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**SYDNEY
CYCLING
CLUB**

COMMITTEE

JOB DESCRIPTIONS



ELECTION PROCESS

Our club is only as good as the people who put their hand up to run it. Participation is enormously rewarding, and you'll work with a great team of people who become good friends. Volunteering for a good cause is beneficial for your mental health and self-worth!

The club's AGM is held in November every year. Technically all roles are vacated at the AGM, and if there's more than one nomination for any role, a vote is held. Nominations need to be in seven days prior to the AGM. You can nominate yourself or someone else. It's better to have too many volunteers than not enough!

PRESIDENT president@sydneycyclingclub.org.au

The President is the principal leader of SCC 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. The President is elected by SCC members and responsible for representing the views of the members.

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
- Ensure constitution is being upheld

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively and 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 committee meetings and items to be covered
- Is a good listener who can 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 procedures for the particular type of meeting being held and allow for relevant debate

Estimated Time Commitment Required

The estimated time commitment required as the President is up to 2 hours per week average, can be up to 10 hours per week in busy times



SECRETARY secretary@sydneycyclingclub.org.au

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and external organisations and businesses. The Secretary is directly 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
- Convene an Annual General Meeting (for Member Groups this is usually in October or November) every year
- Prepare an agenda with the President for every meeting
- Record all resolutions and actions taken
- Record the names of the people responsible for following up resolutions and actions
- Ensure all club members have paid their current membership and are registered with Cycling Australia
- Take the minutes of AGM and distribute these to the committee within 30 days
- Take the minutes of Committee meetings and distribute these to the committee within 7 days
- 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
- Handle bookings and entries; respond to general duties as directed by the club committee
- Be enthusiastic and dedicated to the club and its members.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively and has high level English language skills
- Manages the resolution of issues raised by stakeholders and/or members of the public
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution
- Is polite and tactful and performs the role primarily for the benefit of the club's members and potential new members.
- Responds to all incoming communications in a timely manner.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary is up to 4 hours per week, more in busy times.



CLUB CAPTAIN captain@sydneycyclingclub.org.au

The Club Captain focuses on all things on the road. The Captain is responsible for ensuring safe and enjoyable rides for everyone, co-ordinating routes, organising skills courses and allocating bunch captains.

Responsibilities and Duties

The Captain should

- Make sure all rides are safe and address any concerns
- Contact members to follow-up any issues, encourage, assist and advise individuals based on the feedback.
- Organise a group of vice captains and bunch captains to help and support the role.
- Organise and promote bunch captain and vice-captain training and information sessions.
- Arrange skills courses
- Liaise with the club's coach
- Hold training sessions for new bunch captains
- Be responsible for keeping the Club Etiquette Book up to date
- Ensure all levels of riders are being catered for on regular rides
- Add key ride events into the club calendar
- Manage the club routes and amend if necessary based on feedback
- Liaise with web administrator to ensure club rides are accurate and up to date on our website and on Strava
- Organise monthly Captain's rides to add variety, planning and providing route details to members beforehand
- Liaise with the Newsletter Editor to promote special rides
- Responsible for promoting safety and risk management strategies for club members participating in club rides.

Knowledge and Skills Required

Ideally the Captain is someone who is:

- An experienced club member and is friendly and approachable
- A natural leader
- Well respected within the club and the cycling community
- A visible member of the club who regularly attends and participates in club events and rides
- A member that takes a keen interest in the development and mentoring of cyclists, and is welcoming and supportive of all members
- Able to effectively delegate (the Captain can't be on every ride or in every bunch)
- Armed with a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Captain is up to 2 hours per week, more in busy times or when running workshops and ride events.



TREASURER treasurer@sydneycyclingclub.org.au

The Treasurer is responsible for the club's finances.

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 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 etc

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Qualified and/or experienced in accountancy and understands the legislation pertaining to the club's financial affairs
- Well organised and efficient
- Able to allocate regular time periods to maintaining the Club's books
- Able to keep accurate records and provide regular reports
- Able to work in a logical, orderly manner
- Aware of the information needed for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer is up to 4 hours per week in peak time.

