



ROLE DESCRIPTION – PRESIDENT

- 1) 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.
- 2) Chairs and ensures that the committee, AGM and Special Meetings are conducted in a professional and businesslike manner and in accordance with the Constitution.
- 3) Ensures that the Club complies with the Constitution and By Laws.
- 4) Liaises with other cycling clubs and other relevant organisations.
- 5) Assist with resolving any disputes that may arise within the Club, including the interpretation of the By Laws and Constitution.



ROLE DESCRIPTION – VICE PRESIDENT

- 1) In the absence of the President, chairs committee meetings, AGM and Special Meetings of the Club.
- 2) Assist the President in acting as Club host.
- 3) Deputise for and on behalf of the President when required.
- 4) Liaise with the Club President and Ride Captain regarding issues of cyclists' safety and advocacy to develop appropriate strategies for achieving positive results.
- 5) Represents the Club at appropriate and relevant forums and meetings where matters relating to the safety, efficiency and convenience of cycling are discussed.
- 6) Provide regular updates to the President, Ride Captain and Committee regarding progress of formal proposals submitted on behalf of the Club to government and other agencies including:
 - a) Westcycle Recreational Advisory Group
- 7) Maintain a register of Car Watch volunteers and ensure that volunteers are available for appropriate Club rides. (Currently applies to only Wednesday rides)
- 8) Prepare signup sheets for Car watch volunteers and post these at intervals on the Club Notice Board



ROLE DESCRIPTION – RIDE CAPTAIN

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

This includes but is not limited to:

- 1) Preparation of the annual ride program.
- 2) Organisation of the ride meetings.
- 3) Keep members informed of new safety issues, remind members of safe riding practices and actively encourage members to ride safely at all times.
- 4) Overseeing the duties of the various ride coordinators.
- 5) Interviewing and briefing new members on riding requirements and protocols.
- 6) Maintaining statistics with respect to rider numbers, ride locations, ride dates, ride paces and distances travelled.
- 7) Maintaining a file of accident reports.
- 8) Maintaining a file on E bikes in the club and arrange approval of any new E bikes..
- 9) Organising the annual Achievement Rides and the subsequent Presentation Day.
- 10) Conduct Ride Committee meetings for ride leaders, tailenders and other interested members.
- 11) Maintain the ride route maps either personally or via a delegate
- 12) Assist organisers of Club Camps in producing suitable ride routes.
- 13) Present a report on ride activity to each Committee meeting
- 14) Present an annual report to the Annual General Meeting.
- 15) Store, maintain and transport equipment necessary for the effective devolvment of the Ride Captain's duties.
- 16) Work with the deputy ride captain so that he / she can stand in when the ride captain is absent.



ROLE DESCRIPTION – TREASURER

1. To advise the Committee on financial matters relating to Club activities.
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 as 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 an accounting system (currently MYOB) to ensure 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 Honorary Auditor's 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 to be undertaken by the Club.
10. To recommend changes to procedures that improve the tasks of authorizing, collecting and recording financial transactions.
11. To maintain surplus funds on secure interest-bearing deposit while meeting the ongoing operating cash requirements of the Club.
12. To liaise with the Membership Officer to maintain an accurate membership list within the accounting system.
13. To maintain an arrangement with the bank which requires a second person to authorise payments, that second person may not be the beneficiary.
14. Monitor annually public liability insurance held by the Club.



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.
 - g) Ensure Certificates of Appreciation are ready for the meeting.
- 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 Mines, Industry Regulations and Safety.
- 4) Correspondence
 - a) Co-ordinate the correspondence of the Association.
 - b) Report correspondence to the Committee and retain on file.
- 5) Add notices and events to the Club web site and inform members by broadcast email when appropriate for the Secretary to do so.
- 6) Report to each Committee meeting on 'Web and Communications'.
- 7) Ensure venues for Club rides and barbecues are available.
- 8) Keep web site up to date.
- 9) Forms and Brochures
 - a) Prepare, print and arrange photocopying of Club forms and brochures as required.
- 10) Notify members of Super Tuesday and Super Sunday bike counts.
- 11) Ensure member details are up to date in Emergency List referenced by Car Watch during rides.
- 12) Coordinate selection process for Certificate of Appreciation.
 - a) Ask for and receive nominations.
 - b) Present nominations to the Committee prior to the AGM
- 13) Act as a joint signatory for banking on the internet
- 14) Accountable for implementation of trailer policy.
- 15) Keep Editor of Newsletter informed of committee matters.
- 16) Print documents when required.
- 17) Distribute by mail the Newsletter to members with no email address.
- 18) Forward Newsletters to State Library
- 19) Renew mobile phone account.



