

# **Committee Role Descriptions of Ilkley Cycling Club**

**Dated: January 2017 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 oversee any club commercial & sponsorship relationships
- vii. To be a financial signatory on the bank account
- viii. To have approval on spend up to £20
- ix. 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 gather material for and edit the club newsletter as required
- viii. To ensure affiliations are paid in a timely manner to external bodies (to include but not be limited to: BC, CTT, YCF, BSCA, CDNW)
- ix. To assist on any grant or other submissions by the club
- x. To be a financial signatory on the bank account
- xi. To have approval on spend up to £20
- xii. To have joint approval (2 from 3 required) along with Secretary and Treasurer of spend up to £200

## **4. Racing Officer**

- i. To attend committee meetings on a monthly basis as appropriate
- ii. To promote and support ICC members (over 16s) 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. Welfare Officer**

- 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

#### **6. 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
- viii. To maintain and develop the Club's website as required

#### **7. Ride Coordinator**

- i. To promote the use & update of the Rides app by ICC ride leaders & wider membership
- 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 act as an initial point of contact in the event of an accident or incident on a club ride alongside ICC Chair & Secretary
- 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

#### **8. Women's Officer**

- i. To promote women's rides & racing within the club and as a point of contact for new women members
- ii. Liaise with appropriate external bodies ie - Breeze , Women's cycling networks etc
- iii. To address any concerns raised about the support for women's rides or racing , either directly or by taking as an issue to the committee
- iv. To attend committee meetings on a monthly basis
- v. To have approval on spend up to £20

#### **9. 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

#### **10. 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

#### **11. Kit Officer**

- i. To attend committee meetings on a monthly basis
- ii. To maintain a commercial relationship with one or more suppliers of Club kit in order to provide a regular supply of kit to meet the needs of adult and junior members for recreational riding and racing.
- iii. To explain to members of the process for ordering Club kit

- iv. Where that process involves the Kit Officer placing an order with a supplier, to place and monitor that order
- v. To bring any proposal to change the range of suppliers of Club kit to the Committee for a vote
- vi. To bring any proposal for changing the design of Club kit to the Committee for a vote
- iv. To have approval on spend up to £20

## **12. Community Liaison Officer**

- i. To attend committee meetings on a monthly basis
- ii. To work alongside the Chair and Vice-Chair as required to engage with communities in and around Ilkley and along the routes we regularly ride
- iiii. To have approval on spend up to £20

## Non Committee Roles

Website Systems Manager

Route Library Coordinator