



## ROLE DESCRIPTIONS



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## BNECC VALUES

The club values (working draft, to be revisited in 2023) are:

- safety
- Friendship/ care for others
- good fun
- participation in the cycling community
- competition in harmony with our values

## BNECC COMMITTEE

### The role and responsibility of the committee

The Brisbane Cycling Club (BNECC) is a successful organisation driven by its members attitude, alignment to the club values and its organising committee. Being a committee member is a rewarding and challenging experience. Committee members are first and foremost ambassadors for the club – representing the values of the club on and off the bike, present in the life of the club, and upholding other committee members in conversation with club members. It is important that the roles of the committee are clear and followed through to ensure the viability of the club.

The BNECC Committee consists of the Office Bearers and General Committee Members (if/as appointed). The role and responsibility of the committee is to:

- Co-ordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled
- Carry out the recommendations of members as expressed at the Annual General Meeting
- Provide members with detailed information regarding the running of the club
- Monitor the performance of the club officials and sub-committees (according to their job descriptions), to see they are carrying out their functions
- Ensure that all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered
- Negotiate training opportunities for administrators and coaches, provide detailed written and oral records and job descriptions to a newly elected committee so they can settle into their duties quickly
- Planning and budgeting for the future
- Ensure that all members of the committee are role models in the area of leadership
- Ensure members abide by the Upcycling code of conduct
- Ensure the club's sustainable future through adopting a risk management approach that considers the health of the club and its members as a priority.

## OFFICE BEARERS

### President

The President is the principal leader of BNECC and has overall responsibility for the club's administration. The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

#### *Responsible to:*

The President is elected by and accountable to members via the AGM/ members meetings and the Committee.

#### *Responsibilities and Duties*

The President should:

- Be well informed of all club activities
- Be aware of the future directions and plans of club members
- Have a good working knowledge of the club constitution, club rules and the duties of all office holders and sub-committees
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club at local, regional, state and national levels
- Act as a facilitator for club activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Be the supportive leader for all club members.

#### *Knowledge and Skills*

- Can communicate effectively well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations members.
- Is unbiased and impartial on all issues
- Is well informed about the purpose of the meetings and items to be covered
- Is a good listener who will be able to summarise the main points of discussion
- Is able to avoid repetition, arguments, interruptions and deviation from the matter under discussion

- Is well versed in the rules or procedure for the particular type of meeting being held and allow for relevant debate.

#### *Estimated Time Commitment Required*

Up to 10-15 hours per week in peak times.

## Treasurer

The Treasurer is the chief financial management officer for BNECC.

#### *Responsible to*

The President, the committee and the members.

#### *Responsibilities and Duties*

The Treasurer should:

- Prepare and monitor the yearly budget
- Provide a written and verbal Treasurer's report at club meetings and when required
- Keep proper records of all payments and monies received
- Send out accounts, invoice groups or members for rentals, e.g. equipment, signs, etc
- Pay the club's bills promptly
- Be the signatory on club cheques (with at least one other)
- Be responsible for the club's petty cash
- Show evidence that money received is banked and documentation provided for all money paid out (issuing receipts and promptly depositing all monies received)
- Keep the club's finance books up-to-date
- Arrange the audit of the club's financial records and ensure that the information is prepared for each year's AGM
- Produce an annual financial report
- If required, develop and manage the club investment program to manage surplus funds
- If required, negotiate with banks for loans, overdraft facilities, and mortgages.

#### *Knowledge and Skills*

- Qualified and/or experienced in accountancy
- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records

- Able to work in a logical orderly manner
- Aware of information which is needed to be kept for the annual audit.

#### *Estimated Time Commitment Required*

3-4 hours per week Club

## Secretary

The Club Secretary is the chief administration officer of BNECC. This person provides the coordinating link between members, the management committee and external organisations and businesses.

#### *Responsible To*

The President, the committee and the members.

