

## Role Descriptions

### **The Chairperson**

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

### **Duties**

- Chair committee meetings and the Annual General Meeting.
- Ensure appropriate documents, including minutes are available for committee members.
- Ensure that committee members are aware of their roles and responsibilities.
- Act as the ambassador and/or spokesperson for the club
- May be called upon to act as mediator.

### **Skills**

- Confident and effective communicator.
- Great organisation skills.
- Ability to delegate duties.
- An understanding of the Development Plan, governance and standing orders.
- Ability and knowledge to act as spokesperson for the club.
- Unbiased and impartial.
- Knowledgeable on equity issues.

### **Commitment to the Club**

The Chairperson will need to represent the club at meetings, attend club committee meetings and attend the club's Annual General Meeting. As a spokesperson for the club, the Chairperson will also need to be willing to receive phone calls from volunteers, prospective members and partners.

## **The Club Welfare Officer**

The Club Welfare Officer's role is to promote the club/organisation's policy and procedures for the protection of children and vulnerable adults.

### **Duties**

- The distribution/display of leaflets and codes of conduct to members, parents and young people.
- Advise on the development of activities for young people within the club/organisation.
- Support the registration of all personnel involved in activities for young people within the club/organisation (CRB checks).
- Receive, record and pass on to the British Cycling Child Protection Officer, any concerns relating to the welfare of young people and vulnerable adults.
- Attend committee meetings.

### **Skills**

- Approachable and friendly.
- Good listener/effective communicator.
- Confident, with good leadership skills.
- Great organisational skills.
- Enthusiastic and a good motivator.
- Knowledge of child protection policies and procedures, ISA registrations and Criminal
- Records checks.
- Knowledge of the Data Protection Act.
- Ability to deal with confidential matters.
- Tactful when dealing with sensitive issues.

### **Commitment to the Club**

The Welfare Officer will be a regular attendee at club activities such as coaching sessions, rides, races and committee meetings. Attendance at every event is not necessary but you will need to be known throughout the club so that people will know who to contact should they require someone to confide in. It is also important to attend committee meetings, where you will be able to advise on safeguarding issues for upcoming club activities.

## **The Coach**

The Coach uses their skills and expertise to deliver safe, fun and challenging activities for club members. They will plan, deliver and evaluate their coaching practise and undergo a programme of continuing professional development.

### **Duties**

- Provide a structured coaching programme within the club
- Organise a programme of club training and coaching sessions
- Utilise British Cycling coaching resources to enhance the coaching programme
- Ensure that the British Cycling recommendations for coach to rider ratios are not exceeded
- Show commitment to further development and outreach work, supported with professional development of coaches within the club
- Ensure his/her availability for evening and/or weekend coaching sessions
- To assist with team selection where appropriate
- To monitor, evaluate and feedback on rider and team performances
- To contribute to coach development within the club
- To attend competitions with team and/or riders
- To ensure that knowledge, skills and qualifications are kept up to date.

### **Skills**

- Hold an appropriate coaching qualification
- Good knowledge and understanding of the sport
- Good organisational skills
- Confident, with good leadership skills
- Ability to communicate with groups or individuals.
- Enthusiastic and a good motivator
- Hold a current British Cycling Coaching License, professional indemnity insurance, valid first aid training and CRB check
- Have an understanding of child protection and safeguarding policies.

### **Commitment to the Club**

To deliver regular structured coaching sessions in addition to accompanying and supporting teams at competitions.

It is also important to attend committee meetings so that you can advise the club on appropriate coaching activities.

## **The Secretary/Go-Ride Contact**

The Secretary/Go-Ride Contact is the principal administrator for the club. This is a pivotal role in which the Secretary/Go-Ride Contact carries out, or delegates all of the administrative duties that enables the club and its members to function effectively.

### **Duties**

- Being the first point of contact for all enquiries.
- Organising the Annual General Meeting and other meetings.
- Taking and distributing minutes of meetings.
- Keeping records.
- Liaising with members, post holders and external agencies.

### **Skills**

- Confident and effective communicator.
- Great organisation/IT skills.
- Ability to delegate duties
- An understanding of the club's Development Plan.
- An understanding of the governance/standing orders
- Ability and knowledge to act as spokesperson for your organisation.
- Ability to be unbiased and impartial.

### **Commitment to the Club**

The Secretary/Go-Ride Contact is a regular attendee at the club's committee meetings, with responsibility for taking minutes and updating other volunteers about administrative issues. The Secretary/Go-Ride Contact needs to be willing to have their contact details on the British Cycling website and the club's publications. This will enable prospective members to contact the Secretary/Go-Ride Contact about how they can join the club.

Most tasks can be carried out from home on a computer (the Secretary/Go-Ride Contact will need their own IT equipment). It is expected to take a couple of hours each week performing tasks such as writing and sending minutes of meetings to members.

## **The Treasurer**

The role of the Treasurer is to oversee the finances of the club and to report on the income and expenditure at committee meetings and the club's AGM.

### **Duties**

- Managing all income and expenditure, including banking arrangements.
- Managing legal requirements such as taxation and charitable status
- Reports regularly to the committee/ chairperson on the club's financial status
- Prepares/presents audited financial year end report to annual general meeting
- Financial planning, budgeting and monitoring throughout the year.

### **Skills**

- Good accountancy knowledge
- Great organisation skills
- Good administrative/IT skills
- Good communication skills
- Attention to detail
- Ability to handle money and cheques carefully and appropriately
- Confidence with numbers.

### **Commitment to the Club**

The Treasurer will be a regular attendee at committee meetings to report on the state of the club's finances and to understand what income and expenditure to expect.

## **The Volunteer Coordinator**

The role of the Volunteer Coordinator is to oversee the delegation of roles and tasks within the club and to lead on the recruitment and retention of volunteers.

### **Duties**

- Get to know all club volunteers and potential volunteers.
- Ensure that all existing and potential volunteers have access to role descriptions.
- Signpost volunteers to relevant training.
- Coordinate the recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Report on the volunteer status at committee meetings and annual general meetings.

### **Skills**

- Good management skills.
- Approachable and friendly.
- Good listener and effective communicator.
- Confident with good leadership skills.
- Great organisational skills.
- Able to delegate effectively.
- Enthusiastic and a good motivator.
- Knowledge of Data Protection Act.
- Knowledge of external volunteer recognition awards.

### **Commitment to the Club**

This role requires you to regularly attend club events, to meet the supporters of the club. This will allow you to inform them about how they can get involved with the club and how getting involved will benefit them and the club.

You will also need to regularly attend committee meetings, to ensure that there are enough volunteers for each of the club's activities.