

Penge CC Proposed Club Organisation

1. Committee

The committee decides the strategy for running and developing the club. It agrees the rules by which the club is governed and ensures that the rules are followed. The committee sees to the day-to-day administration of the club.

The Committee is made up of the following roles, elected for 12 months at the AGM in accordance with the club's constitution.

i. Chair

- Support the efficient running of the club
- Chairing regular committee and annual general meetings
- Helping others understand their roles and responsibilities
- Communicating with various members within the club
- Being actively involved in developing an action plan for the club
- Representing the club at local and regional events
- Assist the club to fulfil its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies

ii. Secretary

- Being the first point of contact for club enquiries
- Organising and attending key meetings (including Annual General Meetings)
- Taking and distributing minutes
- Delegating tasks to club members
- Dealing with all correspondence
- Keeping information to members up to date
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files

iii. Treasurer

- Managing the Club's income and expenditure in accordance with club rules
- Producing an annual budget
- Producing an end of year financial report
- Regularly reporting back to the club committee on all financial matters
- Identifying and applying to sources of funding
- Efficient payment of invoices and bills
- Depositing cash and cheques that the club receives
- Keeping up to date financial records

iv. Head of Adult Cycling

- Chairing the Adult Cycling sub committee
- Organising adult recreational rides and events
- Organising competitive events and encouraging participation in competitive cycling
- Developing riders' skills and behaviours for recreational and competitive cycling
- Encouraging volunteers to support the club's rides and events
- Develop volunteers' skills and experience to support the club's activities

v. Head of Go Ride and Youth Cycling

- Chairing the Go Ride and Youth Cycling sub committee
- Organising the club's Go Ride programme
- Organising the club's participation in the Bromley Go Ride Racing League
- Providing opportunities for rider progression to Youth racing
- Ensuring coaches and volunteers are appropriately qualified
- Ensuring coaches and volunteers have development opportunities to meet the club's needs
- Ensuring child safeguarding arrangements are in place and are followed
- Obtaining and maintaining Club Mark status

vi. Membership Secretary (Adults)

- Keeping up to date records of adult members
- Responding to membership enquiries
- Following up prospective and expired adult members
- Ensuring adult members have the necessary liability insurance
- Providing membership reports
- Managing the supply of club clothing to adult members

vii. Membership Secretary (Go Ride)

- Keeping up to date records of Go Ride members
- Responding to membership enquiries
- Following up prospective and expired Go Ride members
- Ensuring Go Ride members have the necessary liability insurance
- Managing the supply of club clothing to Go Ride members

viii. Adult Rider Representative

- Providing feedback from members into the running of the club
- Encouraging members to become involved in running the club
- Supporting the efficient running of the club

ix. Youth Representative

- Providing feedback from Go Ride members into the running of the Go Ride and other club activities for Youth riders
- Participating in and promoting schemes to recognise and develop young volunteers
- Supporting the efficient running of the club

2. Adult Sub Committee

The adult sub committee is responsible for the recreational cycling events organized by the club, and for encouraging participation in them. This includes the following activities:

- Co-ordination of rides calendar
- Management of rides inc. rotas
- Identification of targeted events i.e. sportifs/charity rides/audax
- Ride Rules
- Ride leadership training
- Planning rides catering for all abilities
- Social events

The adult sub committee is also responsible for the competitive cycling and training/development activities. This includes the following activities in association with the Lead Coach & Youth Rider Mentor:

- Development of racing section within club for adults and progression for youth riders
- Club time trials
- Track sessions
- Development of Youth Racing Team /Academy
- Strategy
- Skills; training; coaching
- Rider support & Mentoring
- MTB & Cross

