



JOB DESCRIPTIONS OF CLUB OFFICIALS FOR STOURBRIDGE CYCLING CLUB

CHAIRMAN

Summary:

The Chairman is responsible for acting as Chair for meetings of the club committee and general meetings of the club, and shall oversee the club's day-to-day business, along with coordinating the activities of the other elected and appointed officers, in a manner which may be defined by the club committee or membership as decided at a general meeting.

Responsibilities:

There are two distinct functions of the chairman: the executive role and the presidential role. They are applicable in different circumstances, and a good chairman will be able to perform both roles.

In the executive role the chairman not only chairs meetings, but also acts as principal officer throughout the year, taking decisions whenever the need arises, in consultation with other officers when appropriate.

The presidential role involves the chairman delegating responsibility to committee members, club representatives and runs leaders in the day to day affairs of the club. In this role he attends meetings in a neutral and uncommitted capacity to enable the group to have a discussion with an impartial person in the chair. This is particularly useful on negotiations where the chairman acts as a conciliator between two parties trying to resolve any difference of opinion.

A good chairman will be:

Well informed about the activities of the club and its current financial position.

Able to represent the club at local, regional and national levels.

Able to effectively chair the committee meeting and the general meeting to ensure all fellow members are given the opportunity to present their views.

Well-informed about the agenda items and topics to be covered.

Able to ensure that the agenda of meetings is followed, all business is completed and that all decisions are properly understood and recorded.

Able to keep a debate focussed and avoid deviations.

Able to ensure that planning and budgeting for the future are carried out in accordance with the wishes of the club Members.

Unbiased and impartial and, if personally involved in a matter, prepared to give up the role of chairman during that part of the discussion.

A good listener, who is able to summarise the main points of a discussion.

Conversant with the constitution and with recommended procedure for the conduct of meetings.

Diplomatic, helpful and able to get the best out of the other committee members.

Able to maintain harmony within the group, even when there is disagreement about the proposed course of action.

Person Specification.

Essential previous knowledge/experience:

To have been a club member for a reasonable length of time. To be respected, having some personal stature and reputation. To be trusted by the membership. To have served on the committee. To be aware of the clubs ethos /culture. To be a good communicator. To have been a regular volunteer.

Desirable previous knowledge/experience:

To have management and/or professional experience at work. To have had similar experience of committee and/or senior office roles within another cycling club, or other comparable sporting leisure activity.

WELFARE OFFICER

Summary:

In conjunction with British Cycling's Child Protection Liaison Officer (BCCPLO), promote and support BC's policy on good practice and child protection.

Responsibilities:

Liaise with BCCPLO on matters of child protection.

Promote BC child protection and good practice policy procedures in the club, including the distribution and display of leaflets and codes of conduct to members and parents of young cyclists.

Advise the development of junior and youth activity within the club.

Support the registration of all personnel involved with junior cycling.

Receive, record and pass on to the CPLO any concerns about the behaviour of members to other members, particularly those relating to the welfare of young cyclists.

Person Specification.

Essential previous knowledge/experience:

Attending the 'Safeguarding and protecting children' course provided by Sports Coach UK (assistance in training provided by the club). Involvement with young people. High personal qualities. Belief that sport can help young peoples total development.

Desirable previous knowledge/experience:

Involvement with young people in sporting or associated activity at club level.

MEMBERSHIP SECRETARY

Summary:

The Membership Secretary is the central information holder for all membership details including providing details of current membership, annual and historical data to ensure the Club has available membership details and income generated from subscriptions.

Responsibilities:

Be well known within the club and regularly available at a wide range of club activities to liaise with the membership.

Receive applications for membership. (Renewals and new members).

Receive subscriptions and issue receipts.

Maintain and issue 'welcome' documentation to new and prospective members.

Advise the club committee of new membership applications.

Maintain a complete record of all members.

Respond to enquiries about membership from prospective members.

Issue annual renewal requests/reminders to existing members.

Provide timely membership reports to the club committee.

Liaise with the treasurer on subscription monies received and pass all subscriptions received to the treasurer.

Maintain a record of all expensed incurred and claim back from the treasurer.

To be, whenever practically possible our 'meeter and greeter' for visitors and potential new members at club functions.

To be well known within the club and regularly available at a wide range of club activities and to liaise with the membership.

Person Specification.

Essential previous knowledge/experience:

Have a knowledge of activities and culture of the club. To be good at record and book keeping and handling money. Be able to use IT and maintain a membership data base.

Desirable previous knowledge/experience:

Have experience of dealing with people and people related skills.

TREASURER

Summary:

The Treasurer manages the Club financial affairs on behalf of the membership and the Club Committee.

Responsibilities:

To have financial knowledge and bookkeeping experience.

To receive and payout all club monies and expenses.

To monitor cash flow.

To keep the clubs financial books and receipts record.

To provide regular accounts to the club committee and annual accounts for the AGM.

To monitor and advise members on the performance of investment of capital on behalf of the club.

Fulfil the role of spokesperson for financial matters on behalf of the club.

Person Specification.

Essential previous knowledge/experience:

To be numerate and ideally have professional experience of financial accountancy methods and practices.

WEBSITE ADMINISTRATOR

Summary:

The post oversees the club's website and forum by managing, administrating, updating and maintenance of the facilities.

Responsibilities:

Manage the club's website and forum.

Attend to all matters relating to the club website and to advise the club committee on all its implications.

To update, modify and maintain this data base.

To be a forum moderator and oversee the forum to ensure that postings are within the ethos of the club.

