Board & Club Positions and Role Descriptions

Role of the President

The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Board.

It should be understood that the duties of a Club President, regardless of the size of the club, are numerous and require considerable time and effort throughout his/her term in office. Some duties include:

- Acting as Chairman of all General and Board meetings
- Having a good understanding of the club's constitution and policies
- Communicating all correspondence from BMX NSW and Australia to the members
- Attending all meetings, representing the Club
- Seeing that information requested by BMX NSW and Australia is promptly submitted and that all correspondence is acted upon
- Ensuring that the Board adhere to the proposed action plans and goals of the membership
- Serving as the club’s representative in the community and attending functions at which the club is to be represented

In order to be a competent President the following attributes are required:

- To have leadership qualities
- To be a good communicator and listener
- To be of a good nature and approachable at all times
- To have the ability to delegate responsibilities
- To be unbiased and impartial
- To have the ability to make decisions
- To be a motivator
- To be well versed in the rules and procedures of the particular

In the eyes of the members, the success of the club is the President’s responsibility. As a Club President, one must be prepared to devote a lot of time to the club. It is the duty of the President to stimulate the interest and activity of both the Board and members on all occasions. The President is responsible for creating an image and conducting all the affairs of the club in a judicious manner.
A perceptive President delegates tasks and places trust and confidence in the Board. If possible, there should always be a close liaison between the serving President and the immediate Past President. The successor should be appointed from within the Board as he/she will already have a working knowledge of the Board and the club.

**Role of the Vice President (Vice Chair)**

The Vice President is responsible for assisting the President to fulfill his/her responsibilities for the governance and success of the club. This may mean chairing meetings at short notice. The Vice President role is commonly regarded as preparation for the next President. At times the Vice President will need to work with the President to help him/her understand concerns and alternative points of view within the club.

The Vice president is ultimately responsible for the club along with the president. The role of the Vice President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Board.

It should be understood that the duties of a Club Vice President, regardless of the size of the club, are numerous and require considerable time and effort throughout his/her term in office. Some duties include:

- Acting as Chairman of all General and Board meetings
- Having a good understanding of the clubs constitution and policies
- Communicating all correspondence from BMX NSW and Australia to the members
- Attending all meetings, representing the Club
- Seeing that information requested by BMX NSW and Australia is promptly submitted and that all correspondence is acted upon
- Ensuring that the Board adhere to the proposed action plans and goals of the membership
- Serving as the club’s representative in the community and attending functions at which the club is to be represented

In order to be a competent Vice President the following attributes are required:

- To have leadership qualities
- To be a good communicator and listener
To have the ability to delegate responsibilities
To be unbiased and impartial
To have the ability to make decisions
To be a motivator
To be well versed in the rules and procedures

**Role of the Secretary**

The Secretary is responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, prepare and distribute minutes, receive and disseminate correspondence to and from the club etc.

In addition to statutory responsibilities, the secretary’s principal role is to support and advise the board of directors through providing guidance to the directors concerning their duties and responsibilities as board members and also undertaking administrative tasks as determined by the board of directors.

**The secretary’s tasks**

In addition to ensuring that the co-operative adheres to its statutory obligations, a secretary will usually undertake the following tasks:

- arrange and give notice of meetings
- prepare agendas and circulate papers to directors prior to meetings
- attend board meetings
- take minutes of meetings
- Initiate and direct action in accordance with decisions
- maintain procedural records
- control the seal of the co-operative, if one is used
- assist with or attend to signing of documents, in conjunction with a director
• provide guidance to the directors concerning their duties and responsibilities as members of the board

• carry out any specific duties set out in the cooperative’s rules

**Role of the Treasurer**

The Treasurer is responsible for the financial supervision of the club to allow the Committee to provide good governance of the club. The Treasurer is the chief financial management officer whose tasks include the preparation of annual budgets, planning for the organisation’s financial future and monitoring the organisation’s revenue and expenditure. It is desirable that the treasurer is well organized and possesses a level of financial expertise.

It is the duty of the treasurer of the association to ensure:

(a) that all money due to the association is collected and received and that all payments authorised by the association are made, and

(b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

Other duties involved are as follows,

- Financial reporting
- Produce yearly operating budget
- Provide a 12 month cash flow budget
- Produce Balance Sheet and Profit and Loss statements for each Board Meeting
- Produce accurate Financials for review of members at AGM.
- Banking
- Minimise Banking Fees.
- Maximise Interest.
- Create efficient means of paying creditors and suppliers.
- Minimise use of personal Funds by members.
- Ensure secure handling of funds to avoid risk of misappropriation.
- Income
- Increase recurring Sponsorships.
- Increase number of riders and affiliation fees.
- Maximising profits from events.
- Continual seeking of Grants.
- Expenditure
- Minimise expenses were possible.
• Ensure Board approval for major expenses.
• Eliminate unexpected expenses.

**Role of the Public Officer**

This person needs to be a resident of the state and over the age of 18. In short, the Public Officer provides the liaison between the organisation and Consumer Affairs. A public officer is also the official point of contact for an incorporated association and one of the authorised signatories.

