



Committee Role Descriptions

Roles and Responsibilities of the Committee

Being a member of the Grafton Cycle Club (GCC) committee is a rewarding experience. It is important that the roles of the committee are clear to ensure the viability of the club.

Duties

- coordinate the planning of activities in line with the aims and objectives of the club
- provide members with detailed information regarding the running of the club
- monitor the activities of sub committees
- provide new members with information past and present so they can settle into their roles quickly
- plan and budget for the future
- ensure all members of the committee are role models and show leadership, behave ethically and demonstrate impartiality in their debate and decision making

Election Process

The clubs Annual General Meeting (AGM) is usually held in December each year. All committee roles are declared vacant, and elections held. Nominations need to be made in writing, signed by the candidate, seconded by a club member and delivered to the Secretary not less than 7 days prior to the date of the AGM. If more than one candidate nominates for a position, an election will be held. If no written nominations are received, an election will be held from those members present.

President

The President has overall responsibility for the club. The President is a leadership role. The President works with the Executive Committee and general committee members to set the annual agenda and helps the committee prioritise its goals and keeps the business of the committee on track. The President needs to be able to chair productive meetings. The President is responsible for ensuring that decisions made are consistent with the Constitution and the rules of the club and other guiding documents.

Duties

- act as chairperson at each committee meeting of the Club
- manage the club's business at committee and/or executive meetings
- ensure the planning for the future is carried out in accordance with the members views

- have a good working knowledge of the duties of all committee and subcommittee members.
- have a thorough knowledge of the club's Constitution and ensure the requirements are being followed.
- be a supportive leader for all club members
- be well informed of all club activities
- represent the club at local, regional, state and national level if required or delegate to another committee member
- have a casting vote, if needed
- in consultation with the secretary, manage the annual general meeting
- be impartial and always behave ethically

Vice President

The Vice President is a member of the Executive Committee. The Vice President works with the President and the Executive Committee to set the annual agenda to ensure that decisions made are consistent with the Constitution and the rules of the club. When the president is unable to fulfil their duties, the Vice President assumes their role including chairing productive meetings. The Vice President's role is a leadership role within the club.

Duties

- act as chairperson at any committee meeting of the club in the absence of the President
- a member of the Executive Committee
- support the president in their role
- have a good working knowledge of the duties of all committee and subcommittee members.
- Have a thorough knowledge of the club's Constitution and ensures the requirements are being followed.
- is a supportive leader for all club members
- is well informed of all club activities
- is impartial and always behave ethically

Secretary

The Secretary manages the administration of the club. The Secretary provides a coordinating link between members, the Committee and external organisations. The Secretary is a member of the Executive Committee.

Duties

- keep records of the business of the club
- record and distribute minutes of all meetings including resolutions and actions to be taken, by whom and when
- make records of the business of the Club available for inspection by any member, free of charge upon reasonable notice at any reasonable time

- make arrangements including venue, date, times and other arrangements for club meetings
- in consultation with the president prepare the agenda for all club meetings
- maintain a club membership register of financial members
- read, reply and file correspondence
- Maintain files of legal documents such as the Constitution, leases etc as required
- prepare for the AGM (usually November or December). This includes distributing notice of meeting (including venue, date and time), nomination forms and a list of nominations for the presiding officer on the day of the AGM.
- be impartial and always behave ethically

Treasurer

The Treasurer is responsible for the clubs' finances including preparing for the annual audit in time for the AGM. The Treasurer is responsible for ensuring the club's Chart of Delegations is followed and if necessary, recommend changes if it does not meet the needs of the club. The Treasurer is a member of the Executive Committee.

Duties

- provide a written and verbal Treasurers report to the committee at club meetings or as required
- keep proper records of all payments and monies received
- send out accounts, invoices as required
- pay the clubs accounts promptly
- ensure all funds received are banked in a timely way
- arrange for the annual audit of the club
- prepare an annual audited financial report for presentation at the AGM
- if required, manage the club investment accounts
- ensure the clubs accounts are available for inspection by any member, free of charge upon reasonable notice at any reasonable time
- be impartial and always behave ethically

Club Captain

The Club Captain is the face of the club to GCC members. The Club Captain is a member of the Executive Committee and of the road race sub committee.

Duties

- set an example of sportsmanship for members
- encourage a positive club spirit
- promote a welcoming club environment
- support, mentor and provide information to new members

- encourage development activities
- assist the committee and provide advice when required
- act as a spokesperson for any club member on club or competitive issue where the member feels that they need assistance
- be a sounding board for club members, office bearers and committee members
- be impartial and always behave ethically

Chief Commissaire

The Chief Commissaire liaises closely with the road race sub committee and the MTB subcommittee as well as other club commissaires. The Chief Commissaire is responsible for communicating technical and other changes to the committee and club commissaires.

Duties

- represent the views and concerns of the commissaires within the club at committee meetings and when officiating at club competitions.
- act as referee and adjudicator of all disputes in club competitions and is responsible for the conduct of such competitions.
- delegate to the commissaire on duty their role at competitions when necessary.
- be impartial and always behave ethically

MTB Sub Committee Convenor

The MTB Sub Committee Convenor is a member of the Executive Committee. The MTB sub committee convenor should promote mountain bike and off road cycling and encourage more participation.