#### *Responsibilities and Duties*

The Secretary should:

- Make arrangements including venue, date, times and hospitality for club meetings
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting and distribute in a timely manner
- Read, reply and file correspondence promptly
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of the club liaising with members of the public, affiliated bodies and government agencies
- Maintain registers of sponsors and their contact details
- Other tasks: handle bookings and entries; respond to general duties as directed by the club committee
- Is enthusiastic and dedicated to the club and its members.

#### *Knowledge and Skills*

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

#### *Estimated Time Commitment Required*

6-8 hours per week.

## Membership Officer

The Membership Officer is responsible for the registration of all members of BNECC and the maintenance of the membership register.

### *Responsible To*

The Membership Officer is directly responsible to the President, the committee and the members.

### *Responsibilities and Duties*

The Membership Officer is responsible to:

- Monitor and review the club's membership register within the Cycling Australia online membership system to ensure that locally held membership lists are up-to-date eg race lists
- Maintain the list of club life members and ensure that they are provided the appropriate complimentary membership each year
- Reconcile manual membership payments to BNECC with invoices from Cycling Australia
- Reconcile CA online membership payments with deposits into BNECC bank account
- Process transfers of members from other clubs (obtaining appropriate clearance), memberships upgrades and manual memberships in a timely manner and provide all relevant documentation and payment to Cycling Australia
- Respond to all membership enquiries in a timely manner, preferably within 24-48 hours
- Pass membership information on to the media, race director, Commissaire, President and Secretary whilst maintaining confidentiality
- Ensure privacy legislation is upheld in the collection and dissemination of personal information  
Inform potential/re-signing members of all membership options available and allow them to make an informed choice
- Provide regular updates on the state of membership including drop-out data (member churn rate) and transfers
- Liaise with AusCycling on event programs and novice training with respect to membership and insurance
- Update the Teams App with new members
- Maintain contact with the membership and develop ideas for expanding membership within the club
- Develop and implement membership surveys.

### *Knowledge and Skills*

- Well organised with good time management skills
- Able to allocate regular time periods to maintain the register
- Familiar with the Teams App

- Able to keep good records
- Able to communicate with the public
- Accessible to potential and existing members – especially during renewal times

#### *Estimated Time Commitment Required*

The estimated time commitment required as the Membership Officer of BNECC is an intensive block of time during the renewal period and for special events such as novice programs and then 3-5 hours per week but must be accessible on a daily basis to handle enquiries.

## Club Captain

The Club Captain is the face of the club to BNECC members.

#### *Responsible To*

The Club Captain is directly responsible to the President, the committee and the members.

#### *Responsibilities and Duties*

The Club Captain should:

- Maintain and Promote 'club spirit' and encourage activities that support club culture and values
- Promote a 'welcoming', safe environment for all
- Promote participation in club events
- Set an example of 'sportsmanship' for members
- Represent club members interests at the committee meetings and at non-club races where available
- Support and assist Ride Leaders to gain first aid and CPR training
- Provide or Facilitate Ride Leader training on an annual basis
- Work (with The Women's Cycling Development Program Officer if appointed) to promote/ encourage more women to be involved in cycling.
- Work with Route Planners/ Ride Leaders (as applicable) to oversee club rides, ensuring that rides are safely planned, supervised, and supported
- Work with Ride leaders to resolve issues that may surface on rides etc

#### *Knowledge and Skills*

- An experienced club member with considerable racing knowledge and experience
- A person who is well respected within the club and the cycling community



- A visible member of the club who regularly attends and participates in club held events and training rides
- A member who takes a keen interest in the development of mentoring of cyclists and is welcoming and supportive of all members.

#### *Estimated Time Commitment Required*

1-3 hours per week, plus involvement in club races and training rides.

## General Committee Members

The following roles describe possible tasks of the general committee members. These roles will be assigned once the committee has been formed. The roles may change depending upon the needs, skills and direction from the executive.

