

Club Guidelines – How does the Club work?

SCUM is an incorporate Sporting Club under the NSW Associations and Incorporations Act (2009) and is 'run' by a committee. The committee works within the guidelines of a constitution holding regular meetings to decide what the club wants to achieve for its members and how to achieve these aims. The committee consists of several 'Office Bearers' (President, Vice-President, Secretary, Treasurer) plus at least 3 general committee members. A committee member may hold up to two offices (other than both the offices of president and vice-president).

Various subcommittees have been set up; examples include the 'Trails Committee' and the 'Event Committee'. Any number of other subcommittees can be formed to assist the club to meet its aims.

If a committee position becomes vacant, it will be filled as per the guidelines included in the club constitution. Should the position not be filled, or if there is any prolonged delay, the roles of that position will be shared amongst the other members of the committee as appropriate. Committee members should therefore be prepared to share aspects of the various roles and responsibilities as required.

Note: Committee and subcommittee members are volunteers; none receive payment or other benefit.

Roles of Office Bearers

President

The president is the figurehead of the club and provides leadership and direction to the committee. The president is responsible for ensuring that the committee fulfils its responsibilities for the governance and success of the club. As the spokesperson for the club, the president also works to maintain key relationships within and outside of the club.

Specifically the president will:

- Call and chair all general meetings, including the annual general meeting and any extraordinary general meetings as required (NB: if a meeting is predominantly a subcommittee meeting, the 'calling' and 'chairing' will be by the 'lead' of the relevant subcommittee [or their delegate]).
- Ensures all committee members are clear on the roles and responsibilities and that they have the appropriate means and support to achieve the club's aims.
- Liaise with relevant external parties (e.g. Mountain Bike Australia (MTBA), Forestry Corporation, Local Government etc.) to facilitate the club meetings its aims.
- Manage the implementation and delivery of any policy and procedural needs of the club.

The president will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the info@scum.asn.au account & inbox and any other e-mail accounts as required.
- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Vice President

The Vice President will support the club president in providing leadership to the club overall including organising the committee and over seeing the performance of the club. The Vice President will step into the Presidents role in their absence and can be considered a successor when the role becomes available within the term.

Specifically the vice president will:

- Chair Committee meetings in the Presidents absence.
- Support in leading the committee and ensuring strong Club governance
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, potential sponsors and funding organisations.

The vice president will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the info@scum.asn.au account & inbox and any other e-mail accounts as required.
- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Secretary

The secretary is the public officer of the club and therefore the official point of contact for all parties (Department of Fair Trading / Consumer affairs; MTBA; Forestry Corporation; Local Government and any other agencies). The secretary is the primary administration officer of the committee and along with the president & vice president provides links with the committee members, financial members and outside agencies.

Specifically the secretary will:

- Coordinate the production of minutes of all meetings, including the annual general meeting and any extraordinary general meetings.
- Be the main point of contact for people interested in the club (including any mailing / newsletter subscription / distribution list for the club).
- Maintain a register of members that is regularly reviewed to ensure that the club has means to contact all members.
- Ensure regular contact is made with all members to advise of upcoming club events and activities; liaising with the club publicity officer or others to assist in the appropriate promotion of scheduled events.
- Assist other committee members with the production / content of any official club correspondence as required.
- Check and maintain the info@scum.asn.au and secretary@scum.asn.au email accounts and mailbox.

The secretary will also:

- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Treasurer

The treasurer is responsible for the financial supervision of the club, allowing the committee to meet governance requirements of the club. The treasurer is tasked to prepare annual budgets, plan for the club's financial future and monitor the club's revenue and expenditure.

Specifically the treasurer will:

- Ensure that all money due to the club is collected and received and that all payments authorised by the club are made.
- Ensure that correct books and accounts are kept showing the financial affairs of the club, including full details of all receipts and expenditure connected with the activities of the club. This includes all club bank accounts, including credit cards, transaction cards, internet banking facilities are maintained to ensure appropriate governance.
- Prepare a financial statement at the end of each year for presentation at the annual general meeting for ratification by club members.

