

Wirral Cycling Group

Committee Members 2024/25:

Chair	David Brewer	07895 368864	D_Brewer_505@yahoo.co.uk or david.brewer@wirralcycling.org
Ride Coordinator	Peter Williams	07734 282096	peterwirralcycling@gmail.com or peter.williams@wirralcycling.org
assisted by	Mike Elkins	07870 163696	miketheleg01@hotmail.com or mike.elkins@wirralcycling.org

Secretary	David Branch	07754 776566	dgbranch@hotmail.co.uk or dave.branch@wirralcycling.org
Website Administrator	John Hampson	07396 364702	john.neal.hampson@gmail.com or john.hampson@wirralcycling.org
assisted by	Peter Williams	07734 282096	peterwirralcycling@gmail.com or peter.williams@wirralcycling.org
assisted by	Dave Hill	07981 552533	david.hill5083@ntlworld.com or david.hill@wirralcycling.org

Treasurer	Steve Downs	07493 981000	downssj@gmail.com or steve.downs@wirralcycling.org
Membership Secretary	Ann Lear	07854 711525	anne.lear@btinternet.com or anne.lear@wirralcycling.org
assisted by	Mike Elkins	07870 163696	miketheleg01@hotmail.com or mike.elkins@wirralcycling.org

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Committee Roles

Each year, at the Annual General Meeting, members of the Group elect the Chair, the Secretary and the Treasurer, plus up to six other people to serve on the committee for the following year.

The roles of Chair, Secretary and Treasurer are required for any club, but in addition we also need three of the other members of the committee to act as the Ride Coordinator, the Website Administrator and the Membership Secretary.

Plus there are three other places on the committee, which do not have any specific role, but are there to assist as required. So the members of the committee are arranged into three groups

Chair
Ride Coordinator
+1

Secretary
Website Administrator
+1

Treasurer
Membership Secretary
+1

who can help each other and provide cover should one person be on holiday or unavailable.

The different roles of the committee are shown below:

Chair

The role of Chair is to set the direction and strategy of the Group. They should talk to members to make sure that they know and can represent the views and opinions of the membership. And it is their role to assign responsibilities and tasks to the other members of the committee.

Specific Tasks for the Chair

- Regularly speak to members of the Group to find out what people like, what they don't like, and to ask them for any suggestions to improve the operation of the Group.
- With the Secretary, prepare agenda for committee & annual general meetings
- Chair the Group's meetings, ensure that people stick to the agenda and aim to make sure that all decisions are taken collectively.
- Pass on any tasks and issues to be resolved to the appropriate committee members

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Secretary

The Secretary runs the administration of the Group. They arrange and document committee and annual meetings, but they also ensure that the documentation associated with the running of the Group is correct and up-to-date. Plus they handle any correspondence or enquiries to the Group.

Specific Tasks for the Secretary

- Arrange the venue and email the agenda for committee meetings with accompanying papers to committee members no later than seven days before the meeting.
- Produce the minutes of committee meetings and email these to committee members no later than seven days after the meeting.
- Arrange a venue and facilities for the Group's Annual or any Special General Meetings.
- Notify members of the time, date and location of any general meetings by email at least four weeks before the meeting.
- Email the agenda and any accompanying papers for general meetings to members no later than two weeks before the meeting.
- Produce minutes of general meetings and email them to members no later than two weeks after the meeting.
- Keep the Group's constitution and other documentation up to date
- Respond to enquiries received by email or through the contact form on the Group's website

Treasurer

The Treasurer looks after the Group's finances. They record any receipts, make any payments that are required and they produce the Group's financial statements. They are also responsible for collecting the annual membership fee from members.

Specific Tasks for the Treasurer

- Pay the Group's Indemnity Insurance and the fee for Cycling UK affiliation
- Make payments, record bank receipts and maintain records of all financial transactions
- Remind members when the annual membership fee is due for payment
- Record which members have paid their annual membership fees
- Prepare and present financial statements at committee and annual general meetings
- Send new members a welcome email (cc: the Chair and the Membership Secretary)

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Ride Coordinator

The job of the ride coordinator is to organise the ride rota and look after the Ride Leaders. And to assist the Chair when needed.

Specific Tasks for the Ride Coordinator

- Identify and encourage potential new ride leaders
 - Provide support for existing ride leaders
 - Prepare, publish and maintain the rota for ride leaders
 - Post skeleton records on the website for ride leaders to add details of their ride
 - Arrange meetings with ride leaders to get their views and to suggest improvements
 - **Arrange Training of Ride Leader**
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Website Administrator

The Website Administrator's role is to maintain the Group's website and its ride booking system. And to help the Secretary if required.

Specific Tasks for the Website Administrator

- Support and maintain the Group's website
 - Provide a booking system for rides
 - Review (and if necessary update) the details of rides that ride leaders enter on the website
 - Publish useful documents on the website
 - Update the Group's email addresses when committee members change
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Membership Secretary

The role of the Membership Secretary is to welcome new members, look after the interests of existing members and to assist the Treasurer when necessary

Specific Tasks for the Membership Secretary

- Call new riders a few days after their first ride to get feedback on their experience
- Send any potential new members details of how they can pay their membership fee
- If necessary, dissuade any potential new members who the ride leader did not think were up to the required standard

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Other Tasks for the Committee Members

There are a number of other tasks that the committee carries out during the course of the year, although they are not officially assigned to any role. They are usually performed by one of the remaining three members of the committee:

- Arrange First Aid courses for members (Secretary)
- Organise bicycle maintenance courses (Chair)
- Manage the stock of the Group's cycling kit (Secretary)
- Arrange and publicise social events (Chair/ Secretary)
- Suggest cycling holidays or weekend trips (All)
- Represent the Groups view with local authority, cycling initiatives and government agencies (Chair)
- Administer the Group's Facebook page and answer any enquiries received via Facebook (DH)
- Review any accidents or incidents and recommend changes to the Risk Register (Chair)