

## Stratford Cycling Club Job Descriptions.

The constitution says:

1. The Officers of the Club shall consist of:
  - General Secretary
  - Treasurer
  - Secretary
  - Club Welfare Officer
  - Membership Secretary
  - Road Race Secretary
  - Race Secretary
  - Time Trial Secretary
  - Press Secretary
  - Website Secretary

These officers shall be elected at the Annual General Meeting

Duties of the positions will be:

### **General Secretary**

The chair will oversee the general running of the club he will do this by:

- Chairing general and Annual General Meetings
- Ensuring the club abides by the constitution and rules
- Ensuring the club abides by rules set by governing bodies
- Ensuring that the club pays its levies to governing bodies
- Ensures the club has sufficient insurance
- Overseeing the roles of all other committee members

### **Secretary**

The secretary will be responsible for all formal correspondence with club members. The secretary will take minutes at all club meetings and ensure that they are disseminated to all club members.

### **Club Welfare Officer**

### **Summary**

In conjunction with the British Cycling's CPLO, to promote and support the implementation of British Cycling's policy on good practice and child protection.

### **Responsibilities**

- To liaise with the British Cycling's CPLO on matters of Child Protection

- To promote British Cycling’s Child Protection and Good Practice Policy and Procedures in the club, including the distribution and display of leaflets and codes of conduct to members, parents and young cyclists
- To advise the development of junior and youth activity within the club
- To support the registration of all personnel involved with junior cycling
- To receive, record and pass on to the CPLO any concerns about the behaviour of members to other members and particularly those relating to the welfare of young cyclists.
- To maintain records of CRB, Coaching BC membership and First aid certificates for volunteers
- To hold and report, when appropriate, to the club accident report forms

**Requirements**

- To attend safeguarding children training and to stay up to date with policies and procedures through regular liaison with the CPLO

<b>Person Specification</b>	
<b>Essential Previous Knowledge / Experience</b>	Involvement with young people
<b>Desirable Previous Knowledge / Experience</b>	Child protection awareness (training provided)
	Junior club experience
<b>Personal Qualities</b>	High personal standards
	Belief that sport can help young people’s total development

**Membership secretary**

The membership secretary will be responsible for:

- Ensuring all members fill out an up to date membership form.
- Holds Contact and medical information of all Junior members
- Ensures that Coaches have sufficient contact and medical information
- Ensures that club members data is not given to the wrong people or sold
- Issues membership cards to all members
- Sends a welcome email to all members.

**Road Race Secretary**

The road race secretary will be responsible for organising road races for the club.

The Road race secretary will:

- Ensure Road races are run in accordance with BC or LVRC regulations

Ensure Police approval for road races is sought.  
Ensure insurance is provided for road races  
Ensure that road races are well publicised.

### **Race secretary**

The Race secretary will coordinate SCC members with races and provide a list of races which are local to Stratford. This may form 3 lists of junior races, senior races and time trials.

The race secretary will also oversee the race membership budget.

### **Time trial Secretary**

The TT secretary will be responsible for organising club time trials. The TT secretary will:

- Ensure TT's are run in accordance with CTT regulations
- Ensure Police approval for races is sought.
- Ensure insurance is provided for races
- At the end of the season compile the series results in accordance with the club rules

### **Press secretary**

The press secretary will report events to the local and national press when appropriate.

### **Website Secretary**

The Website secretary will be responsible for creation and upkeep of the club website. He will also:

- Maintain high standards on the website
- Ensure that all content is appropriate
- Ensure the forum is moderated
- Ensure the website does not breach copyright laws.