- 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 etc

Knowledge and Skills Required

Ideally the Treasurer is someone who:

- 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

The estimated time commitment required as the Captain is up to ?? hours per week in peak time



NEWSLETTER EDITOR editor@sydneycyclingclub.org.au

The SCC Newsletter Editor is responsible for collating articles and publishing the club's newsletter every week. The newsletter is the focus point of the club and allows us connect.

Responsibilities and Duties

The Editor should:

- Liaise with various club members to obtain the latest news articles for publication
- Collate, edit and format articles ready for publication
- Maintain the mail subscribers list by removing old/obsolete emails
- Regularly archive the newsletters and save them to the club's Gmail account
- Update the club calendar with events listed
- Write or edit the occasional articles
- Track and analyse data on clicks, opens and other interactions and present back to Committee

Knowledge and Skills Required

Ideally the Editor is someone who is:

- A prominent member of the club and knows all the goings on
- Comfortable writing news and article-based content, and has excellent grammar
- Creative and able to put their own stamp on their work.
- Able to listen to feedback and act constructively on it
- Well organised & can manage time and meet deadlines
- An excellent communicator
- Positive and enthusiastic
- Proficient with digital platforms, editing software, media release methods and formatting documents e.g. use of Mail Chimp

Estimated Time Commitment Required

The estimated time commitment required as the Newsletter Editor is up to 3 hours per week on average.



RACE SECRETARY racing@sydneycyclingclub.org.au

The Race Secretary of SCC is responsible for the scheduling and smooth running of the club Championship. The Race Secretary is responsible for promoting racing and encouraging more members to take part

Responsibilities and Duties

The Race Secretary should:

- Coordinate and lead the Race Sub Committee
- Create an approximate race schedule with budget requirements for first committee meeting of each year
- Develop the race calendar and convene with the race sub-committee. This includes organising the Club Championship around events such as the Hill Climb Championship, Criterium Championship, Time Trial Championship and Kilo Championship.
- Liaise/book venues where required
- Assess risk for all race circuits used by the club (requirements for marshals, vehicles, traffic flow, signage, hazards, etc.), and adjust plans accordingly, including rescheduling and/or cancellation
- Keep the club calendar up to date with events & results
- Ensure all racing information on club website is up to date and liaise with web admin if not
- Ensure that SCC members are aware of the race calendar and upcoming event details through liaison with the newsletter editor and promoting it through social media and word of mouth and respond to requests around the race calendar
- Organise intro to racing events in particular for the Criterium Championship
- Liaise with other members of the race sub-committee to schedule marshals and race directors for club races• Have good relationship club coach and coordinate coaching with club racing goals
- Report to relevant people (President & Committee) of any issues arising with regards to club race circuits
- Report on incidents and risks at races and ensure that accurate race records are kept including incident report forms, Commissaire report forms, results sheets etc•• Collect and present trophies for Club Awards Night
- Keep all club records up to date (1 Lap, Short Course, Long Course, Extended Course)

Knowledge and Skills Required

Ideally the Race Secretary is someone who:

- Is experienced in racing and know about the Sydney racing scene
- Able to identify, evaluate and manage risk
- Able to keep good records
- Able to delegate tasks
- Able to format race results for the newsletter or website

Estimated Time Commitment Required

The estimated time commitment required as the Race Secretary is up to 10 hours per week in peak time, and 2 hours in off-time



SOCIAL SECRETARY social@sydneycyclingclub.org.au

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

Responsibilities and Duties

The Social Secretary should:

