



**EXECUTIVE
COMMITTEE
DESCRIPTIONS**

ROLES AND RESPONSIBILITIES

The committee has a responsibility to manage the organisation on behalf of the members. The committee should:

- conduct long-term planning of activities so that the aims and objectives of the organisation are fulfilled
- develop policy and procedures
- manage external relations and advocacy issues
- obtain resources and ensure that all financial and legal matters are properly managed
- carry out the recommendations of members
- regularly communicate with, and provide information to, members about the running of the organisation
- evaluate the performance of officials, employees, subcommittees and, importantly, itself
- provide detailed written records and job descriptions to a newly elected committee to facilitate transition into their roles
- ensure that all members of the committee act as leadership role models.

PRESIDENT

The President is the primary leader of Darling Downs Cycling Club (hereafter referred to as DDCC) and has overall responsibility for club administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals, and then keeps the committee on track by working within that overall framework. At an operational level the primary function of the President is to facilitate effective committee meetings.

RESPONSIBLE TO

The President is elected by the clubs financial members and is responsible for representing the views of the aforementioned members.

RESPONSIBILITIES AND DUTIES

The President should:

- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the President/Chairperson is someone who:

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all the organisations members.

ESTIMATED TIME COMMITMENT REQUIRED & PERIOD OF APPOINTMENT

The estimated time commitment required as the President of DDCC is 3 hours per week.

The President is appointed for a 12 month term or until the next Annual General Meeting upon which he/ she may be re-elected by the clubs members. Ideally a President will stand down after 2 consecutive terms.

VICE PRESIDENT

The Vice President is to assume the role of President when the elected official is absent. At other times the Vice President is to fulfil the duties that the President allocates and is to be an active member of the committee.

SECRETARY

The Secretary is the chief administration officer of DDCC. This person provides the coordinating link between members, the management committee and outside agencies.

RESPONSIBLE TO

The Secretary is directly responsible to the President of the club and the members of DDCC.

RESPONSIBILITIES AND DUTIES

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the President
- Make arrangements including venue, date, times and hospitality for club meetings
- Send adequate notice of the meetings
- Take the minutes of meetings
- Write up the minutes as soon as possible after the meeting
- Collect and collate reports from office bearers
- Collate and arrange for the printing of the annual report
- Call for and receive nominations for committees and other positions for the club AGM
- Read, reply and file all inward and outward correspondence promptly
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, leases and titles
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Secretary is someone who:

- Can communicate effectively
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution.

ESTIMATED TIME COMMITMENT REQUIRED

The estimated time commitment required as the Secretary of DDCC is 3 hours per week.

The Secretary is appointed for a 12 month term or until the next Annual General Meeting upon which he/she may be re-elected by the club's members.

TREASURER

The Treasurer is the chief financial management officer for DDCC.

RESPONSIBLE TO

The Treasurer is directly responsible to the President of the club and the members of DDCC.

RESPONSIBILITIES AND DUTIES

The Treasurer should:

- Coordinate the preparation of a budget and monitor it carefully
- Ensure that adequate accounts and records exist regarding the club's financial transactions including accurate and up-to-date records of all income and expenditure
- Make sure financial reports are available and understood at all committee meetings
- Give Treasurer's report at regular meetings and when required
- Issue receipts and promptly deposit all monies received in the clubs nominated bank account
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Produce an annual financial report
- Make all approved payments and invoice groups/members promptly
- Act as the signatory to the club's bank accounts (with at least 1 other committee member)
- Maintain an accurate and up to date asset register
- Record all details of sponsorship

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information which is needed to be kept for the annual audit.

ESTIMATED TIME COMMITMENT REQUIRED

The estimated time commitment required as the Treasurer of DDCC is 1 hour per week.

RACE DIRECTOR

The Race Director is to chair the Race subcommittee and is to oversee all activities in relation to conducting club races.

RESPONSIBLE TO

The Race Director is responsible to the President and the members of DDCC.

RESPONSIBILITIES AND DUTIES

The Race Director should:

- Chair and convene all Race Committee meetings
- Develop the Race Calendar
- Have full control of all Race Meetings
- Co-ordinate with the Secretary when providing submissions to the relevant authorities eg Toowoomba Regional Council, Police, Main Roads
- Report on incidents and risks at races in conjunction with the Chief Commissaire
- Deal with queries relating to the race calendar
- Confirm all details of pending races with the executive committee
- Allocate tasks for all members of the Race Committee

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Race Director is someone who:

- Is well organised
- Is able to allocate tasks and duties
- Can communicate effectively with various people from within and outside the club
- Has a good knowledge of Cycling Queensland's Racing Regulations

ESTIMATED TIME COMMITMENT REQUIRED

The estimated time commitment required as the Race Director of DDCC is 2 hours per week. Depending on the race calendar the time commitment will vary.