



## The roles and responsibility of the committee

The Warragul Cycling Club is only as successful as its organising committee. Being a committee member is a rewarding and challenging experience. It is important that the roles of the committee are clear and followed through to ensure the viability of the club in the future.

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 (according to their job descriptions), to see they are carrying out their functions. Also it monitors the performance of any sub-committees or club employees
- 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 cycling 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

## President/Chairperson

The President is the principle leader of the Warragul Cycling Club (WCC) 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. At the operational level, the major function of the President is to facilitate effective committee meetings.

### ***Responsible To***

The WCC members and responsible for representing the views of the members.

### ***Responsibilities and Duties***

The President/Chairperson 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/group at local, regional, state and national levels
- Act as a facilitator for club/group 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 Required***

Ideally the President/Chairperson is someone who:

- Can communicate effectively
- Is 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
- Is able to delegate

They will need to be able to LISTEN: Lead without controlling: Involve club members in decisions that affect them? Stimulate balanced discussion? Time meetings to finish on time? Encourage focused discussion and keep meetings on track? Negotiate successfully between members?

### ***Estimated Time Commitment Required & Period of Appointment***

Up to 4 hours per week in peak times.

The President is appointed for a one - two year term on a rolling committee structure.

## Secretary

The Secretary is the chief administration officer of the Warragul Cycling Club (WCC). This person provides the coordinating link between members, the management committee and outside agencies.



### **Responsible To**

Directly responsible to the President of the WCC and the members.

### **Responsibilities and Duties**

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for the club/group AGM
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Read, reply and file correspondence promptly
- Collate and arrange for the printing of the annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.
- Is enthusiastic and dedicated to the club and its members.

### **Knowledge and Skills Required**

Ideally the Secretary is someone who:

- 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**

4-5 hours per week.

The Secretary is appointed for a 1-2 year period.

## Treasurer

The Treasurer is the chief financial management officer for the Warragul Cycling Club (WCC).



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out (Issuing receipts and promptly depositing all monies received).
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts (To invoice groups or members for rentals, e.g. grounds, equipment, signs, etc).
- Pay the bills.
- To be the signatory on club cheques (with at least one other).
- Be responsible for the club's petty cash
- Investing surplus funds and to manage club investment programs.
- To negotiate with banks for loans, overdraft facilities, and mortgages.

### ***Knowledge and Skills Required***

Ideally the Treasurer is someone who is:

- 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***

1/2-2 hours per week.

## General Committee

The following roles describe possible tasks of the general committee. 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 / 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 the members.
- To clearly and effectively present the views of the members and committee.
- To actively contribute to reaching committee consensus.
- To vote on motions
- To model and reinforce the policies and practices of the club (code of conduct, risk management practices, safety)
- To encourage members to attend the monthly meetings if they have issues to raise

## Membership Officer

The Membership Officer is responsible for the registration of all members of the Warragul Cycling Club (WCC), the maintenance of the membership database and the return of official nomination forms for all competitions (while the club Secretary often undertakes this duty it is preferable to assign it to the membership officer).



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Membership Officer should:

- Keep a register of the members of the club.
- Sight all transfers of members from other clubs and adjust the register accordingly.
- Examine and check with the register all entries for club competitions.
- 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. Ensure privacy statements are present on all member registration forms.
- 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).
- Maintain contact with the membership and develop ideas for expanding membership within the club.
- Develop and implement membership surveys.

### ***Knowledge and Skills Required***

Ideally the Membership Officer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain register
- 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***

1/2-1 hour per week but must be accessible.

## Volunteer Coordinator

Volunteer Coordinator is responsible for managing volunteers associated with the running of the Warragul Cycling Club (WCC).



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Volunteer Coordinator is responsible for:

- Providing job descriptions for all tasks
- Planning the recruitment strategy for volunteers
- Hold meetings with volunteers
- Supervise volunteers or find other members to supervise volunteers (delegation)
- Keep up-to-date records of volunteers
- Keep volunteers motivated and enthusiastic
- Ensuring that each volunteer has training and help to carry out their designated tasks.
- Making volunteers feel “special” by public and personal acknowledgments.
- Ensuring that the right person is found for the particular job and that where there is a mismatch that the volunteer’s feelings are considered and valued
- Revise volunteer duties
- Liaise with other committee members regularly

### ***Knowledge and Skills Required***

Ideally the Volunteer Coordinator is someone who is:

- A people person
- An excellent communicator
- Positive and enthusiastic
- Accessible

### ***Estimated Time Commitment Required***

Time commitments change throughout the year and are centred around intensive bursts of activity well in advance of scheduled events and club races.

## Junior Committee Chair

The Junior Committee Chair is responsible for overseeing the organisation and development of the junior program associated with the Warragul Cycling Club (WCC).