To be familiar with current providers of IT technology and systems.

To be aware of the dangers, protection against and infiltration of undesirable individuals and bodies within IT.

To put information and details onto the website as required by the club committee for the general communications of the clubs affairs.

Person Specification.

Essential previous knowledge/experience:

Involvement with IT technology and running websites.

Desirable previous knowledge/experience:

Management and professional experience. Ability and knowledge of computer languages, architecture and structures.

RACING AND RACING DEVELOPMENT SECRETARY

Summary:

To be the contact point within the club regarding competitive cycle sport. Coordinate, delegate and plan racing events to match interests within the membership. Encourage racing development at all levels and disciplines. Develop volunteers within the club to support the racing programme and racing community as a whole.

Responsibilities:

Maintain contact and relationships with other suitable local clubs with similar racing interests.

Be interested in participating or have taken part in cycle sport competition.

Be an organiser and have the ability to plan.

Provide information on racing within all competitive disciplines, as necessary, to Club members.

Stimulate cycle racing interests and development.

Have knowledge of the clubs racing culture and aspirations.

Work with Go-Ride club activities and coaches to develop members and guide them towards cycle sport within the club and the wider world.

Liaise with cycle sport bodies, such as British Cycling, Cycling Time Trials, on racing related matters.

Liaise with other bodies, such as local authorities, police, traffic authorities and landowners, regarding racing regulations and rules.

Coordinate applications for racing licences.

Know where to access competitive cycling information, regulations and rules, along with access to event organisation and volunteer requirements.

Find volunteers and race organisers within the club along with the coordination and delegation of responsibilities for racing events.

Plan a programme of racing activities and events.

Person Specification.

Essential previous knowledge/experience:

Have knowledge of cycle sport competition. Be an organiser.

Desirable previous knowledge/experience.

Have management experience and skills. Have people and people related skills. Experience in sporting competitions other than cycling if experience in cycling is limited.

TOURING SECRETARY

Summary:

Coordinate, plan, and when appropriate lead, the touring runs programme on a weekly, monthly and annual basis.

Responsibilities:

Plan and provide club runs for the club to reflect different aspirations and abilities of the membership.

Publish a regular runs programme.

Organise and select suitable runs leaders for the programme.

Provide members and leaders with information regarding club rules, run rules, club behaviour and riding etiquette.

Encourage members to attend runs suitable for their abilities and to assist in developing riding skills and encourage more experienced riders to volunteer for run leadership.

Person Specification.

Essential previous knowledge/experience:

Have cycle club run and touring experience. Be well known within the Club and activity riding. Be a 'clubman cyclist'. Be in touch with the touring membership, their needs and requirements.

Desirable previous knowledge/experience:

Have local knowledge, know runs history and routine. Have experience of people and people related skills.

EX OFFICIO COMMITTEE MEMBER

(This covers the Clubs involvement with Go-Ride)

Summary:

Plans club's Go-Ride activities as a spokesman and member of sub committee for Go-Ride coaching/training sessions and cycle sport development.

Responsibilities:

Deliver cycling sessions on behalf of the club and Go-Ride scheme.

Update the club committee on coaching activities, plans and programme.

Coordinate and select club volunteers for Go-Ride.

Ensure that all coaches and volunteers have the necessary British Cycling qualifications, certificates and criminal records bureau checks to deliver Go- Ride activities.

Ensure all participants are aware of child protection regulations, responsibilities and standards required. Ensure the relevant rules and regulations are complied with.

Develop and maintain contacts with local schools, Go-Ride participants and their parents.

Maintain the Go-Ride team as a cohesive and successful working group.

Find, select and recommend suitable coaches and volunteers from the club membership.

Be a qualified British Cycling Coach to the standard and level required to deliver Go- Ride and other coaching training sessions within the club.

Deliver quality coaching to develop and encourage enthusiasm in young members to take part in cycle sport and join the club.

Person Specification.

Essential previous knowledge/experience:

Have practical skills and cycle experience of the cycle sport to be coached. Enthusiasm for working young people, especially in sport. Experience with working with young people.

Desirable previous knowledge/experience:

Be a good communicator, have teaching experience, or have worked in similar training and/or teaching areas.

GENERAL SECRETARY

Summary:

The General Secretary is the first 'point of contact' with the club from outside bodies and the general public and as such coordinates enquiries about the club and its activities.

Responsibilities:

Receive enquiries relating to the club via a range of communication methods.

Reply to enquiries and where appropriate direct enquirers to more informed information sources or other club officers.

Have general knowledge of the club, its policies and activities.

Liaise where necessary with outside bodies, cycling bodies and the general community on the club matters via the committee.

Provide affiliation details and fees to governing bodies or organisations such as British Cycling, Cycling Time Trials, Cyclists' Touring Club.

Keep minutes and records of club committee meetings, AGM/EGM and club business as required.

Inform the membership of general meetings (AGM/EGM).

Receive nominations for club officers before general meetings.

Receive nominations for club awards, trophies and standards for the AGM.

Receive membership requests for club committee and general meetings agenda items.

Assist the Chairman and other members of the club committee in running committee and general meetings.

Provide communication detail as requested by the club committee to outside bodies and the membership.

Maintain the club constitution.

Person Specification:

Essential previous knowledge/experience:

Be well known within the club, regularly available at a wide range of club activities and to liaise with the membership. Have knowledge of the activities and culture of the club. Be good at recording events at meetings and minute taking. Able to use IT for communication and records purposes.

Desirable previous knowledge:

Have secretarial skills, some personal 'shorthand' skills, communication and people related skills.