

ROLE OUTLINE – PRESIDENT

- Represents and promotes the Club in a manner conducive to the spirit of the Club as stated in the clause 1.2 (Objects of Association) of the Constitution.
- Chairs and ensures that the committee, AGM and Special Meetings are conducted in a professional and businesslike manner and in accordance with the Constitution.
- Ensures that the Club complies with the Constitution and By Laws.
- Liaises with other cycling clubs and other relevant organisations.
- Assist with resolving any disputes that may arise within the Club, including the interpretation of the By Laws and Constitution.

ROLE OUTLINE – VICE PRESIDENT

- In the absence of the President, chairs committee meetings, AGM and Special Meetings of the Club.
- Assist the President in acting as Club host.
- Deputise for and on behalf of the President when required.
- Liaise with the Web Master to maintain accurate and timely information on the Club's web site.
- Provide support to the Secretary, Editor and Publicity Officer.
- Maintain accurate and timely information on the Club's notice Board.
- Maintain a register of Car Watch volunteers and ensure that that volunteers are available for appropriate Club rides. (Currently applies to only Wednesday rides).

ROLE DESCRIPTION - SECRETARY

1. Committee Meetings
 - a. Ensure that a suitable venue is available for the committee meeting.
 - b. Prepare agendas for meetings.
 - c. Keep accurate minutes and reports of meetings.
 - d. Prepare and distribute copies of the minutes to committee members.
 - e. Maintain an official record of all minutes together with supporting reports.
2. Annual General Meeting and other General Meetings
 - a. Ensure that a suitable venue is available for the committee meeting.
 - b. Receive Notices of Motion for meetings.
 - c. Receive nominations for positions on the Committee
 - d. Prepare and distribute notices of AGM to members in accordance with the constitution.
 - e. Prepare meeting agenda in conjunction with the Club President.
 - f. Maintain accurate minutes of the meeting together with supporting reports.
3. Oversee the Affairs for the Club's Incorporation
 - a. Ensure that the Bylaws and Constitution of the Association remain current.
 - b. Ensure that the club database is maintained.
 - c. Maintain a record of the Office Bearers.
 - d. Maintain our contact details with the Department of Commerce.
4. Correspondence
 - a. Co-ordinate the correspondence of the Association.
 - b. Report correspondence to the Committee and retain on file.
 - c. Maintain Post Office box account.
5. Add notices and events to club web site and inform members by broadcast email when appropriate for the Secretary to do so.
6. Ensure venues for Club rides and barbecues are available.
7. Forms and Brochures
Prepare, print and arrange photocopying of club forms and brochures as required.
8. Monitor annually public liability insurance held by the Club.
9. Co-ordinate Super Tuesday and Super Sunday bike counts.
10. Ensure member details are up to date in Emergency List referenced by Car Watch on rides.
11. Coordinate selection process for Certificate of Appreciation
 - a. Ask for and received nominations
 - b. Present nominations to Committee prior to the AGM.

ROLE DESCRIPTION – TREASURER

The role of the Treasurer comprises the following:-

1. To advise the Committee on financial matters
2. To have oversight of all financial transactions to ensure that they fully meet the legal requirements of an Incorporated Association.
3. To ensure that the Club maintains sufficient funds to cover all known and potential liabilities, thus ensuring that the Club remains a going concern.
4. To manage the finances of the Club by proposing budgets and reporting financial results to the Committee on a monthly basis.
5. To maintain the MYOB accounting database ensuring that all financial transactions are recorded fully, accurately and in a timely manner.
6. To manage the banking arrangements of the Club, recording and lodging all receipts and preparing all payments.
7. To prepare the Annual Financial Statements in the required format for presentation to the Annual General Meeting.
8. To liaise with the Honorary Auditor to assist with the completion of his/her review of the Financial Statements, responding to any issues or recommendations flowing from the review.
9. To undertake any ad hoc reviews or analysis that may be required to assist the Committee in evaluating proposals.

ROLE DESCRIPTION – RIDE CAPTAIN

The Ride Captain is responsible for all aspects of the ride program.

