



HHYCC Committee roles

The Role of the Committee is to

Meet regularly to make decisions about the direction of the club. The committee is responsible for making sure that HHYCC sticks to its aims and objectives as detailed in the Constitution

'The clubs main aim is to provide facilities for and promote participation in the sport of cycling.'

Key functions of the committee:

- Meeting regularly
- Ensuring members are kept informed
- Managing the finances

The committee needs to ensure that at all times it:

- has a shared sense of purpose following club aims & objectives
- provides direction and leadership
- takes collective responsibility
- deals with compliance issues (e.g. Child Safeguarding, maintain British Cycling guidelines and policy audit trails accountability to members and funders)

In addition being on the committee involves:

Meeting once a month, taking on organisational roles and delegating.

Making sure we have enough trained coaches for sessions

Motivating volunteers and encouraging people to help with sessions and activities

Chair

The role of the chairperson is to provide leadership to the committee and to ensure it operates efficiently, effectively and orderly.

Duties include:

Chairing Monthly meetings

Prepare the agenda for meetings with the secretary. This will include thinking about how long each item might take, and whether committee members need information in advance.

Make sure business of meeting is accomplished

Keep meeting in order and to agenda.

Representing the organisation •

Acting as a spokesperson for the group

Assisting in managing HHYCC affairs

Have an overview of the organisation and its work •

Sign and /or write letters (only sometimes and usually with the secretary) Lead, produce ideas and keep the organisation on the right lines.

Secretary

The position of Secretary is key but can be time consuming.

They are also Club Contact and their contact details go onto the British Cycling Website. You act as main contact for outside individuals and organisations.



Duties include:

- Prepare, produce and circulate the agenda for monthly meetings (with the chairperson)
- Help obtain information for committee members before the meeting
- Take, write and circulate minutes or have them prepared and circulated together with agenda to committee and/or membership as appropriate
- After meetings inform members who were absent of any action they need to take
- Deal with incoming and outgoing correspondence and letting the committee know
- Write letters on behalf of the organisation - these may need to be checked/signed by the Chairperson
- Book rooms, arrange meetings and organise refreshments (this is rotated between committee)
- Fundraising
- Produce a written annual report
- Ensure the organization has adequate insurance (see below)
- Ensure that necessary documents are completed e.g. for British Cycling, CRB, First Aid, facility manager, funders, etc
- Work closely with treasurer

Treasurer

The role of the treasurer is to ensure that the fiscal assets (money and property) of the group/organisation are properly managed.

The job of the treasurer is to:

- Keep accurate, up-to-date financial records) i.e. records of all income (incoming monies) and expenditure (all monies spent)
- Check bank statements and reconcile them with the Cash book/ current account book on a regular basis.
- Ensure that understandable systems are in place and operated by all coaches volunteers, e.g. for petty cash claims (the Treasurer need not necessarily handle every item of cash themselves)
- Ensure that bills are paid promptly (checking that there is sufficient funds to pay these) and all income is banked on a regular basis
- Produce end-of-year accounts
- Communicate with the bank, including ensuring that Bank statements are regularly received and kept safely and that cheque signatory mandates are kept up-to-date
- Report regularly to the committee on the financial situation
- Be able to give an accurate picture of the organisation's financial position at any given time
- Report to the Annual General Meeting on the end-of-year accounts
- Ensure that funds are being spent in accordance with the organisation's objects and that money given for a specific purpose can be seen to have been used correctly
- Although the Treasurer is responsible for monies and reporting regularly to the Committee about the state of finances, it is the responsibility of the Committee to: •agree expenditure etc
- Help make decisions about allocating money chase committee members e.g. for receipts.



Welfare Officer * *This role cannot be a coach or relative of a coach*

All British Cycling affiliated clubs are required to recruit one or ideally two interested volunteers to take on this challenging but rewarding role. Training is available for these volunteers to help them be the local link in the chain that safeguards young people. This is a very important role.

Without it we may lose our club Go Ride status.

In conjunction with the British Cycling Safeguarding officer their role is to promote and support the implementation of the British Cycling's policy on good practice and safeguarding child and vulnerable adults.

Responsibilities:

- To be available to listen to any members who require your help and advice
- To liaise with the British Cycling's safeguarding children (and vulnerable adults) officer
- To promote British Cycling's 'Child Protection and Good Practice Policy and Procedures' in the club
- To advise the club in connection with organised activities and safeguarding
- To support the DBS registration of all volunteers (an activity shared with Bill)
- To receive, record and pass on to the British cycling any concerns about the behaviour of members to other members and particularly those relating to the welfare of young cyclists.

Club Kit (we have 2 volunteers currently job sharing the role)

Order, sell and maintain records of a club kit, liaise with committee on current stock prices and availability of club kit.

Volunteer co-ordinator role

The role of the Volunteer Coordinator is to coordinate the work being done by the various volunteers involved in the HHYCC. It also includes recruiting, retaining and rewarding volunteers as well as supporting individual volunteers where necessary.

This includes those who help in the regular HHYCC club sessions, and all events that HHYCC take a lead in, e.g. Christmas party, our London League round, Marshalling at Crystal Palace etc.

Main duties

- Get to know all club volunteers and potential volunteers and be their main contact.
- Assess the needs of the Club and identify areas when specific volunteer recruitment should take place.
- Ensure that all volunteer jobs have a Role Outline.
- Supervise and oversee the role of other volunteers, including their paperwork.
- Coordinate the implementation of the volunteer recruitment, training and support.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the Committee to organise social and recruitment events for volunteers.
- Attend committee meetings.

Skills Required

- 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 external volunteer recognition awards (we can help with this).

Race Advisors

The role of Race advisor is to promote and encourage all riders to participate in competitive races. A large part of this role is making oneself available at the start of each race season to help parents and children prepare for attending their first race.

Responsibilities:

- To encourage riders to take part in races
- To prepare parents/carers and riders for their first race, including what to do when they arrive at a venue
- To publicise the race calendar for local and regional race meetings
- Organise the HHYCC league
- Promote all other Go Ride/ Go Race events

Bike Maintenance

- Organise the repair and maintenance of club bikes
- Ensure all are in good serviceable safe working condition
- Keep log of rented bikes
- Inform committee and coaches when bikes need renewing / parts need buying
- Organise repair and maintenance
- Advise on any issues related to bike use (not cleaning or lubeing for example)
- Promote culture of looking after bikes by users

Fundraiser

The role of the Fundraiser is to secure annual funding for HHYCC to enable projects and expected expenditure to be covered.

The role will work alongside the Treasurer and the Volunteer co-ordinators

Main duties

- Identify where funding is required for the club with the Treasurer
- Identify and seek funding opportunities
- Identify and approach potential sponsors
- Identify available bursaries to support the training of coaches (British Cycling, Sport England etc)
- Organise fund raising events
- Engage Club members and their parents in fund raising
- Work with the volunteers co-ordinators where appropriate



Website Manager

Maintain web site, update and make changes as directed by committee.

Membership Secretary

Maintain and circulate membership details collected by volunteer register takers etc

Liaise with secretary over British Cycling membership

Provide diversity statistics for funding

Coaching Secretary

Liaise with coaches over rota (note now done online) Organise coaching meetings

Ordinary Member (2 volunteers)

Attend committee meetings and liaise with other volunteers / parents on issues to bring to meeting

In addition we all take on or their roles for example we have an over 12 development squad, some coaches coach track, run after school clubs, organise cross and MTB events food, coordinate volunteers etc

We want to encourage you to participate and happy to mentor you if you want to take on any role – including coaching.

Please speak to any one about their current role.