The responsibilities of a general member of a committee are:

- To attend meetings whenever possible; meetings are generally held on a monthly basis
- To advise the Secretary or President if unable to attend meetings of the committee
- To participate fully in all committee work and, based on the member's knowledge and experience assist other committee members where possible
- To pursue the objectives of the members, to be impartial, and broadly represent member interests
- To consult with (not dictate to) with members
- To clearly and effectively present the views of the members and committee
- To actively contribute to reaching committee consensus
- To model and reinforce the policies and practices of the club (code of conduct, risk management practices, safety).

## OTHER ROLES - PROJECT OFFICERS/ SUB COMMITTEES

### Women's Cycling Officer

The Women's Cycling Officer is responsible for overseeing the organisation and development of the women's participation within BNECC.

#### *Responsible To*

The Women's Development Officer is directly responsible to the President and the female members of BNECC wishing to participate in the club.

#### *Responsibilities and Duties*

The Women's Cycling Officer should:

- Be well informed of all club activities
- Fosters female participation in cycling at all levels and embraces the club culture and values
- Have a good understanding about the needs of female cyclists, especially those who are new to cycling.
- Work with the Club Captain to provide a welcoming, safe environment for women within cycling.
- Report back to the club committee on all outcomes associated with women's programs
- Facilitate activities for female club members and advertise these in the Team App
- Support women who represent the club at local and regional events

#### *Knowledge and Skills*

- A person who is well respected within the club and the cycling community
- A visible member of the club who regularly attends and participates in club held events and training rides where women are involved
- Ability to foster a welcoming, safe and supportive environment that celebrates participation, training in all things cycling, and is committed to upholding and building BNECC club values and culture.

#### *Estimated Time Commitment Required*

1-2 hours per week, plus extra involvement in club races and training programs/rides.

## **Kit Officer**

The Kit Officer of BNECC is responsible for the management of club kit/ clothing.

#### *Responsible To*

President and the members.

#### *Responsibilities and Duties*

The Clothing Officer should:

- Maintain adequate stocks of the club uniform/s
- Liaise with suppliers
- Regularly review the quality and pricing of club kit/ clothing

- Work with the committee to develop new designs as directed by the Committee
- Maintain accurate records of all Kit/ clothing Sales.

#### *Knowledge and Skills*

Ideally the Clothing Officer is someone who:

- Has good fashion and practical sense
- Has the ability to liaise with the club's authorised clothing supplier
- Is readily available to club members who wish to purchase clothing

#### *Estimated Time Commitment Required*

1-2 hours per week.

## Equipment Manager

The Equipment Manager of BNECC is responsible for managing the club assets (equipment, trailer, etc).

#### *Responsible To*

The Equipment Manager is directly responsible to the President and the members.

#### *Responsibilities and Duties*

The Equipment Manager should:

- Establish and maintain an assets register
- Coordinate and maintain BNECC assets
- Coordinate the use of equipment by club members and third party groups
- Plan and follow a budget for the maintenance of equipment and purchase of new equipment
- Conduct risk management evaluations on club assets (insurance, theft, hazards, damage) and propose strategies/plans for dealing with identified risk
- Liaise with other relevant committee members regarding equipment needs, make recommendations to the committee and organise their acquisition through committee procedures.

#### *Knowledge and Skills*

Ideally the Equipment Manager is someone who is:

- Handy on the tools

- Able to delegate
- Able to identify issues of risk associated with assets
- Able to communicate with relevant parties
- Familiar with costing equipment.

#### *Estimated Time Commitment Required*

The estimated time commitment required as the Equipment Manager of BNECC is an occasional intensive block of time prior to major events then 1-2 hours per week before races.

### Club Commissaire/s

Commissaires are an important part of the cycling club. Commissaires are trained officials who volunteer their time to ensure cycling competition is safe and fair.

Ride Leaders, Ride Planners:

- Report directly to club Captain/s
- Role and expectations are Described in Ride Leader Notes (separate Document)