This includes but not limited to:

- Preparation of the annual ride program.
- Organisation of the ride meetings.
- Overseeing the duties of the various ride coordinators.
- Interviewing and briefing new members on riding requirements and protocols.
- Maintaining statistics with respect to rider numbers and distances travelled.
- Maintaining a file of accident reports.
- Organising the annual Achievement Rides and the subsequent Presentation Day.
- Conduct Ride Committee meetings for ride leaders, tailenders and other interested members.
- Maintain the ride catalogues and maps.
- Assist organisers of Club Camps in producing suitable ride routes.
- Present a report on ride activity to each monthly Committee meeting
- Present an annual report to the Annual General Meeting.
- Store, maintain and transport equipment necessary for the effective devolvement of the Ride Captain's duties.

ROLE DESCRIPTION – DEPUTY RIDE CAPTAIN

Work closely with the Ride Captain to implement all aspects of the ride program (see Ride Captain's Role description).

Act as Ride Captain in the absence of the Ride Captain.

ROLE GUIDE – SAFETY AND ADVOCACY OFFICER

- Represents the Club at appropriate and relevant forums and meetings where matters relating to the safety, efficiency and convenience of cycling are discussed.
- When necessary and appropriate, communicates the Club's view in writing and/or in person with appropriate organisations including State and Local Government agencies regarding the need for improvements
- Liaises with the Club President, Vice President and Ride Captain regarding issues of cyclists' safety and advocacy to develop appropriate strategies for achieving positive results.
- Provide regular updates to the President, Vice President, Ride Captain and Committee regarding progress of formal proposals submitted to government and other agencies on behalf of the Club.

ROLE OUTLINE – EDITOR

To publish a Club Newsletter for Club members, on a bi-monthly basis, which is to include:

- information relating to the running of the Club
- its direction and the decisions of committee
- matters relating to club activities, ie forthcoming events, rides, BBQs etc
- information from various sources on cycling matters relevant to the membership
- news from Club members.

To forward the Club Newsletter to the Webmaster every two months to lodge on the website.

ROLE DESCRIPTION – EVENTS COORDINATOR

The Events Coordinator is responsible for identifying likely major events in which the Club is involved and initiating advanced planning for the events.

Specific Duties:

Provide a list to the Committee of events, which require coordinating, and planning. The list could consist of, but not limited to the following, depending on the program for the particular year:

- Over 55 Cycle Club Memorial Day
- Busselton Holiday Camp
- Albany Camp
- Muresk Camp
- Achievement Day
- Achievement Presentation Day
- Nannup Camp
- Have a Go Day
- Christmas Lunch
- Any other special event

Identify a convenor (leader) for each event and work with that person to make decisions around venue, social and ride program, budget, committee, catering, volunteers, equipment, liaison with authorities etc

Report to the monthly Committee meeting, the status of planning for each event.

Report findings/discussions of the Committee to convenors (leaders) for action if necessary.

Note: It is NOT the task of the Events Coordinator to be a convenor (leader) of an event. However the Events Coordinator may volunteer for such a role.

ROLE OUTLINE - WEBMASTER

The Web Master's role includes:

- Updating the CMS software.
- Updating the Wordpress "plugins" that are utilised to add extra functionality.
- Backing up the web site on a regular basis.
- Monitoring the security of the web site with Wordpress security software.
- Making changes to the structure of the web site when necessary.
- Helping committee members add content to the web site.
- Keeping up to date the mailing list of members that is used with the MailChimp software.

