



Committee Role Descriptions

Document	Version	Date	Authorised Person	Reason	Status
KV015	1.0	13/12/2023	Steven Moore	Initial document to be agreed at AGM	Draft

Club Committee

See Club Constitution for make up of committee. Not all roles may be fulfilled.

Club Committee	1
Chairperson	1
General Secretary.....	2
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Chairperson

- Arrange, facilitate and preside over all official club meetings. This includes but is not limited to the regular monthly committee meetings and the Annual General Meeting.
- Provide an agenda in advance of each meeting and to ensure that discussion at the meeting sticks to that agenda both in terms of topics discussed and the time allocated.
- Maintaining and building relationships with key partners including: Scottish Cycling, **sport**scotland, Falkirk Community Trust, Tryst Community Sports Club and Falkirk Council.
- Seeking new opportunities to work with other community organisations and cycling groups to drive forward the development of the sport locally.
- Build a high performing team of Committee Members, drawing on each persons' skills and knowledge as they contribute to club strategy.



- Maintain careful oversight of any risk to reputation and/or financial standing of the club
- Represent and be an ambassador for the club and its members at appropriate events, meetings or functions
- Build positive relationships with club members, understanding their diverse needs and representing their views.

Key Competencies for success in role:

- Ability to influence
- Demonstrates by actions a thorough understanding of good governance
- Highly developed communication skills
- Demonstrates excellent oral and written communication skills.
- Demonstrates honesty and integrity
- Innovation and Problem Solving
- Strong planning and organising
- Ability to be flexible

General Secretary

- Ensure meeting information, both Club Committee and AGM, is issued in a timely manner and according to the requirements set out in the Club rules
- Keep records of meetings and disseminate notes or minutes to members and stakeholders according to Club policy.
- Ensure that agreed actions from meetings are met and receive future agenda items from committee members.
- Uphold legal requirements: acting as custodian of the organisations governing documents, ensuring quorum is present at meetings, ensuring elections are in line with procedures, ensuring charity requirements are met.
- Prepare a report of the organisation's activities for the year for the Annual General Meeting
- Responding to non-membership club enquiries and directing on to appropriate person(s) where necessary
- Build positive relationships with club members, understanding their diverse needs and representing their views.

Key Competencies for success in role:

- Demonstrates honesty and integrity
- Innovation and Problem Solving
- Strong planning and organising
- Ability to be flexible

Membership Secretary

- Respond to all enquiries from potential new members in a timely manner
- Issue welcome packs and/or a welcome e-mail to all new members



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- Maintain an up-to-date database of members, including equality monitoring data where possible
- Produce membership status updates/reports for the Club committee as required
- Suggest and organise new membership drives such as Come and Try sessions in conjunction with Club Coaching and and Leadership team
- Promote membership of Scottish Cycling
- Ensure GDPR guidelines are adhered too.
- Build positive relationships with club members, understanding their diverse needs and representing their views.

Key Competencies for success in role:

- Approachable and friendly
- Reliable and trustworthy
- Maintain confidentiality
- Innovation and Problem Solving
- Strong planning and organising
- Ability to be flexible

Treasurer

- Responsible for all club finances by ensuring adequate accounts and records exist, and that all funds are used appropriately and banked promptly.
- Plan the annual budget in agreement with the club committee and to monitor throughout the year.
- Prepare end-of-year accounts and present to the auditor, committee and AGM.
- To advise the committee on financial trends, risks and opportunities.
- Act as signatory on the Club Bank account
- Provide advice to the Club Development Committee in their management of the Club finances
- Build positive relationships with club members, understanding their diverse needs and representing their views.

Key Competencies for success in role:

- Good knowledge of managing finances
- Financial background and good knowledge of managing and producing accounts
- Reliable and honest
- Knowledge of various banking systems
- Ability to be flexible

Fundraising and Sponsorship Officer

- Identify and target sources of funding for the club in association with the club's strategic plan.



