

Position Descriptions

Please find below the official descriptions of the committee descriptions. Please feel free to talk to any of the current Committee Members about the positions and what is involved.

The committee shall consist of:

1. The office holders of the Association
2. Three (3) optional ordinary members.

...each of whom shall be elected at the annual general meeting of the association in each year. The office holder's responsibilities are outline below:

President

The President of the club is responsible for:

1. The overall running of the club,
2. Coordinating the duties of other committee members,
3. Overseeing the organisation of major club events,
4. Ensuring required tasks for the clubs operation are performed in a timely manner,
5. Spokesman for the club.

Can spend up to 3 to 4 hours a week during heavy periods performing duties. Not including major events or rides.

Vice President

The Vice President of the club:

1. Deputies for the President
2. Assist the President where applicable
3. Follow up on other committee members tasks
4. Assume the President's role where the President is absent

Can spend around 2 hours a week performing duties. Not including major events or rides.

Treasurer

The Treasurer of the club is responsible for:

1. The records of the club and correspondence therein
2. Maintaining the signatories on bank account, establishing new and deleting old after change of Committee.
3. Manage funds in bank account, ensuring sufficient funds for cheques written
4. Banking of all subscriptions, fees, and other monies paid to the club by members and debtors.
5. Payment of outstanding accounts, creditors, and other applicable invoices as required
6. Maintain club's financial records for the financial year presided over.
7. Preparation of end of year report for submission to corporate affairs

Can spend around 2 hours a week performing duties. This does not including major events or rides.

Secretary

The Secretary of the club is responsible for:

1. The records of the club and correspondence therein
2. Maintenance of the club membership records
3. Issuance of membership packs
4. Receipt of inward correspondence and send outward correspondence
5. Keeping of minutes of all general and Committee meetings
6. Custodian of Common Seal of the club and past records.

Can spend around 2 hours a week performing duties. This does not including major events or rides.

In addition to the position required above, the club requires a club captain, who will also sit on the committee as ordinary member one; a Web keeper as second ordinary member; and a newsletter editor as a third ordinary member.

Club Captain (ordinary member 1)

The Club Captain is responsible for:

1. The clubs itinerary
2. Planning and scheduling of rides, major and minor
3. Scheduling of other events and functions
4. Is the principle contact for club rides and functions.
5. Delivery of rider briefings on Road Rides.

Most time is spent running and leading rides. Sunday intensive.

Web keeper (ordinary member 2)

The Web Keeper is responsible for:

1. Maintaining and updating club website with guidance from the Committee,
2. Maintaining and monitoring the club forum, the Lounge and members access.
3. Participating with the running and organisation of club events

Can spend around 2 hours a week updating website and picture collation, with daily observation of the Lounge.

Newsletter Editor (ordinary member) (effective from 2004)

The Newsletter Editor is responsible for:

1. Maintaining, collating articles and presenting the Newsletter on a monthly basis, with guidance from the committee.
2. Participating with the running and organisation of club events

Can spend anywhere between 5 - 10 hours at the end of the month preparing the newsletter, depending on provided material.