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ROLE DESCRIPTION - DEPUTY RIDE CAPTAIN

- 1) Work closely with the Ride Captain to implement all aspects of the ride program (see Ride Captain's Role description).
- 2) Liaise closely with the Ride Captain regarding issues of Club cyclist safety and work towards developing appropriate strategies for achieving positive improvements in safer riding practices.
- 3) Act as Ride Captain in the absence of the Ride Captain



ROLE DESCRIPTION – MEMBERSHIP OFFICER

- 1) Take ownership of all application forms received from new members.
- 2) As the Club's designated officer, accept or reject each Ordinary and 'Over Eighty' membership application and refer any rejected application to the Committee for consideration. If an application is not straightforward the appropriate Committee member should be consulted e.g. Ride Captain for ride issues, Treasurer for fee issues, President for constitution interpretations etc. The Membership Officer maintains open dialogue with the Ride Captains and other Committee members throughout the year to ensure New Member approvals and onboarding are working well for the Club and the new members.
- 3) Maintain the Member's Database by adding new member details and updating details from current members.
- 4) Send the New Member's Package to new members.
- 5) Promptly advise the Merchandise Officer, Badge Officer, Treasurer, President and Ride Captains of new members.
- 6) Provide a membership update at Committee Meetings.
- 7) Advise the Newsletter Editor of membership numbers and names of new members in time for inclusion in the newsletter.
- 8) Advise Treasurer by 1 December of those members who will be 80 or older from 1 January the following year.
- 9) Conduct an audit of members' emergency contact details in April each year.
- 10) Conduct an audit in January each year of OE members to establish their membership category.
- 11) Provide Webmaster with a monthly list of email addresses.
- 12) Provide committee members or members authorised by the committee, with membership information necessary to conduct the business of the club.
- 13) Provide a quarterly back up copy of Membership database and other relevant electronic membership files to Secretary for safe keeping.



ROLE DESCRIPTION – MERCHANDISE OFFICER

- 1) Identify the Club's requirements relating to cycling apparel and equipment, including but not limited to cycling jerseys, mirrors, nose guards, whistles, club achievement ride badges and any other items agreed by the Committee.
- 2) Identify appropriate sources for the supply of the above apparel and equipment.
- 3) Subject to the Committee's approval, purchase appropriate apparel and equipment to have in stock and / or as needs require.
- 4) Liaise with the Club Treasurer to arrange payment for apparel and equipment.
- 5) Maintain sufficient stock levels to supply apparel in a timely manner, particularly for new club members.
- 6) Liaise with club member for fitting and supply of item by
 - a) Follow up on new member notification from Membership officer.
 - b) Follow up on new customer order notification. Verify payment into bank and availability of ordered item.
- 7) Liaise with Membership Officer and Badge maker to distribute club name badges.
- 8) Liaise with current or past club members to on sell club apparel that they no longer require and wish to donate to the club.
- 9) Take into stock appropriate items donated free of charge by Club members (This includes Club jerseys no longer required by Club members).
- 10) As necessary arrange for the promotion and / or advertising of Club merchandise to Club members via the Club's website, Facebook page and Newsletter.
- 11) Prepare monthly activity reports and present to committee meetings.
- 12) Prepare a stock-take at the end of each month to be supplied to the Treasurer.



ROLE DESCRIPTION – 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:

- 1) Identify when Club members are unwell or in bereavement by using either member referrals or daily newspaper notices.
- 2) Make contact either by phone, email or card with any Club member who is unwell or who has been hospitalised or is recovering at home from an accident and offer the support and good wishes of the Club.
- 3) 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.
- 4) Recruit assistants from within the club to aid in supporting members and these people will have a copy of members' details, which will need to remain confidential. Members' health information is to remain private unless the member gives permission for such information to be made public.
- 5) 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.
- 6) 'Thinking of You' sheet on the notice board to be updated regularly, after gaining permission from the sick person to use their name
- 7) After seeking permission from the Ride Leader, cycle with different groups when necessary to inform the group at morning tea of the role of the WO
- 8) Keep a log of members contacted and reasons.
- 9) Report to the Committee meetings.
- 10) Club to reimburse all costs incurred.



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:

1. Provide a list to the Committee of events, which require coordinating, and planning. The list could consist of, but is 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
2. 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
3. Report to the monthly Committee meeting, the status of planning for each event.
4. Report the 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.