### ***Responsible To***

Directly responsible to the President of the WCC and the junior members.

### ***Responsibilities and Duties***

The Junior Committee Chair has the valuable and important role of establishing and managing a junior sub-committee. The Junior Committee Chair should:

- Establish and maintain the structure and role descriptions for the WCC Junior Sub-Committee
- Convene and manage the junior sub-committee meetings
- Ensure the junior sub-committee meet regularly and develops a sound junior program in line with the WCC needs and values
- Reports back to the main committee on all outcomes associated with Junior programs
- Be well informed of all club activities
- Be aware of the future directions and plans for junior club members
- Have a good understanding about the needs of juniors and ways in which the club can best manage its junior group
- Represent the club/group at junior local and regional levels
- Act as a facilitator for club/group activities for juniors
- Ensure the planning and budgeting of the junior program is carried out in accordance with the wishes of the members and club sponsors
- Ensure the cycling code of conduct is reinforced
- Ensure the junior program adheres to risk management practices
- Delegate responsibilities to club and sub-committee members as needed
- Ensure appropriate support for the junior program – training, coaching, facilities, equipment etc.

### ***Knowledge and Skills Required***

Ideally a Junior Sub-Committee Chair is someone who:

- 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
- Is able to delegate

### ***Time Commitment Required***

4 hours per week.



## Marketing and Promotions Officer (including Social Media)

The Marketing and Promotions Officer is responsible for overseeing the implementation of the Warragul Cycling Club's (WCC) marketing plan.



### **Responsible To**

Directly responsible to the President of the WCC and the members.

### **Responsibilities and Duties**

The media officer has the valuable and important role of disseminating information to the members and broader community. They are responsible for coordinating the WCC's media output. The Marketing and Promotions Officer should:

- Develop (as part of the club/group plan) the club/group marketing plan
- Work with the Treasurer to budget for the marketing plan
- Oversee the implementation of the strategies in the marketing plan
- Liaise with those members producing marketing product (news articles, newspaper, newsletter, event information)
- Submit regular reports to the club/group committee.
- Keep an up-to-date record of facts such as: the number of members, the cost of membership, the number of rides and locations run per year, the demographic of the club membership, the number of years the club has existed, the sponsors names.
- Keep the club's Facebook page up to date

### **Knowledge and Skills Required**

Ideally a Marketing and Promotions Officer is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Has marketing expertise and experience in dealing with the local media
- Understands the Web, is proficient with media releases and formatting documents

### **Time Commitment Required**

4 hours per week.

### **Further Information**

This role has operated for many years split into that of Race Reporter and Webmaster. The news articles report on races and events associated with the club. These stories are to be electronically prepared and sent via email to the Warragul Gazette and the Webmaster. Photos may also be attached and accompany the articles. Details on developing media releases are available from the committee or the Cycling Promotion Fund.

### **Contacts:**

Warragul Gazette – Attention Sports Editor: [editorial@warragulgazette.com.au](mailto:editorial@warragulgazette.com.au)

WCC Web Page Editor – [webmaster@warragulcyclingclub.org.au](mailto:webmaster@warragulcyclingclub.org.au)

## Race Reporter

The Race Reporter is responsible for detailing the outcome of races in which club members participate.



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Race Reporter has the valuable and important role of disseminating race reports into the broader community. They are responsible for sending race reports to the local paper as well as the club's Webmaster:

- Produce news articles and event information

### ***Knowledge and Skills Required***

Ideally a Race Reporter is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Can accurately recount the events of race day

### ***Time Commitment Required***

2 hours per week (including race day information gathering)

### ***Further Information***

The news articles report on races and events associated with the club. These stories are to be electronically prepared and sent via email to the Warragul Gazette and the Webmaster. Photos may also be attached and accompany the articles. Details on developing media releases are available from the committee or the Cycling Promotion Fund.

### ***Contacts:***

Warragul Gazette – Attention Sports Editor: [editorial@warragulgazette.com.au](mailto:editorial@warragulgazette.com.au)

WCC Web Page Editor – [webmaster@warragulcyclingclub.org.au](mailto:webmaster@warragulcyclingclub.org.au)

## Webmaster

The Webmaster is responsible for updating the club's website in a timely fashion and keeping the overall look cohesive.



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Webmaster has the valuable and important role of maintaining the club's major media outlet to the broader community. They are responsible for the overall look and function of the club's website. The Webmaster should:

- Liase with those members producing marketing product (news articles, newspaper, event information)
- Update the website regularly to maintain its interest
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### ***Knowledge and Skills Required***

Ideally a Webmaster is someone who:

- Can communicate effectively
- Is positive and enthusiastic
- Is well organised
- Understands the Web, is proficient with media releases and formatting documents
- Knowledge of what makes good design is an advantage
- Has basic html and CSS coding skills and can use a web editing program such as Microsoft FrontPage or Adobe Dreamweaver.