The treasurer will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Roles of other committee members / sub-committee members

The club committee may elect from within its membership any number of 'sub-committee officers' to fulfil any additional roles that may be required (NB: committee member may have several roles). If these roles cannot be filled from within the existing committee membership then the roles will be advertised to the broader membership and filled as per guidelines outlined in the club constitution. Sub-committee members attending committee meetings can vote on decisions as outlined in the constitution.

Trails Coordinator

The trails coordinator oversees the maintenance of the club's existing trails as well as the development and building of any new trails. The trails coordinator will be the point of contact to any land managers of the trails and ensure compliance to any contracts / agreements with any land manager in regards to trail usage / maintenance as well as any further trail development.

Specifically the Trails Coordinator will:

- Regularly review and report on the condition of the trails / trail network managed by the club.
- Coordinate / oversee any trail grooming / maintenance or remediation work required; including the supervision of any subcommittee members that choose to assist the club through a 'Trails Committee' or 'Trail Crew'.
- Ensure all trail grooming / maintenance work completed is within approved guidelines as stipulated by the land manager.
- Liaise with, and seek approval from the land manager (eg Forestry Corporation, NPWS, Local Council) for any new trail creation, development or building and ensure that is completed within approved guidelines.
- Be a point of contact for people interested in the club; especially for anyone wanting to assist in trail maintenance / development.

The trails coordinator will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the info@scum.asn.au account & inbox and any other e-mail accounts as required.
- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Event Coordinator

The event coordinator is responsible for the coordination of the events held by the club; this includes the development of an annual event calendar to advertise the activities of the club to members and non-members.

Specifically the event coordinator will:

- Oversee all club events, ensuring that they are run as smoothly as possible for the maximum benefit of participants (both members and non-members).
- Enlist the assistance of a *Junior / Novice Development Officer* (this role could be an existing committee member or, as part of a subcommittee, any interested club member).
- Enlist the assistance of other committee or club members to form a subcommittee (e.g. an 'Event Committee' or 'Event Crew') so to ensure that the various roles required to effectively run an event are filled.
- Ensure each member of any subcommittee developed understands their role/s for each event and that roles are shared amongst members fairly (for example: ensure that the race director role, a non-rider role, does not always fall to the same person).
- "Make the call" in partnership with any delegated race director should weather or other incident warrant the cancellation, postponement or cessation of an event.
- Liaise with the secretary or publicity officer or appropriate others to promote the scheduled event/s.

The event coordinator will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Junior / Novice Development Officer

The junior / novice development officer coordinates activities for the junior or more novice members of the club. This role can be part of a sub-committee standalone member

Specifically the junior / novice development officer will:

- Plan for and coordinate events and activities to meet the needs of junior and novice riders
- Liaise with event coordinator and trails coordinator to develop novice / junior oriented events, either in conjunction with regular events or as stand-alone events.
- Liaise with the secretary or publicity officer or appropriate others to promote any scheduled event/s.

The junior / novice development officer will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the info@scum.asn.au account & inbox and any other e-mail accounts as required.
- Assist in maintaining the clubs social media accounts (e.g. Facebook, Instagram etc.).

Publicity/Social Media Officer

The publicity/social media officer will coordinate the promotion of club activities and events, ensuring that all club members and interested members of the public are aware of club's activities / events.

Specifically the publicity/social officer will:

- Liaise with the relevant committee members so to best promote / advertise upcoming events for the club (social events, races, trail days etc.).
- Develop marketing / promotional material to promote the club and its events.
- Prepare articles / reports for the local paper (or other media outlets) on club events, races, results etc.
- Maintain the club website and social media accounts (e.g. Facebook, Instagram etc.).

The publicity/social media officer will also:

- Be a point of contact for people interested in the club.
- Assist in maintaining and checking the info@scum.asn.au account & inbox and any other e-mail accounts as required.