Duties

- attend committee, executive committee and chair subcommittee meetings as required
- provide a written monthly report to the committee
- provide financial transactions/reports to the treasurer in accordance with the club's chart of financial delegations
- responsible for the scheduling and smooth running of all club MTB races, events and activities
- liaise with the publicity officer to promote MTB activities and events
- schedule and chair all meetings of the MTB subcommittee
- responsible for construction, maintenance and development the MTB tracks and trails used by the club at Bom Bom State Forest or other locations approved by the committee
- develop the MTB race and recreational riding calendar
- co-ordinate submission of approvals for the use of lands to State Forests NSW and for races to MTBA

- develop and maintain any necessary risk management documents for MTB activities approved by the club including map of circuits, requirements for volunteers, vehicles, traffic flow, signage, hazards and the like, schedule marshals and race volunteers
- report on incidents and risks at MTB races and ensure that accurate race records are kept including incident report forms, Commissaire report forms and results sheets
- be impartial and always behave ethically

Road Race Sub Committee Convenor

The Road Race Sub Committee Convener should promote road cycling and encourage more participation. The Road Race Sub Committee convenor should liaise with the Club Captain. The structure of the Road Race Sub Committee is such that the duties below refer also to specific members of the committee i.e., Volunteer Coordinator, Handicapper, Race Approvals Coordinator.

Duties

- attend committee meetings and chair subcommittee meetings as required
- provide a written monthly report to the committee
- be responsible for the scheduling and smooth running of all club road races,
- schedule and chair all meetings of the Road Race Sub Committee
- develop the road race calendar
- co- ordinate submission of road approvals for road races to Council, Roads and Maritime Services and NSW Police Force
- develop and maintain risk management documents for all road race circuits used by the Club including map of circuits, requirements for volunteers, vehicles, traffic flow, signage, hazards and the like, schedule marshals and race volunteers for club road and criterium races
- ensure that reminders are provided for marshals and race volunteers prior to races
- report on incidents and risks at races and ensure that accurate race records are kept including incident report forms, Commissaire report forms and results sheets
- be impartial and always behave ethically

Executive Committee

The Executive Committee is made up of the President, Vice President, Secretary, Treasurer, Club Captain, and MTB Convener. The Executive Committee meets as required to fill the gap when a decision is required between committee meetings. Three members of the Executive Committee constitutes a quorum.

Duties

- consider any urgent matter that cannot wait for the next monthly committee
- present decisions made at Executive Committee meetings to the committee for ratification.

Committee Members

General Committee Members provide support to the Executive Committee, sub committees and other specific focus positions i.e., women's officer, social coordinator.

Duties

- attend meeting as often as possible
- advise secretary or president if unable to attend
- participate fully in committee work particularly in area where personal knowledge and experience would assist the committee
- work within the objectives of the clubs Constitution and other guiding documents
- actively contribute to debate and decision making
- vote on motions put to the meeting as required
- be impartial and always behave ethically

Public Officer

The Public Officer is ordinarily held by the person who is elected secretary of the club. If the position of secretary is vacant, the committee will appoint another committee member to the position. Requirements are detailed in the Constitution.

Duties

- notify Fair Trading of any change in the association's official address within 28 days
- if the position holder changes, provide all association documents to the new public officer within 14 days
- act as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable

- custody of any documents as required by the Constitution
- The new public officer must notify Fair Trading within 28 days of the new appointment.
- be impartial and always behave ethically

Womens Officer

The Women's Officer is responsible for encouraging more participation of women in cycling activities in the Grafton area.

Duties

- ensure planning of the women's program is conducted annually.
- Identify support needed for the women's program i.e., training, coaching, facilities, equipment
- ensure the women's section of the website is up to date and relevant
- provide a welcoming, safe environment for women new to the club
- report back to the committee on all outcomes associated with the women's plan implementation
- be well informed of all club activities
- develop a good understanding of the needs of female cyclists
- be impartial and always behave ethically

Social Coordinator

The Social Coordinator is responsible for coordinating and organising social activities aimed at creating a friendly atmosphere and increasing social interaction between members. Liaise with the secretary, club captain and subcommittee convenors to identify new members so they are made to feel welcome.

Duties

- explore options for social events such as end of season presentations, regular get togethers etc and seek committee approval for each event
- organise the monthly club social ride catering for all levels of memberships
- liaise with the Treasurer relating to funds available for social activities
- organise existing activities, ie. jaca ride, Santa ride, monthly social ride
- prepare news items for the website and facebook page before and after activities and events
- be impartial and always behave ethically

Publicity Officer

The publicity officer has an important role in the dissemination of information to the members and broader community using the facebook page and other social media/media outlets as appropriate.

Duties

- attend meetings regularly and advise the committee on issues as required including the need to use other social media platforms.
- liaise with club members to obtain the latest news articles for publication
- keep the clubs facebook page up to date including the gallery i.e., remove duplicates etc
- ensure the clubs social media platforms portray a positive outlook, are ethical in their content and always demonstrates impartiality
- keep up to date with club facts such as: the number of members, the cost of membership, the number of rides and locations run per year, the demographic of the club membership, the number of years the club has existed, and sponsors names.
- be impartial and always behave ethically

Webmaster

The Webmaster is responsible for updating the club's website in a timely fashion ensuring consistency and relevance.

Duties

- attend meetings regularly and advise the committee on issues as necessary
- maintain the club's website and links
- organise content or site redesign including sourcing web designers and quotes if necessary
- ensure that information presented is up to date and accurate
- liaise with the treasurer to ensure the domain name registration and webhosting is current and renewed promptly.
- be impartial and always behave ethically.