- Create plans, including budget requirements, for the first committee meeting of each year
- Organise the Christmas party/awards night. This is our most important social event.
- Delegate the organising of award nominations, ensure the Race Secretary has collected trophies from past winners, obtain appropriate prizes and present the awards.
- Organise 4 other key social events annually e.g. 1. New members evening 2. Summer BBQ. 3. Tour de France Night. 4. Halloween Night. Social Secretary is free to decide what these events should be.
- Option to organise bicycle maintenance class depending on interest
- Organise a venue for a monthly drinks.
- Delegate someone to take photo of events
- Check what bicycle-themed events are happening in Sydney and promote them e.g. Sydney Bicycle Film Festival, White Bay Criterium, Sydney Rides Festival etc
- Liaise with the relevant person to coordinate catering for after Ride for Reason.
- Liaise with the committee for promotion of activities and events
- Communicate to the newsletter editor social events to be promoted
- Promote events via all regular channels, e.g. SCC email, newsletter, Facebook, Instagram and most importantly announcements before club rides in morning
- Write up report of events for the newsletter
- Liaise with the Treasurer regarding expenditure/profit and ensuring that money is paid into the correct account
- Liaise with the President so you can identify new members
- Liaise with Club Captain to ensure new members are made to feel welcomed and involved. Be present at the Spruce Goose after the first Saturday Intro Ride to introduce yourself to new members
- Ensure content on Social section on website is up to date and relevant to your goals

Knowledge and Skills Required

Ideally the Social Secretary is someone who is:

- A confident, outgoing, social bunny
- Positive and enthusiastic
- A great organiser with skills in vendor management/negotiation
- Able to delegate and corral people to help
- Able to motivate and excite people to come to events
- Proficient in effective and timely communications
- Is good at promoting events
- Skilled at understanding and employing robust risk management strategies for organised club functions/events

Estimated Time Commitment Required

The estimated time commitment required as the Social Secretary is up to 2 hours per week, more in the build-up to an event and very hands-on when coordinating events.



TOUR SECRETARY touring@sydneycyclingclub.org.au

The Tour Secretary is responsible for coordinating and organising club tours.

Responsibilities and Duties

The Tour Secretary should:

- Create plan with budget requirements for first committee meeting of each year
- Organise at least 4 tours per year (previous tours have included Kangaroo Valley, Bright, Snowy Mountains, Hunter Valley, Bathurst, Adelaide TDU, Noosa, Rockley, Canberra)
- Organise ride routes including coffee stops and lunch stops & accommodation
- Consider organising a 1 Day tour (previous tours have included Wollongong, Wyong, Patonga)
- Ensure content on Touring section on website is up to date and relevant to your goals
- Liaise with clubs to help guide rides or give ideas for routes

Knowledge and Skills Required

Ideally the Tour Secretary is someone who is:

- Very organised and contactable
- Motivated to research and plan group holidays
- Willing to try new things and knows how to deal effectively with adversity
- Good at promoting events
- Upbeat and motivational
- A leader and enjoys being in charge
- Skilled at understanding and employing robust risk management strategies for organised trips/events
- Skilled at herding cats!

Estimated Time Commitment Required

The estimated time commitment required as the Tour Secretary is up to 2 hours per week on average, more in the build-up to an event, very hands-on during tour events.



WOMEN'S DEVELOPMENT women@sydneycyclingclub.org.au

The Women's Development Secretary is responsible for overseeing the organisation and development of the women's program for SCC. They should promote women's cycling and encourage more participation.

Responsibilities and Duties

The Women's Development Secretary should:

- Create plan with budget requirements for first committee meeting of each year
- Develop a sound women's program in line with the club needs and values
- Encourage more women into cycling and racing at the club level
- Help bring the club closer to a 50:50 gender balance
- Provide a welcoming, safe environment for women new to club cycling
- Report back to the main committee on all outcomes associated with women's programs
- Be well informed of all club activities
- Be aware of the future directions and plans for female club members
- Have a good understanding about the needs of female cyclists and how the club can facilitate/promote those needs
- Represent the club/group at local and regional levels
- Act as a facilitator for club/group activities for female club members
- Ensure the planning and budgeting of the women's 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 women's program adheres to risk management practices
- Delegate responsibilities to club and sub committee members as needed
- Ensure appropriate support for the women's program – training, coaching, facilities, equipment
- Ensure content on Women's section on website is up to date and relevant to your goals