The public officer is responsible for:

• notifying NSW Fair Trading of any change in the association’s official address within 28 days
• collecting all association documents from former committee members and delivering the documents to the new committee member
• returning all association documents to a committee member within 14 days, upon vacating office.
• acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible.
• holds custody of any documents as required by the constitution.

**RACE COMMISSAIRE**

All Commissaires are required to be fully conversant with the Rules & Regulations and any supplement thereof, which governs any event and are (by reason of the acceptance of their position) definitely bound as such by the Rules & Regulations. All BMX Race Commissaires need to hold a level 2 official licence.

The Race Commissaires shall be responsible for assuring the observance of all rules governing any event.

Race Commissaires shall be responsible for monitoring the conduct of the riders on the track and for notifying other officials of conditions on the track which may warrant their attention. The Chief Race Commissaire shall determine the number of race officials necessary for an event. Race officials shall be stationed along the track. Race Commissaires shall make notes of any rule infringements or incidents that they witness.
Race commissaires must wear some form of distinctive clothing so that they may be readily identified by competitors and team managers, and they shall operate from a clearly defined position.

The Chief Race Commissaire is responsible for the following:

- Efficient racing from gate drop until the finish.
- Viewing results on video if need be.
- On track race matters (not peripheral involvement).
- On track infringements.

**Registrar**

The registrar is responsible for administers both online and manual club membership and event rider registrations.

Responsible for processing all paper member registrations and forwarding required forms to relevant BMX bodies.

Correspondence to any affiliated bodies in regards to membership/ licence when applicable.

Attend to season point scoring.

Ensure class listing is up to date for sign-on - addition of all new members.

Completing sign-on at race events.

**Canteen Manager**

This canteen is a major fund raising facility for our club. This position should give you a great sense of job satisfaction to be able to watch our club grow and succeed into the future of BMX because of the funds you will be able to generate for the club.

A canteen manager sees to the effective running of the canteen. Prepares rosters for canteen operations and organises the purchasing and collection of stock. You are responsible for maintaining sufficient stock quantities.

**Club Coach**

Must have an up to date coaching licence and working with children check.

They will Organise and provide coaching techniques as a group or a one-on-one basis.
Place the safety and welfare of the athletes above all else.

Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.

Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.

Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

**Grievance Officer**

A grievance should be knowledgeable in the Competition Rules and Regulations of BMX and shall represent a competitor in relation to appeals concerning procedural matters.

They should be an unbiased and approachable person with good listening skills and be able to handle grievances in a professional, fair, ethical and confidential manner. It is desired but that this applicant would have specific skills or qualifications in which complements the composition. The grievance officer must receive, record and monitor the number and nature of grievances received in a grievance register. The grievance officer must maintain a file of all correspondence and communication in relation to a grievance.

**Track Maintenance Officer**

Maintains a risk management plan and oversees the safety and upkeep of the condition of the track. They would liaise directly with the club President or Vice President in regards to the track condition and maintenance plans. Coordinate and direct volunteer workers or trades men while working on the track.

**Sprocket Coordinator**

Must have at least a beginner coaching accreditation and have an up to date working with children check.

They will Organise and provide coaching techniques as a group or a one-on-one basis.

Place the safety and welfare of the athletes above all else.

Help each sprocket to reach their potential. Respect the talent, developmental stage and goals of each sprocket and encourage them with positive and constructive feedback.
Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.

Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

**Time Keeper**

The time keeper will be responsible for recording the individual lap times of each of the club riders. The timing operator shall be responsible for the setting up and the operation of the timing system and for passing rider finish line position results to the administrators.

**Fundraising Officer/ Grants Officer**

Fundraising officers have the challenging task of raising money for the organization. They often have a targeted dollar amount to meet each year through various fundraising efforts such as direct mail campaigns, writing proposals to obtain grants or securing endowments.

A fundraising officer is a vital part of the team, developing the funding strategy and producing the resources with which the organization can get off the ground, expand its operations or continue to do the work it does. As such, a fundraising officer has multiple responsibilities, all related to getting the organization the resources it needs.

A fundraising officer is responsible for raising money on behalf of the organisation. It’s your job to deliver workable ideas to hit annual targets and then turn it into a reality. Using a range of promotional methods and campaigns, you’ll work hard to raise money from sponsorships, generous individuals, business or secured grants.

**Publicity Officer/ Public Promotions**

The Publicity Officer is responsible for ensuring that the Club and its sponsors receive the widest possible media coverage.

**Duties:**

- Develop and implement a public relations plan that will better market and promote the Club.
- Write and issue media releases concerning upcoming events, interesting personalities and Club activities and achievements.
- Assist in the preparation and publication of Club newsletters.
• Act as a liaison officer for the media at all Club events and functions.

• Develop and maintain a close working relationship with all local media personnel.

• Keep the Secretary and the club Board members informed of all media activities.

• Ensure that the Club's sponsors receive maximum exposure in all spheres.

• Assist with obtaining sponsorship for the Club.

• Develop programs for the recruitment and retention of financial supporters of the Club.

• Create a positive general public awareness of the Club and its activities.

• Publicise and promote events and competitions within the Club's area.