



SOCIAL RIDING SUBCOMMITTEE



Purpose

The Social Riding Subcommittee supports the Committee in developing and coordinating social riding opportunities that encourage participation, enjoyment and connection within the Club.

The Subcommittee operates under the authority delegated to it by the Committee under Clause 23 of the Club Constitution.

Membership

The Social Riding Subcommittee will comprise a Convenor (appointed at the AGM) and two other members. The Convenor may seek the assistance of other Club members or volunteers and may co-opt additional members where specific skills or expertise are required. The Convenor will advise the Committee of any members who have been co-opted.

Responsibilities

The Subcommittee is responsible for:

- planning and coordinating the Club's social riding program and calendar;
- organising regular and occasional social rides, cycling trips and other activities;
- developing opportunities for different types and levels of social riding;
- encouraging participation by new and existing members, including women, younger riders and others who may be less involved in Club activities;
- coordinating ride leaders and volunteers;
- promoting social riding activities and liaising with relevant organisations where required;
- identifying and reporting safety or operational issues; and
- keeping appropriate records of activities.

Membership and Participation Requirements

The Subcommittee will ensure that participants meet the membership, insurance and risk acknowledgement requirements determined by the Committee, including AusCycling membership, appropriate insurance or the Club's approved acknowledgement and acceptance of risk, as applicable.

Ride leaders and volunteers will be made aware of relevant participation requirements.

Working with the Committee

The Subcommittee will keep the Committee informed of significant matters affecting its activities and provide a monthly report on the social riding program, issues and upcoming activities.

Matters should be referred to the Committee where approval is required, the matter is outside the Subcommittee's responsibilities, there are significant financial, legal or safety implications, or the matter may affect the wider operation of the Club.

Financial Matters

The Subcommittee has financial delegation of up to **\$200 per transaction**, subject to the requirements and conditions of the GCC Financial Delegation.

The Subcommittee will plan the financial aspects of its activities and work within approved Club budgets and approved activities.

For activities involving Club expenditure, the Subcommittee should:

- prepare a proposed plan and budget;
- obtain Committee approval where required;
- monitor expenditure against the approved budget and advise the Committee of significant variations;
- manage expenditure in accordance with the GCC Financial Delegation and Club payment procedures;
- not divide related or recurring expenditure into separate transactions or spread it over time to avoid the delegation limit; and
- declare any actual or perceived conflict of interest and refer the matter to the Committee or another authorised person as appropriate.

The Subcommittee may identify relevant grant and funding opportunities and assist with applications. Where a grant application may create a financial or contractual commitment for the Club, Committee approval is required before submission.

The Subcommittee must not commit the Club to expenditure, contracts or other financial obligations outside the authority delegated by the Committee, or outside an approved budget or activity.

Planning, Safety and Financial Matters

The Subcommittee will use the Club's Event Management Framework, where applicable, and ensure social riding activities are conducted in accordance with relevant Club policies, safety and insurance requirements and applicable requirements of governing bodies, landowners and other organisations.

The Subcommittee will work within approved budgets and the GCC Financial Delegation and must not commit the Club to expenditure, contracts or other financial obligations outside its delegated authority.

Reporting

The Subcommittee will provide a written monthly report to the Secretary at least one week before the Committee meeting.

The report should include, as appropriate, activities completed and planned, participation information, significant issues or risks, financial matters and any decisions or approvals required from the Committee.

Review

These responsibilities may be reviewed and updated by the Committee as the Club's needs change.