



Jersey Cycling Association

Rules and Regulations

JOB DESCRIPTIONS

Version 2.0

| Document control | | |
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| Version | Prepared by | Approval |
| Version 1.0 1 st Draft | Steve Lowthorpe 30/06/18 | |
| Version 2.0 Final | Steve Lowthorpe 19/08/18 | |

JOB DESCRIPTIONS

PRESIDENT

Summary of Role:

The President is ultimately responsible for the functioning of the Association. A thorough knowledge of the constitution, governance documents and meeting procedures is required.

Desirable Attributes:

- Be well informed of all association activities and able to provide oversight;
- Be able to develop good relationships internally and externally;
- Be forward thinking and committed to meeting the overall goals of the Association;
- Have a good working knowledge of the Association Constitution, rules and duties of office bearers;
- Be able to work collaboratively with other Management Committee Members;
- Be a good listener and attuned to the interests of members and other interest groups;
- Be a good role model and a positive image for the Association in representing the Committee in other forums (e.g. Jersey Sport, IGA, CGAJ); and
- Be a competent public speaker.

Key Duties:

- Ensure all necessary tasks for day to day running of the activities of the association are carried out;
- Chair Committee and General meetings ensuring that they are run efficiently and effectively;
- Act as a signatory for the Association in all legal and financial purposes and monitor the clubs bank account (in particular payments made);
- Ensure an Association asset register is maintained and up to date;
- Serve as a spokesperson for the Association when required;
- Submit an annual report to the Association at the Annual General Meeting;
- Assist in the development of partnerships with sponsors, funding agencies, States bodies, shared facility users and organisations that are relevant to the goals of the Association; and
- Ensure relevant governance documents are in place and kept up to date.

VICE PRESIDENT

Summary of Role:

The Vice President will deputise for the President of the Association and assist in the fulfilment of association's administrative functions. It is often considered that the Vice President could succeed the President and that this role can be a development opportunity.

Desirable Attributes:

- Be well informed of all association activities and able to provide oversight;
- Be a person who can develop good relationships internally and externally;
- Be willing to step in for the President where needed including chairing meetings;
- Be forward thinking and committed to meeting the overall goals of the Association;
- Have a good working knowledge of the Association's Constitution, Governance documents and duties of office bearers;
- Be able to work collaboratively with other Committee Members;
- Be a good listener and attuned to the interests of members and other interest groups;
- Be a good role model and a positive image for the Association in representing the Committee in other forums;
- Be a competent public speaker; and
- Be able to raise concerns with the President where they arise

Key Duties:

- In the event of the President being unable to fulfill his/her duties to step into that role;
- Act as deputy chairperson for Association meetings;
- Ensure clubs procedures and documents are in order;
- Ensure action items and resolutions are carried out;
- Take responsibility for all forms of social media used by the JCA and act as web site administrator; and
- Fulfil such other duties as the Management Committee may request.

SECRETARY

Summary of Role:

The Secretary is one of the primary organisers of the club and is responsible for effective administration. This person provides the coordinating link between members, the management committee and outside bodies / agencies.

Desirable Attributes:

- Be organised;
- Have good computer skills;
- Be a good communicator; and
- Be sensitive and capable of dealing with confidential matters.

Key Duties:

- Maintain records of the Management Committee and ensure effective management of Association's documents / records;
- Maintain an up-to-date list of the Association's member clubs;
- Maintain an up-to-date copy of the Association's constitution and other appropriate documents / records; and
- Monitor all correspondence both inwards and outwards;

Club meetings are a big part of the secretary's role within the Association. The duties regarding meetings are as follows:

- Prepare the agenda for meetings in consultation with the President / nominated Chairperson;
- Make arrangements including venue, date, times and hospitality for meetings;
- Send adequate notice of the meetings;
- Collect and collate reports from office holders;
- Call for and receive nominations for committees and other positions for the association AGM;
- Take the minutes of meetings; and
- Write up the minutes as soon as possible after the meeting.

TREASURER

Summary of Role

The Treasurer is responsible for carrying out financial transactions as directed by the Management Committee, keeping and maintaining all financial records and keeping the Association informed of its financial position throughout the year.

Desirable Attributes:

- Good organisational Skills;
- Has some financial expertise;
- Ability to maintain accurate records;
- Honest/Trustworthy and dedicated;
- Computer skills; and
- Good communication skills.

Key Duties:

- Administer all financial affairs of the association;
- Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement / budget etc.);
- Ensure annual accounts are audited and presented at the AGM;
- Present a financial report to the management committee at meetings;
- Distribute, collect and lodge all membership forms and monies in conjunction with the Secretary; and
- Act as an authorised signatory for the club bank account and monitor the account in particular payments made.