### ***Time Commitment Required***

30 minutes to 1 hour per week, with the weeks leading up to major events increasing your commitment to 2 hours per week. Depending on your keenness, you could spend many more hours updating the look

### ***Further Information***

The Web Page contains all current and relevant information related to the club (committee and events) and links to the broader world of cycling. The web page needs to be maintained on a regular basis to keep interest.

The webmaster will typically maintain the login credentials to the webserver keep a backup on their own computer.

## Race Director

The Race Director is the chief event organiser of the Warragul Cycling Club (WCC).



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Race Director should:

- Arrange all aspects of running club cycling events
- Oversee the conduct of all club competitions
- Prepare the race calendar in consultation with the committee
- Work very closely with the Club Commissaire to ensure club racing is conducted in alignment with the memberships needs and risk management procedures
- Develop and maintain risk management documents for all race circuits used by the club (map of circuits, requirements for marshals, vehicles, traffic flow, signage, hazards, etc.)
- Report to relevant people (president, secretary, commissaire) any issues arising with scheduled events and make provision for alterations
- Notify members of race calendar through liaison with marketing and promotions officer
- Ensure accurate race records are kept including incident report forms, commissaire race report forms, results sheets, etc.
- Notify appropriate authorities (council, Vic Roads) of any issues arising with regards to club circuits
- Co-ordinate key staff for all competitions
- Establish and manage a delegation process for the conduct of club events (may include establishing an 'Events Planning Form')
- Communicate with the Volunteer Coordinator regarding the hosting of event
- In consultation with Membership Officer, conduct an evaluation after all competitions and report to club committee
- With the help of all committee members, assists in the running of events including keeping cyclists off the road at the start and finish of races, ensuring the venue is clean, reinforcing the cycling code of conduct
- Have a copy of and be familiar with competition rules

### ***Knowledge and Skills Required***

Ideally the Race Director is someone who is:

- Knowledgeable about cycling and understands cycle racing
- Able to identify, evaluate and manage risk
- Able to keep good records
- Able to delegate tasks
- Able to format documents

### ***Estimated Time Commitment Required***

An intensive block of time prior to a racing season. ½ - 2 hours per week.

## Facilities Manager

The Facilities Manager of the Warragul Cycling Club (WCC) is responsible for managing the WCC assets (building, equipment, trailer, grounds).



### ***Responsible To***

Directly responsible to the President of the WCC and the members.

### ***Responsibilities and Duties***

The Facilities Manager should:

- Establish and maintain an assets register.
- Coordinate the maintenance of the WCC assets.
- Coordinate the use of equipment and facilities by club members and third party groups.
- Plan and follow a budget for the maintenance of equipment and facilities.
- 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 and facility needs, make recommendations to the committee and organise their acquisition through following committee procedures.
- Liaise with the Volunteer Coordinator regarding large scale working bees or ongoing maintenance tasks.
- Ensure private contractors or third parties working on or with WCC facilities are complying with risk management practices (insured, qualified, safe).

### ***Knowledge and Skills Required***

Ideally the Facilities Manager is someone who is:

- Handy on the tools
- Able to delegate
- Able to identify issues of risk associate with assets
- Able to communicate with relevant parties
- Familiar with costing equipment and facility use
- Familiar with requirements for minor or major works

### ***Estimated Time Commitment Required***

An occasional intensive block of time prior to major events at WCC venue. ½ - 2 hours per week.

## Other Roles

The following roles are equally as important and will be developed fully with more time.



### Vice President

- Works closely with the president
- Assumes the president's duties if necessary
- Coordinates the work of the committees and typically chairs an important committee
- Works with the president and treasurer in budget and calendar preparation
- Assists the president in meeting agenda preparation
- Works behind the scenes to help iron out differences between people
- Assumes other responsibilities as assigned by the president.

The vice president can be the president-elect and can serve one year as vice president before assuming the office of president the next year.

### Social Secretary

The Social Secretary is responsible for co-ordinating and organising social activities, with the aim of creating a friendly atmosphere, in order to maintain involvement and attract new members. This includes;

- Organising social events, such as dinners and end of season presentations.
- Liaising with Marketing and Promotions Officer for promotion of activities/events
- Ensuring that arrangements are communicated to the membership and where applicable other persons who may wish to attend
- Arranging a suitable venue to cater for the entire clientele of the club (family, friendly, inclusive, non-gendered)
- Liaising with the Treasurer regarding expenditure/profit and ensuring that money is paid into the correct account
- Liaison with the Membership Officer to identify new members
- Developing and maintaining a member induction process
- Ensure new members are made to feel welcomed and involved