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- Prepare funding bids in partnership with Club Committee members as appropriate
- Establish and develop effective working relationships with key local funding providers
- Identify local businesses and organisations who could provide sponsorship towards club activities
- Promote and publicise any funding secured for the club through the club newsletters, website and notice board, in association with the Communications and PR Officer

Key Competencies for success in role:

- Enthusiastic and fun
- Strong organisational skills
- Strong interpersonal skills
- Maintaining relationships
- Approachable

Social Secretary

- Organise and promote social events for all Club members
- Organise the Club's end of season presentation evening
- Assess the safety of proposed events and venues
- Liaise with Club sCommittee members on social events
- Promote social events over Club's social media and website
- Be a positive role model for all members of the Club
- Build positive relationships with club members, understanding their diverse needs and representing their views.

Key Competencies for success in role:

- Enthusiastic and fun
- Strong organisational skills
- Strong interpersonal skills
- Knowledge of club members
- Approachable



Club Kit Officer

- Maintain relationship with the supplier of Club kit, and explore alternate options where appropriate
- Monitor stock levels and order kit to replenish as required
- Collect all payments from Club Members and bank this within 7 days of collection
- Stock levels must be presented at each Committee meetings
- Obtain approval for all purchase decisions from the Treasurer (repeat orders) or Committee (new orders)
- Agree the pricing of items and stock levels to be maintained with the Treasurer
- Submit all invoices for payment to suppliers to the Treasurer within 14 days of receipt
- Maintain content of the website for their designated area

Key Competencies for success in role:

- Excellent verbal, written and IT skills
- Good organisational skills
- Honesty and integrity
- Creativity
- Knowledge of club members

Wellbeing and Protection Officer

- Implement the Club's Wellbeing and Protection policy and procedures
- Advise the club on matters of policy relating to Child Protection
- Ensure all persons working either paid or unpaid with Children and Young People at the club are fully aware of what is required of them within the guidelines of the club, the child protection policy and codes of conduct
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose
- Conduct the administrative work associated with processing of information on volunteers/staff prior to their employment (PVG Scheme Applications, Self-Declarations, Safeguarding Qualifications)
- Regularly report to the Club Committee (could be "nothing to report").
- Raise awareness of the Wellbeing and Protection Officer role to parents/carers, adults, and children involved in the club
- Raise awareness of the Coaches' Code of Conduct to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Coaches' Code of Conduct
- Keep abreast of developments in the field of child protection by liaising with the Scottish Cycling Wellbeing and Protection Team, attending relevant training or events as required
- Organise/signpost appropriate training for all adults working/volunteering with children in the club



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- Act as the contact person for coaches, helpers, club volunteers, parents and participants on any issues concerning the wellbeing of club members, (poor practice or alleged abuse) as well as matters relating to child protection at the club
- Ensure all incidents are correctly recorded and reported in accordance with the club's and Scottish Cycling's policy and procedures
- When required, maintain confidential records of reported cases and action taken.
- When required, liaise with the Scottish Cycling Wellbeing and Protection team and/or statutory agencies and ensure they have access to all necessary information
- Build positive relationships with club members, understanding their diverse needs and representing their views.

Key Competencies for success in role:

- Tactful and discrete
- Able to resolve conflict
- Engaging and supportive
- Approachable and trustworthy
- Good listener and friendly
- Caring and understanding

Communications and PR Officer

- Develop a marketing and promotions plan for the club in association with the club's strategic plan
- Develop, maintain and update the club website and social media accounts
- Promote and publicise all aspects of the club in a positive and equitable way through the production of newsletters, website updates and regular media releases
- Report on club events and the achievements of club members, both internally and externally
- Establish links with the local media

Key Competencies for success in role:

- Enthusiastic and fun
- Good knowledge and interest of club activities
- Excellent verbal, written and IT skills
- Good organisational skills
- Experience and/or an interest in marketing and promotions
- Knowledge of club members