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/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 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
- Can avoid repetition, arguments, interruptions and deviation from the matter under discussion
- Is well versed in the rules or procedure for the meeting being held and allow for relevant debate

Estimated Time Commitment Required

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

Vice President

Responsible To

The Vice Presidents are directly responsible to the President of the PDCC, 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 subcommittee
- 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 per week in peak times.

Secretary

The Secretary is the chief administration officer of the Peel Districts Cycling Club (PDCC). 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 PDCC, 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

Estimated Time Commitment Required

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

Treasurer

The Treasurer is the chief economic management officer for the Peel Districts Cycling Club (PDCC).

Responsible To

The Treasurer is directly responsible to the President of the PDCC, 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:

- 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 PDCC is 3-4 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 monthly.
- 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)

General Committee Positions

1. Race Director
2. Member Development Manager
3. Equipment / Facilities Manager
4. Marketing / Sponsorship Manager
5. Social Committee Manager

Positions Described Below.

Race Director

The Race Director of the Peel District Cycling Club (PDCC) is responsible for the scheduling and smooth running of club races.

Responsible To

The Race Director is directly responsible to the President of the PDCC, the committee and the members.

Responsibilities and Duties

The Race Director 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 Peel Districts 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/book venues where required.
- The Race Director 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 Director 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 PDCC is an intensive block of time prior to a racing season. 3 to 4 hours per week.

Member Development Manager

The role of the Member Development Manager is to ensure the club runs programs to increase participation of all members, but in particular Juniors and Ladies, in club activities.

The responsibilities of a general member of a committee are:

- Liaise with club coach to organise coaching and training sessions. These can be targeted for junior, female or mixed demographics.
- Liaise with WestCycle and the WestCycle Women's Committee to implement programs to increase participation of women and juniors at club events.
- Direct members to coaching services offered by club, club coach, or external.

- The members of the Development Sub-Committee of the Peel Districts Cycling Club (PDCC) are collectively responsible for the scheduling and smooth running of junior and lady's development activities including coaching.
- Identify and develop training opportunities for members

Responsible To

The members of the Development Sub-Committee are directly responsible to the President of the PDCC and the members.

Sub Committee Positions and Duties***Club Coach***

- Have the skills to be able to effectively coach and train our Juniors and Ladies development.

Assistant

- Assist the coach and committee chair where and when possible.

Marketing Manager

The role of the marketing manager is to effectively market the club through all available media outlets. Attract sponsorship to the club, and work with local government to access grants where possible.

The responsibilities of a Marketing Manager are:

- Effectively promote the club in all media outlets as efficiently as possible.*
- Research and apply for grants where applicable.
- Attract sponsorship to the club.
- Promote the club to prospective new members.

*The Marketing Manager must have access to Facebook, Instagram and Email.

Race Sub-Committee

The members of the Race Sub-Committee of the Peel Districts Cycling Club (PDCC) 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 PDCC and the members.

Positions and Duties**Race Director**

- As defined previously.

Marshal Coordinator

The marshal coordinator is responsible to ensure each race is covered with enough suitably qualified race corner marshals to ensure safe racing, and the clubs compliance.

Responsibilities and Duties

- Liaise with race director, and TMP planner 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 PDCC members.
- The estimated time commitment required as the Marshal Coordinator of PDCC is an intensive block of time prior to a racing season. ½ - 2 hours per week.
- Organise training of marshals when required.

Knowledge and Skills Required

The Marshal Coordinator is someone who has:

- Well-developed experience and knowledge of all aspects of Club and Open Event Racing
- The ability to communicate to members and delegate responsibilities
- Access to email and social media (Facebook) to effectively organise people.

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.

Responsibilities and Duties

- Review race results and regrade members on their apparent form / ability.
- 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.

Traffic Management Planner

The Traffic Management Planner is responsible for ensuring the TMPs are in place and approved for each course to enable racing to occur.

Responsibilities and Duties

- Liaise with Race Subcommittee and organise the approval of traffic management plans for the race season.
- A member of the Race-Subcommittee

Knowledge and Skills Required

The Traffic Management Planner is someone who has:

- Well-developed experience and knowledge of developing and implementing Traffic Management Plans.
- The ability to communicate with the Race Sub Committee, and the Volunteer Coordinator

Estimated Time Commitment Required

The estimated time commitment required as the Traffic Management planner is 1 ½ to 2 hours per week.

Timing Manager

The Timing Manager is responsible for ensuring the correct and accurate recording of timing for each event.

Responsibilities and Duties

- Set up timing for each event.
- Effectively run the timing system for each event.

Knowledge and Skills Required

The Timing Manager is someone who has:

- Workable knowledge of and comprehension of operating computer timing systems.
- The ability to post results quickly.
- The ability to work with the commissaire and race directors to review results.

Estimated Time Commitment Required

The estimated time commitment required as the Timing Manager is 1 ½ to 2 hours per week during race events.

Social Coordinator

The Social Coordinator of the Peel Districts Cycling Club (PDCC) 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.
- 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.

Estimated Time Commitment Required

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

Social Sub-Committee (3 Members)

Activities Include:

- Assisting the Social Coordinator to organise social events for the club and its members.
- Events will include the End of Year Windup, and any other social events.
- All proceeds to be directed to the Junior Foundation Fund.

Equipment Manager

The Equipment Manager of the Peel Districts Cycling Club (PDCC) is responsible for managing the PDCC assets (vehicle, equipment, trailer, etc) and clothing.

Responsible To

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

Responsibilities and Duties

The Equipment Manager should:

- Establish and maintain an assets register.
- Coordinate and maintain the PDCC 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.
- Manage the purchase and sale of club clothing.

Knowledge and Skills Required

Ideally the Equipment Manager 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 PDCC is an occasional intensive block of time prior to weekly races and major events 2- 3 hours per week.