



## 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

---

### Chair

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

- Chairing Regular meetings (7 or 8 per year)
- Prepare the agenda for meetings
- Assisting in managing HHYCC affairs

---

### Secretary

The position of Secretary is key and is probably the most time consuming.

They are the Club Contact and their contact details go onto the British Cycling Website. You act as main contact for outside individuals and organisations – in practise these are around 2 – 3 per month.

- Take, write and circulate minutes for the committee and AGM
- Ensure that necessary documents and affiliations are completed for British Cycling (1 hr per year, November)
- Deal with incoming and outgoing correspondence and letting the committee know (very little)
- Write letters on behalf of the organisation if needed (few and far between)
- Complete the Club Mark submission (3 – 4 hrs every 3 years)

---

### Treasurer

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

- Keeping 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
- Produce end-of-year accounts for the Annual General Meeting
- Be able to give an accurate picture of the organisation's financial position at any given time
- 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

---

### 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 for this role. Training is available for these volunteers to help them be the local link in the chain that safeguards young people. Without volunteers in this role 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 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 advice 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

- Order sell and maintain records of a club kit
- Encourage riders to wear 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, South London Go Ride Race League, Summer Series

- Communicate with the club members
- Get to know all club volunteers and potential volunteers and be their main contact
- Coordinate the implementation of the volunteer recruitment
- Recognise and nominate your volunteers for volunteer awards

---

## 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.

- Publicise races and race series
- Produce information on where to find details of races
- To encourage riders to take part in races, and help parents/carers and riders with their first race

---

## Bike Maintenance

- Organise the repair and maintenance of club bikes
- Ensure all are in good serviceable safe working condition
- Keep log of rented bikes
- 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.



- 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

---

## 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.**