



Friendly and competitive cycling for all ages in Sydney's West

Penrith Cycling Club

Management Committee Roles and Responsibilities

The Club constitution provides for a President, Secretary, Treasurer, Club Captain and such other officials as may be appointed by the committee. Responsibilities of the office bearers can be delegated during the year, with committee consent. (refer constitution)

The Duties of the Office Bearers are as follows:

1. President –

- Lead the club according to club constitution and its objectives
- Chair meetings,
- Ensure governance & compliance, (Ensure accreditations, permissions, etc. are in place
- Co-ordinate other functions,
- Delegate jobs amongst committee members
- Represent Club at CNSW etc.
- Act as Bank Account co-Signatory
- Review the club's budget
- Plan the race calendar with Committee
- Contribute to the club's social media/newsletter/website
- Be responsible for the Club's Sponsorships / Sponsor Relations

2. Secretary –

- Prepare, distribute and keep meeting minutes
- Schedule meetings and set and advise agendas
- Handle all correspondence, book meeting rooms, check & distribute mail and other communications, etc.
- Act as Public Officer (including maintain incorporation)
- Maintain all club documentation and records
- Act on other sub committees
- Provide support and assistance for all other committee positions
- Carry out other duties as requested
- Act as Bank Account co-Signatory
- Contribute to the club's social media/newsletter/website
- Administer the Club's Sponsorships / Sponsor Relations
- Manage the Memberships (daily administration and the database)
- Act as Child Protection Verification Officer
- First point of contact for potential and existing members regarding any queries on membership and race meetings.
- Maintain accurate records of licensed riders

3. Treasurer –

- Comply with any statutory requirements
- Ensure safe custody of all money
- Keep proper accounting records
- Monitor financial performance & provide accurate and timely financial information
- Collect and reconcile money from events, registration, canteen, fund raising, and entry fees etc.
- Manage allocation of prize money and other prizes/benefits, pay CNSW etc.
- Ensure all money received appropriately receipted and recorded, and banked on a timely basis
- Pay all accounts – ensuring appropriate supporting documentation to support payments
- Act as Bank Account co-Signatory
- Point of contact for all bank matters
- Prepare bank reconciliations, financial statements monthly
- Act on other sub committees
- Provide support and assistance for all other committee positions
- Contribute to the club's newsletter/website
- Clothing management – plan, order and distribute, sell, etc. collect and bank money

VICE-PRESIDENTS

- Assist the President where required
- Preside over meetings when the President is absent
- Carry out other duties as requested
- Act on other sub committees as required
- Act as Bank Account co-Signatory where so delegated
- Contribute to the club's newsletter/website

4. VP Racing & Rider Development –

- Manage the club race calendar.
- Set dates, book venues, get permissions,
- Communicate all race information to members and the public
- Develop and release Risk Assessments.
- Handicapper – manage handicaps, liaise with CNSW,
- Organise and manage rider development programs
- Results Administrator – tally and publish results, manage race, series and other prizes (with treasurer)

5. VP Junior Program and Junior Development

- Manage the clubs junior program.
 - Set dates,
 - Communicate all race information to members and the public
 - Organise and manage junior rider development programs

Appointed Officers

6. Member Services Manager

- Manage Communications – liaise with media, publish results, manage the web site, organise and take photos,
- Provide results of club races to local media and on the web
- Provide press releases to local media re upcoming events
- Communicate with local media re club publicity
- Contribute to the club's newsletter/website

7. Club Captain –

- Liaise between members and committee on matters for members.