

COMMITTEE ROLES

Chairperson

The Chair is responsible for directing the club committee along with being the club figure head.

The chair is also ultimately responsible for all the club's activities and actions along with its financial dealings.

The role requires complete commitment to all club members along with all activities. The individual would need to be available for all committee meetings and conduct regular checks within the committee to ensure the club is both secure along with actively progressing the club.

Previous experience within an active committee role would be essential to ensure they are familiar with the regular workings of the club structure.

The role would also require the individual to be up to date with the sport along with its governing body and be able to work alongside the region whilst attending all regional meetings to represent the club and its members.

Role requires being a signature on the bank account and operating club online banking.

Role requires the individual to be DBS checked.

Vice Chair

The Vice Chair roll is to deputise and support the Chair in all of their responsibilities along with assisting all of the other committee members.

The role requires commitment to attend all meetings along with activities for the club and its members.

A good understanding of committee roles and responsibilities is required to fully support the Chair.

An up to date knowledge of the sports regulations is essential.

Role requires being a signature on the bank account and operating club online banking.

Role requires the individual to be DBS checked.

Secretary

This role is fundamental to the regular administration of the club and the individual needs to be available to attend all committee meetings.

Responsibilities include: Registering the club with BC, registering activity with BC, Club Risk assessments, managing club membership, Meeting Minutes, Race Event Organiser and Supporting race admin.

This role is pivotal to the club meeting its responsibilities' to BC and anyone wishing to take on this role would require previous knowledge of the exact same role or would require training and support through their first year which would require committee agreement prior to the AGM.

Role requires being a signature on the bank account and operating club online banking.

Role requires the individual to be DBS checked.

Treasurer

The treasurer is responsible for the club's day to day financial concerns along with our future financial planning.

They are required to produce regular and clear reports of the club's finance.

The Treasurer is responsible for producing the clubs end of year financial report for the AGM.

The administration of the clubs banking accounts along with its PayPal and other payment systems along with regular bills from BC, Water and electricity are to be managed alongside the operation of the banking payment system.

All club banking requires second person authorisation to give security and clarity.

Role requires being a signature on the bank account and operating club online banking.

Role requires the individual to be DBS checked.

Promotion Officers

This roll requires the person to manage the club's media accounts and the content.

The roll requires a good understanding of positive promotion across all the club's media.

All of our platforms need regular updating to promote events and activities to members and the wider public, alongside our social media the clubs email enquiries need to be monitored and replied to.

You will also be required to liaise with the local council and business from time to time.

The role requires a high level of grammar and awareness of the visual impact our club media creates and how it reflects us to the public.

Welfare

Club welfare officers are our main point of contact for any member or non-member in the event of any safeguarding issues.

As such the roll requires you to hold a current DBS check and be readily contactable and available trackside as much as possible.

The role requires an online learning course to be completed as a minimum requirement.

You will be required to deal with both parties involved within any incidents with the assistance of other relevant committee members where appropriate.

In the event of a serious incident you will be responsible for liaising with BC and the Police.

The club always seeks to have more than one Welfare Officer, ideally female and male work as a separate team when needed outside of the committee.

Attendance to committee meetings is welcome but not necessary.

Volunteer co-ordinator

This roll requires a high level of co-ordination with all aspects of club activities along with our members to ensure there is a high level of quality volunteers available for all events.

We aim to have too many volunteers to allow rotation.

A regular presence track side is a must along with a positive outgoing friendly nature.

Merchandising/Trackside sales

This role requires the organisation of ordering and scouring club merchandise along with payments to suppliers and payments from members.

Responsibility for ordering stock along with the delivery of the service from the tuck shop on race days and coaching days is covered by this role.

The person would require a basic hygiene certificate or attend a course to obtain one.

Checks by the local environmental health would also fall und your responsibility.

Rider Rep

The committee require regular feedback from its active riding members to ensure they can deliver the best possible experience.

An active rider is required who is both familiar with newer and more experienced riders to give a balance view.

They also need to be objective and realistic to help the committee deliver any changes.

Regular approachable trackside presence is a must along with a positive open outlook.

Attendance of committee meetings is essential, along with the ability to be able to report to the committee and discuss feedback.

Track Manager

This Role requires regular track inspections along with the surrounding area.

Any minor repairs will be noted and completed.

Annual track surfacing along with planned track changes are to be organised including sourcing materials, contactors and designing new track layouts.

Any new changes will be planned and costed then proposed to the committee for approval along with rider feedback.