Knowledge and Skills Required

Ideally the Women's Development Secretary is someone who is:

- An experienced club member who is friendly and approachable
- A natural leader who is well respected within the club and the cycling community
- A visible member of the club who regularly attends and participates in club events and rides
- A member who is keenly interested in developing and mentoring female cyclists and is welcoming and supportive
- Able to effectively delegate tasks and bunch captain duties where required
- Good at organising and promoting cycling events
- Willing to liaise with external groups and clubs for the purpose of organising/promoting cycling events.
- Upbeat, motivational and empathic
- Skilled at understanding and employing robust risk management strategies for organised trips/events

Estimated Time Commitment Required

The estimated time commitment required as the Social Secretary is up to 2 hours per week on average, more in the build-up to an event and when running events.



MOUNTAIN BIKE SECRETARY mtb@sydneycyclingclub.org.au

The Mountain Bike Secretary is responsible for overseeing the organisation and development of mountain bike events for SCC. They should promote mountain bike and off-road cycling and encourage more participation.

Responsibilities and Duties

The Mountain Bike Secretary should:

- Create a plan with budget requirements for first committee meeting of each year
- Organise mountain bike rides
- Explore club member interest in mountain bike Tours
- Organise an 'Intro to Mountain Biking' course each year and coordinate bike loans with bike shops/club members
- Organise and promote a yearly mountain bike (or gravel bike) skills course
- Appoint a Gravel Bike Coordinator and work with them to coordinate off-road events for club members.
- Liaise with the Newsletter Editor to promote mountain bike/gravel events to club members
- Ensure there is current and relevant content for the mountain bike section of the SCC website.

Knowledge and Skills Required

Ideally the Mountain Bike Secretary is someone who is:

- A skilled mountain biker who participates regularly in mountain bike events/trips and owns a mountain bike
- Knowledgeable of mountain bike culture and equipment and is self-sufficient with transport.
- Good at organising themselves and others, and enjoys managing groups of people
- Friendly and approachable and has a genuine desire to instil the love of off-road culture fellow club members.
- Adventurous and outgoing
- Inclusive of all club members and skill levels and keen to encourage everyone.
- Skilled at understanding and employing robust risk management strategies for all off-road trips/events.

Estimated Time Commitment Required

The estimated time commitment required as the Mountain Bike Secretary is up to 2 hours per week in a busy week



WEB & COMMUNICATIONS

The Web & Communications Secretary is responsible for maintaining the clubs website and ensuring consistency in all brand touch points

Responsibilities and Duties

The Web & Communications Secretary should:

- Create a plan with budget requirements for the first committee meeting of each year
- Be responsible for managing and maintaining the Club's website including domain/hosting subscriptions.
- Keep all website information up to date (including club championship, honour roll & committee page)
- Allocate members to look after our different social media accounts (Instagram, Twitter, Facebook, Strava)
- Be responsible for organising content or site redesigns, including sourcing web designers and quotes if necessary
- Manage the club's digital file repository (e.g. Google Drive) so all committee members have access to documents.
- Brand guardian
- Be the club's brand guardian and ensure official content and communications comply with club branding guidelines.
- Ensure consistent brand identity across all digital touchpoints (web, newsletters, Facebook Instagram)
- Keep the club's brand identity documentation up to date.
- Provide consultancy on club kit design and other important branding decisions.

Knowledge and Skills Required

Ideally the Web & Communications Secretary is someone who:

- Qualified in, or has experience in, digital design and branding
- Experience working with website technology and is able to perform general website maintenance tasks.
- Has a clear understanding of the club's ethos, origins and culture and how to represent this in the digital medium.
- Willing and able to keep the club digitally relevant for both internal and external users of the site and social media accounts.
- Able to identify areas of the website or social media accounts requiring administration and delegate tasks as necessary.

Estimated Time Commitment Required

The estimated time commitment required as the Communications Secretary is up to 2 hours per week.