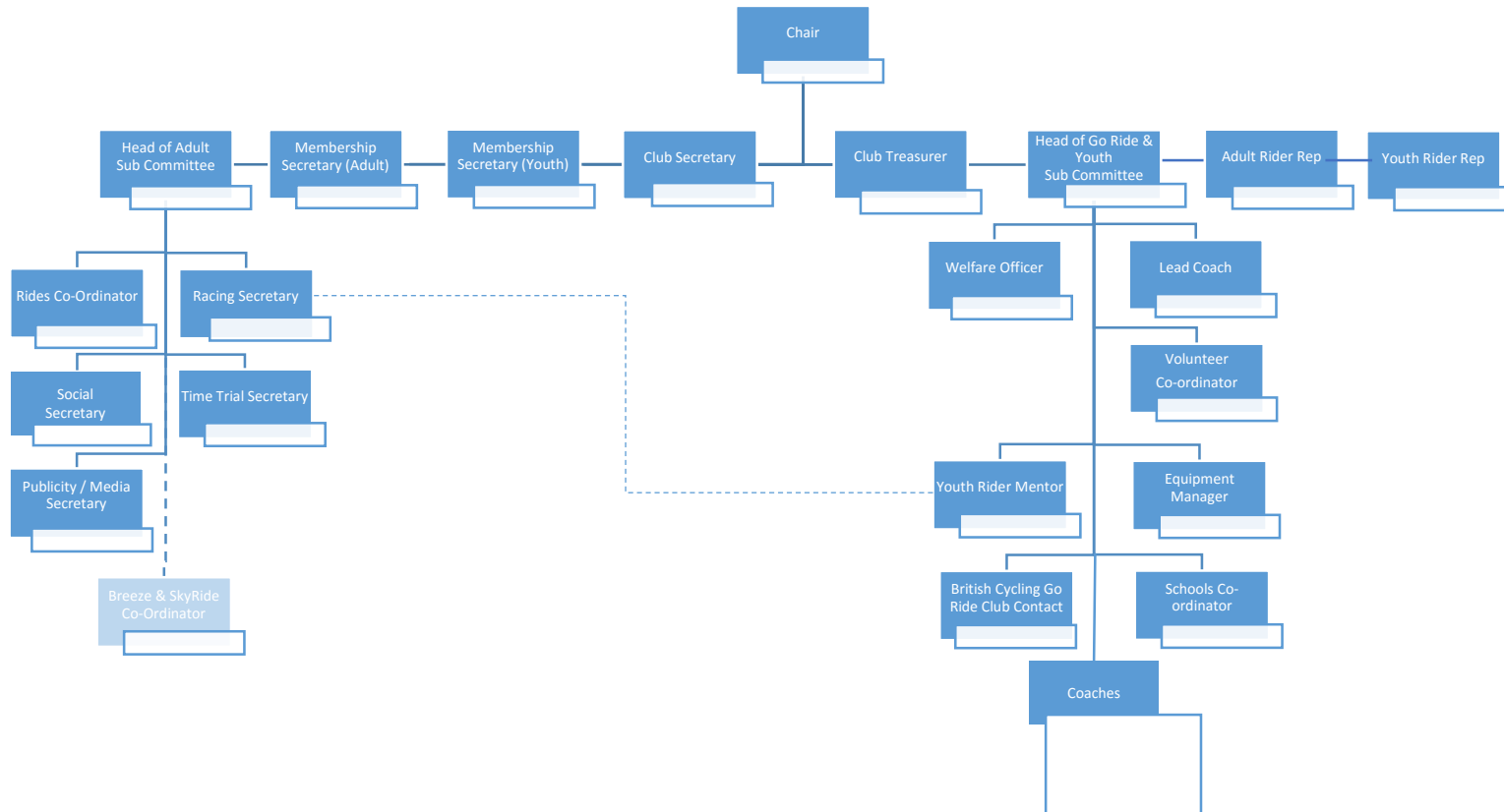
3. Go Ride and Youth Sub committee

The go ride and youth sub committee is responsible for the following activities:

- Management of Go-ride
- Strategy & direction
- Volunteers & rota
- Welfare
- Membership
- Promotion
- Coach Training
- Bromley Go Ride Racing League
- Clubmark

In addition the go ride and youth sub committee is responsible for managing the equipment owned by the club. This includes:

- Vetting & price setting of 2nd hand bike purchases
- Management of Club lease bikes
- Management of other club equipment & assets



Proposed Organogram