

# Winchester CTC Committee roles (AGM 2024)

## Officers:

### Chair

The duties can vary from group to group but essentially, the Chair ensures that the group runs smoothly and fairly. The duties of the Chair may include:

- presiding at each meeting of the group's committee and at its Annual General Meeting
- having the casting vote in the event of a tie if a motion is put to the meeting
- facilitating the efficient and correct conduct of the meeting in accordance with the group's constitution (see the Handbook for Cycling UK Groups for more)
- deputising for the group's secretary

### Secretary

- Convenes Committee and General Meetings
- Convenes the AGM and notifies Cycling UK of the date
- Completes the Annual Returns following the AGM and sends to Cycling UK
- Registers Committee members, ride leaders, event organisers and any other volunteers with Cycling UK
- Acts as a point of contact between Cycling UK National Office and the group;
- Acts as a point of contact for members and potential members
- Tries to ensure that all officers are aware of and abide by Cycling UK national policies and guidance relevant to groups

### Treasurer

The treasurer holds and accounts for any money collected in the name of the group. The treasurer:

- prepares an Annual Statement of Accounts for audit and presentation to the AGM of the group. The Statement should include:
  - a list of group's assets with current values; and
  - summaries of the accounts of any groups who have opted to share accounting procedures;
- liaises with the honorary auditor appointed by the group;
- completes an annual Subscription Allocation Claim and submit it to the finance manager at Cycling UK National Office;
- submits a claim for Special Allocation Funding if so required by the group.
- returns any monies to Cycling UK on dissolution of the group.

### Safeguarding Officer

- Offering advice and support for members of the group
- Raising awareness of Cycling UK's safeguarding policies and procedures
- Ensuring everyone in the group is treated fairly and with respect
- Working with others in the group to ensure the welfare of all members and participants
- Working with the group committee to resolve issues and problems within the group
- Acting as the first point of contact where concerns about welfare, discrimination, poor practice or abuse are raised

- Reporting such concerns immediately and in confidence in line with Cycling UK's safeguarding policies and reporting guidelines
- Promoting awareness of the Cycling UK Safeguarding Code of Conduct
- Attending regular obligatory safeguarding training as directed by Cycling UK
- Being accessible to members to help them in addressing issues such as a complaint against individuals, the protection of 'adults at risk' and children, and issues of discrimination
- Monitoring compliance with policies related to this area, such as the Cycling UK Safeguarding Adults and Safeguarding and Child Protection Policies

#### **Registration/Membership Officer**

- Acts as a point of contact for Cycling UK members using Cycling UK [Member Group Tool](#)

#### **Publicity Officer**

Advertises the group's rides and activities to the widest possible audience using a range of media.

### Elected committee roles:

#### **Webmaster**

Manages the Winchester CTC website

#### **Minutes Secretary**

Takes the minutes of the committee meeting (usually four per year) and the Annual General Meeting

#### **Clothing officer**

Arranges club clothing design, sourcing and ordering

#### **Programme/Events Coordinator**

Ensures that the group puts on a programme of rides and cycling activities suitable for and accessible to Cycling UK members in their area.

### Co-opted committee roles (confirmed at the AGM and may attend committee meetings):

#### **Rides Coordinators**

Plan regular Club Calendar programme of rides for different ride groups/categories and allocates ride leaders. Current positions:

- Easy/Easy+ rides Tues/Fri/Saturday
- Medium rides Tues/Saturday
- Medium rides Sunday/Weds evenings
- Faster rides Sunday/ Weds evenings
- Medium+ rides Sun/Weds eves/other

**Ride Winchester co-ordinator**

Manages the Ride Winchester notification and booking system

**Café coordinator**

Maintains list of cafes in the area on the Winchester CTC website. The café list is currently shared and jointly managed with Southampton CTC.

**Newsletter editor**

Prepares and distributes Winchester CTC newsletter and newsflash items

**Campaigning**

Liases with relevant local and national groups and government to represent cycling interests in development/planning matters and local initiatives

SL 28/03/2024