ROLE OUTLINE – MERCHANDISE OFFICER

- Identify the Club's requirements relating to cycling apparel and equipment, including but not limited to cycling jerseys, mirrors, nose guards, whistles and any other items agreed by the Committee.
- Identify appropriate sources for the supply of the above apparel and equipment.
- Subject to the Committee's approval, purchase appropriate apparel and equipment to have in stock and / or as needs require.
- Via the Club Treasurer, arrange payment for apparel and equipment.
- Receive payment for apparel and equipment from Club members, issue receipts and submit payments to the Club Treasurer and / or organise supply of approved apparel and equipment to Club members as directed by the Club Treasurer. (This includes apparel club jerseys purchased by new members at time of their joining the Club).
- Assist Club members in identifying appropriate size of apparel.
- Take into stock appropriate items donated free of charge by Club members (This includes Club jerseys no longer required by Club members).
- As necessary arrange for the promotion and / or advertising of Club merchandise to Club members via Club meetings and / or on the Club's website and Newsletter.
- Prepare monthly activity reports and present to committee meetings.
- Prepare a stock-take at the end of each month to be supplied to the Treasurer.

ROLE DESCRIPTION – MEMBERSHIP OFFICER

Take ownership of all application forms received from new members.

As a designated officer decide, in consultation with the Ride Captain and any other designated officer, whether to accept or reject each membership application and refer any rejected application to the Committee for consideration.

Maintain the Member's database by adding new member details and updating details from current members.

Send the New Member's Package to new members.

Promptly advise the Merchandise Officer, Badge Officer, President and Ride Captain of new members.

Provide a membership update at Committee Meetings.

Advise the Editor of membership numbers and names of new members in time for inclusion in the newsletter.

Advise Treasurer by 1 December of those members who will be 80 or older from 1 January the following year.

Conduct an audit of members' emergency contact details in April each year.

Conduct an audit in January each year of OE members to establish their membership category.

Provide Webmaster monthly with list of email addresses.

Provide a bi-monthly list to the person designated to send out mail via Australia Post of names and residential addresses of members without an email address.

Provide committee members or members authorised by the committee with membership information necessary to conduct the business of the club.

ROLE OUTLINE – CATERING OFFICER

To provide catering for events on the Club program - BBQ's, AGM, Achievement Day rides and any special events that may arise from time to time.

Main duties:

- To organise food and drinks for the above events
- To organise Club volunteers to assist with events
- To maintain basic catering supplies eg cups
- Too promote upcoming events at Club rides.

ROLE OUTLINE – WELFARE OFFICER

The purpose of the Club having a Welfare Officer is in the spirit of promoting good fellowship amongst its members. The position includes:

- Identify when Club members are unwell or in bereavement
- Notify Club members at Club meetings and / or via the Club's website of any serious situations where a Club member is unwell and in the opinion of the Welfare Officer the members should be informed.
- Make contact with Club member who is unwell and offer the support and good wishes of the Club.
- Send a card to any Club member who has been hospitalised, is in ill health or recovering at home from an accident.
- In collaboration with the Club President or Secretary, arrange for appropriate bereavement notices to be posted in the West Australian newspaper and on the Club's website.

Role Description of North/South Ride Coordinators - Not a Committee Position

Weekly Tasks.

- Attend ride meetings at the respective venues and organise the riding groups.
- At the ride meetings:
 - Inform riders of impending important Club events.
 - Comment on safety and the prevailing weather conditions.
- Arrange for the collection of ride statistics from the ride leaders and forward the numbers to the Ride Captain as soon as possible after the meeting.
- Report accidents and arrange for written reports to be forwarded to the Ride Captain.

New Members

- Meet with prospective new members and brief them on riding requirements and protocols. (Under 55 years? suitable bicycle, group riding, high vis vest, 3 ride limitation etc)
- Collect from the new member a completed indemnity form and forward it to the Ride Captain
- Suggest a suitable ride level for the new member's first ride based on their recent ride history.
- Monitor the rider's performance on their 3 rides and remind them of the requirement to become a full member if they wish to continue riding.

Role Description of Car Watch Officer (Safety Watch) - Not a Committee Position

Prepare signup sheets and post these at intervals on the Club Notice Board.

Monitor the number of volunteers and call for additional volunteers at ride meetings.

Maintain a history of volunteers and post this to the Club Notice Board.

Two days prior to the event phone or email the relevant volunteers to remind them of their duty and list any important issues that may be encountered.

At the conclusion of the duty arrange for the volunteers to be thanked.