

# Merton Saints BMX Club

## Roles & Responsibilities



We are actively looking for current club members to apply to be new Committee members to manage the running of the club. In particular we are *urgently* looking for a new Club Secretary as Catherine O'Brien is stepping down.

All Committee members will be expected to attend the meetings which are held at least 4 times during the year usually online using Zoom.

- The term of office for all roles is one year
- Current members of the Committee will be eligible for re-election
- New committee members are encouraged to nominate themselves

Summary of Committee Roles (12 positions)			
Position	Current (2023)	Nominee(s) (2024)	Proposer / Seconder
Chair	Dorchie Cockerell	Dorchie Cockerell	
Vice Chair	David Radcliffe	David Radcliffe	
Secretary	Stephen Downs	Stephen Downs	
Assistant Secretary	–	VACANT	
Treasurer	Bruce Haines	Bruce Haines	
Membership Secretary	Gonzalo Vilaseca	Gonzalo Vilaseca	
Safeguarding Officer	Nikiaisha Thompsen	Nikiaisha Thompson	
Welfare Officer			
Committee Member	Albert France-Brotherton	Albert France-Brotherton	
Committee Member	Craig Mufundisi	Craig Mufundisi	
Committee Member	Craig Tomlinson	Craig Tomlinson	
Committee Member	Nick Lewis	Nick Lewis	

If you would like to apply to be on the Committee can you submit a short proposal setting out how you would be suitable for the position by **5pm Monday 26th February**. You will also need 2 x current Club

members to propose and second your application. Please refer to the Club constitution for further details.

If you feel you don't have time to be on the Committee but would still like to help the Club, we always welcome help with particular tasks including:

- Bike maintenance
- Site and facility maintenance
- Track maintenance
- Grant applications and Fundraising
- Race Director, Event Organisation and Volunteers for races.
- Promotion and social media (photography, graphic design, local media contacts)
- Marketing including social media / website / newsletter
- First Aid Volunteers
- Open session supervision (requires first aid qualification)

If there is anything we haven't listed and you have a skill which you think could benefit the club please DO get in touch.

## **Roles and Responsibilities**

### **CLUB CHAIR (Dorchie Cockerell)**

Responsibility for:

- Day to day running of the club:
  - Overseeing track and coach bookings; club and school sessions; and party bookings
  - Overseeing and booking track maintenance; facility maintenance
  - Overseeing the organisation of all races hosted by the Club
- Liaising with St Marks Academy.
- Grant and fund applications.
- Producing and maintaining the club constitution
- Ensuring that the club is affiliated to British Cycling and any other governing bodies relevant to the club
- Setting down rules for the Committee of the club
- Co-ordinating, supporting and representing the club, and reporting on all club activities
- Represent the club at various required meetings including but not limited to South Region BMX AGM and London Series BMX.
- Weekly contact with various club members.
- Liaising with all sections of the club and overseeing all club activities

### **CLUB VICE CHAIR (David Radcliffe)**

Responsibility for:

- Deputising for Club Chair when absent and assisting Club Chair in his/her roles, as listed above
- Organising and minuting all club meetings

### **CLUB SECRETARY x 2 (Stephen Downs and one vacancy)**

Responsibility for:

- Answering club emails.
- Administrative support for the Chair and Vice-Chair on all the tasks listed above.
- Doing the track/coach/party booking system.
- Administering all the Club sessions on-line every week; cancelling or updating if necessary.
- Ensuring all of the Club's policies are updated.
- Providing a structure for planning and managing events organised by the club, and if applicable, the sponsorship of events.
- Club marketing & PR including web-site and social media.
- Liaising with British Cycling on Club affiliation, training courses and other British Cycling related matters.

### **CLUB TREASURER (Bruce Haines)**

Responsibility for:

- The finances of the club
- Paying and raising invoices
- Raising funds through appeals, subscriptions, loans and charges
- Preparing and submitting bids to appropriate funding sources such as Awards for All and Sports match
- Ensuring that the club maintains adequate public liability insurance
- Producing a statement of annual accounts
- Reporting as required on all financial matters

### **MEMBERSHIP SECRETARY (Gonzalo Vilaseca)**

Responsibility for:

- Responsibility for membership administration including:
- Maintaining membership database and application process using British Cycling online system
- Approving and processing new and renewed membership applications
- Sending reminders to elapsed members
- First point of contact for membership queries (offline and via BC site)
- Processing offline applications and updating the database accordingly
- Ensuring annual membership categories and fees are agreed and up-to-date on the website and BC payment system

### **CLUB SAFEGUARDING OFFICER (Nikaisha Thompson)**

Responsibility for:

- Coordinating and maintaining the club's Safeguarding; Anti-Bullying and Code of Conduct Policies (in conjunction with Brixton and Peckham BMX Clubs)
- Advising on the correct procedure for any Safeguarding reports or concerns within the Club
- Supporting Club Welfare Officer when needed

### **CLUB WELFARE OFFICER (Vacant)**

Responsibility for:

- Liaising with the British Cycling National Child Protection Officer (NCPO) on matters of child protection
- Promoting British Cycling's 'Policy and Procedures for the Protection of Children and Vulnerable Adults', including the distribution and display of leaflets and codes of conduct to members, parents and young people
- Advising on the development of activities for young people within our club
- Supporting the registration of all personnel involved in activities for young people within our club
- Receiving, recording and passing on to the NCPO any concerns relating to the welfare of young people within our club

### **CLUB COMMITTEE MEMBERS**

Responsibilities include:

- Attending and contributing to, when possible all committee meetings
- Voting on actions/decisions arising in committee meetings
- Assisting other committee members when required.
- Assisting at club coaching and training sessions, where needed

As well as being on the main committee, general committee members will also be expected to take on at least one area of responsibility from the list below. Some of these functions require more significant and regular effort than others and are not expected to be fulfilled alone, rather take overall responsibility and coordinate additional help from volunteers and contractors as required. Including but not limited to:

#### **1. Bike Maintenance Manager**

- To check all the bikes weekly; make minor repairs such as punctures; make a note of more serious repairs and pass onto Chris and Craig
- To set the bikes up for the beginners sessions ten minutes before the start of the session
- Cleaning bikes – to ensure all hire bikes are cleaned by their riders after use

#### **2. Site Manager and Facilities Maintenance**

- Administering spreadsheet and schedule of all on site repairs and overseeing ongoing work such as track maintenance and grass cutting.
  - Book relevant repair people, gain quotes for any work that needs doing and get cost sign-off of the Committee
  - Ensure site access for contractors where required
  - Help with and organise weekly track maintenance and resurfacing when required
3. **Grant and Fundraising**
- To be lead and coordinate input for grant applications and fundraising events
4. **Race Director and Coordinators**
- Ensure all volunteer roles are covered for race days
  - Ensure relevant things are booked (toilets; additional car park; catering etc);
  - Apply for event licence from the Council
  - Coordinate and distribute online set-up for race day information; moto-sheets; results etc
5. **Website and social media manager**
- Ensure the website and social media is updated weekly or when required
6. **Online sessions set up**
- Supporting Club Secretary with set-up of online session bookings and cancellations/refunds where appropriate
  - Post on the relevant social media sites
  - Help with Holiday Clubs and extra sessions
  - Planning and organising social events and open days
7. **Marketing Manager**
- To help promote the club through social media, leafleting or through local school liaison.
8. **First Aid Coordinator**
- Ensure Club First Aid kit is kept fully stocked
  - Ensure adequate First Aid cover is in place for Club races and other club events