

# Committee Role Descriptions of Ilkley Cycling Club

Dated: 15<sup>th</sup> January 2014      Status: Approved

## 1. Chair

- i. To chair the committee, general, annual and extraordinary meetings of the club
- ii. To agree the agendas for such meetings with the secretary
- iii. To be the lead spokesperson of the club, and to delegate this power as required
- iv. To be a point of contact for committee members between meetings and be available to assist as required
- v. To remain objective and mediate between committee members should a dispute arise
- vi. To be a financial signatory on the bank account
- vii. To have approval on spend up to £20
- viii. To have joint approval (2 from 3 required) along with Secretary and Treasurer of spend up to £200

## 2. Treasurer

- i. To attend committee meetings on a monthly basis
- ii. To submit a financial report to the committee on a monthly basis
- iii. To maintain the financial records for the club and provide financial forecasts as required
- iv. To assist any grant or other submissions by the club
- v. To be a financial signatory on the bank account
- vi. To process payments or credits on behalf of the club
- vii. To have approval on spend up to £20
- viii. To have joint approval (2 from 3 required) along with Secretary and Treasurer of spend up to £200
- ix. To prepare the annual accounts and arrange an
- x. independent audit by a non-committee member

## 3. Secretary

- i. To attend committee meetings on a monthly basis
- ii. To monitor the [secretary@ilkleycyclingclub.org.uk](mailto:secretary@ilkleycyclingclub.org.uk) , replying to general correspondence or queries
- iii. To forward any specific queries to the appropriate committee member
- iv. To act as point-of-contact (including postal) to external bodies (e.g. British Cycling)
- v. To record the committee, general, annual and extraordinary meetings of the club though published minutes
- vi. To agree the agendas for such meetings with the Chair, and arrange and publicise location and time to attendees
- vii. To ensure affiliations are paid in a timely manner to external bodies (to include but not be limited to: BC, CTT, YCF, BSCA, CDNW)
- viii. To assist on any grant or other submissions by the club
- ix. To be a financial signatory on the bank account
- x. To have approval on spend up to £20
- xi. To have joint approval (2 from 3 required) along with Secretary and Treasurer of spend up to £200

## 4. Racing Officers (1 female, 1 male)

- i. To attend committee meetings on a monthly basis as appropriate

- ii. To promote and support ICC members (over16s) in competing in races
- iii. To answer queries by members via email, facebook or forum requests
- iv. To advise the club on memberships and affiliations required
- v. To oversee and govern race training programmes for members
- vi. To have approval on spend up to £20

#### **5. Publicity Officer**

- i. To attend committee meetings on a monthly basis
- ii. To receive race results from members and convert into press releases for the Ilkley Gazette
- iii. To ensure the Club maintains a profile for its non-racing activities in the Gazette and wider media
- iv. In particular, to ensure that media coverage of events and competitions organised by the Club is consistent, promotes participation for all and maximises benefits for/from commercial partners
- v. Where approved by the Committee, to provide media comment in response to wider issues such as road safety, participation, rights of way, local transport policy etc
- vi. To have approval on spend up to £20

#### **6. Welfare Officers (1 female, 1 male)**

- i. To promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.
- ii. To distribute leaflets and codes of conduct to members, parents and young people.
- iii. To advise on the development of activities for young people within the club/organisation.
- iv. To support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks).
- v. To receive, record and pass on to the British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults.
- vi. To attend committee meetings on a monthly basis
- vii. To have approval on spend up to £20

#### **7. Membership Secretary**

- i. To keep membership records in an electronic format
- ii. To process new membership applications
- iii. To provide a monthly report to the committee on membership numbers
- iv. To advise on any membership related queries from prospective members, members, or the committee
- v. To store and use membership data in accordance with data protection regulations and other policies laid down by the club
- vi. To attend committee meetings on a monthly basis
- vii. To have approval on spend up to £20

#### **8. Ride Coordinator**

- i. To keep a rota of ride leaders against the scheduled list of rides
- ii. To update ride leaders on any pertinent news or concerns
- iii. To oversee new routes that will be entered and used in the route library, and/or to approve other scheduled routes that will be used
- iv. To communicate to the website manager the schedule of rides in a timely fashion for inclusion on the website

- v. To announce the rides at the beginning of weekly club rides, or delegate to another committee member or ride leader this responsibility
- vi. To attend committee meetings on a monthly basis
- vii. To have approval on spend up to £20

#### **9. Women's Officer**

- i. To promote women's rides within the club
- ii. To address any concerns raised about the support for women's rides, either directly or by taking as an issue to the committee
- iii. To attend committee meetings on a monthly basis
- iv. To have approval on spend up to £20

#### **10. Development Officer**

- i. To articulate and record the aims and objectives of the club by way of a Development Plan
- ii. To track and record development projects, and map against the aims and objectives via the development Plan
- iii. To discuss and assess new development projects, and support in their progression through to discussion and agreement at the full committee
- iv. To catalyse new initiatives where strategic gap exists in meeting the club's aims and objectives
- v. To attend committee meetings on a monthly basis
- vi. To have approval on spend up to £20

#### **11. Social Officer**

- i. To be responsible for the organisation and coordination of social events for club members.
- ii. The main event on the social calendar is the Christmas party.
- iii. Other more informal socials (e.g. summer bbq) are organised on a more adhoc basis
- iv. To attend committee meetings on a monthly basis
- v. To have approval on spend up to £20

#### **12. Youth Officer**

- i. To attend committee meetings on a monthly basis
- ii. To lead the sub-group running the Youth Development Programme
- iii. To report on progress and bring any concerns, issues or request for expenditure to the committee
- iv. To have approval on spend up to £20

#### **13. Commercial Officer**

- i. To attend committee meetings on a monthly basis
- ii. To have approval on spend up to £20
- iii. To liaise with, and be the point of contact for businesses to which Ilkley Cycling Club will have a relationship.
- iv. To support events such as the White Rose Classic by liaising with sponsors and suppliers