

PURPOSE

This document sets out the roles and requirements of the club committee.

REQUIREMENTS

Central Australian Rough Riders Incorporated is an Incorporated Association in the Northern Territory. The requirements of an Incorporated Association are set out under the Incorporated Associations Act. The most recent version of the Act can be found [here](#).

Incorporated Associations are managed by Licensing NT. Details of the requirements for Incorporated Associations can be found [here](#).

The club is required to have the following:

- A constitution
- A public officer
- A committee

The club also has annual reporting requirements in accordance with the Act.

- Prepare and lodge audited annual financial statements
- Prepare and lodge an annual return

The management committee must do all of the following for the association:

- lodge audited annual accounts with Licensing NT in the prescribed time frame
- make the audited accounts available to members at least 14 days before the annual general meeting (AGM)
- keep a current register of members and make it available to other members
- keep a current register of conflicts and a register of assets
- hold meetings in line with its constitution and the law
- record accurate minutes that are confirmed by members and signed by the meeting chair
- appoint a public officer and ensure the position is not vacant for over 14 days
- be legally able to hold their office
- disclose conflicts of interest in existing or proposed contracts, and table them at the AGM
- ensure its activities are in line with its constitution
- act in the best interest of the association and its members.

THE COMMITTEE

The club chooses to create a range of positions for the good management of the affairs of the club. The purpose of the committee is to facilitate the activities of the club. It is not the intention that the committee does all the work associated with running the club. It is expected that club members contribute. These positions and the key responsibilities of each role on the committee are set out below. These roles can be changed and adapted to best suit the way the club is run at any time.

Committee members are expected to work together to get the best outcomes for club members. Decisions for the club should, wherever possible, be taken by the Committee and not any one individual.

President

The main role of the President is to guide and facilitate planning and management of the club. Ideally the President is someone who has a coherent vision for the direction and operation of the club. Key roles for the President are:

- Facilitate the strategy and direction of the club
- Ensure governance of the club is in accordance with the Incorporated Associations Act and our constitution
- Facilitate engagement with the community
- Liaison with key stakeholders such as NT Government (Local members and ministers, Parks NT, Tourism NT, Sport and Rec, Department of Infrastructure, Lands and Planning), Alice Springs Town Council, Darwin Off Road Cyclists, Alice Springs Cycling Club, Alice Springs Triathlon Club, Red Centre BMX, Dirt Divas, Alice Springs MTB Trails, Local Bike Shops, Alice Springs Running, Bushwalking Club, St Philip's College and Sponsors
- Chair committee meetings
- Identify potential grants and funding
- Provide guidance and support to committee members
- Resolve disputes and disagreements
- Identify key development opportunities for club members
- Obtain a Permissive Occupancy Licence (which gives the club permission to use the tracks around Alice Springs)

The estimated time commitment required as President is 2-3 hours per week.

Vice President

The main role of the Vice President is to support the President in his/her role. The Vice President is likely to have slightly more focus on day to day management of the club's activities. Key roles of the Vice President are:

- Facilitate the strategy and direction of the club
- Ensure governance of the club is in accordance with the Incorporated Associations Act and our constitution
- Facilitate engagement with the community
- Liaison with key stakeholders such as NT Government (Local members and ministers, Parks NT, Tourism NT, Sport and Rec, Department of Infrastructure, Lands and Planning), Alice Springs Town Council, Darwin Off Road Cyclists, Alice Springs Cycling Club, Alice Springs Triathlon Club, Red Centre BMX, Dirt Divas, Alice Springs MTB Trails, Local Bike Shops, Alice Springs Running, Bushwalking Club, St Philip's College and Sponsors
- Attend committee meetings
- Identify potential grants and funding
- Provide guidance and support to committee members
- Resolve disputes and disagreements
- Facilitate day to day operations of the club
- Identify key development opportunities for club members

The estimated time commitment required as Vice President is 2-3 hours per week.

Secretary

The main role of the Secretary is to facilitate the communication and management of the club.

Key roles of the Secretary are:

- Meetings - collate and circulate an agenda, attend committee meetings, record and circulate minutes of meetings.
- Signatory on accounts to authorise payment of expenditure authorised by the committee
- Check club gmail account regularly and respond to correspondence as appropriate
- Keep AusCycling club affiliation up to date
- Maintain the club's documents and records in a cloud based filing system
- Support the Media Officers and ensure the promotion of local club's activities is up to date and completed in a timely manner
- Support and facilitate the completion of the Events Officers Key roles

The estimated time commitment required as Secretary is 2-3 hours per week.

Treasurer

The main role of the Treasurer is to make sure the club operates within its financial limits and in accordance with the Incorporated Associations Act.

Key roles of the Treasurer are:

- Maintain a set of accounts for the club
- Pay expenditure authorised by the Committee
- Set an annual budget for the club to operate within, identifying projects and initiatives for club expenditure
- Ensure the club operates within its budget
- Identify and apply for government grants
- Prepare an annual set of accounts for the club and facilitate auditing of these

The estimated time commitment required as Treasurer is 1-2 hours per week.

Public Officer

The Public Officer is the club's formally appointed contact person under the Incorporated Associations Act. The Public Officer is usually, but does not have to be, the Secretary or Treasurer. The Public Officer:

- Must live in the NT
- Must be over 18
- Lodge annual statement (legal requirement)
- Has formal responsibility for custody of documents (legal requirement)

The estimated time commitment required as Public Officer is 2-3 hours per year.

Members Officer(s)

The main role of the Members Officer is to attract new members and make all members feel included in the club's activities.

Key roles of the Members Officer are:

- Run 'Come and Try It' days for non-members

- Contact new members and 8-week free trial members and support them in their MTB adventure
- Establish initiatives to attract new members to the club: Dusty Demons, etc, etc
- Identify and facilitate key development opportunities for club members including riding skills, bike maintenance, event organisation, first aid, commissaire courses, etc
- Prepare a membership report for each committee meeting detailing number of members, members, joined, members lapsed, AusCycling trial members, etc
- Prepare an annual report on the number of competitors in club events each year

The estimated time commitment required as Members Officer is 1-2 hours per week.

Media Officer(s)

The main role of the Media Officer is to promote the club's activities in the local media. Key roles of the Members Officer are:

- Liaise with the new members officer
- Contact local media (Courier Advocate and Alice Springs News Online, Town Council Upcoming Events and ABC) before and after each club event to gain publicity for 'event coming' and 'event results/news'
- Keep the club website up to date
- Make regular posts on the club's Facebook, Instagram and Strava (for events) site
- Coordinate a monthly club newsletter
- Keep members informed of the latest events via email.
- Bulk sms for events
- Post event results within 24hrs of the event (if Events have not)

The estimated time commitment required as Media Officer is 1-2 hours per week.

MTB Trails Officer(s)

The main role of the MTB Trails Officer is to work with stakeholders and members to develop a volunteer-based trails maintenance program.

Key roles of the MTB Trails Officer are:

- Develop a pool of trained and enthusiastic volunteers to participate in regular small group and larger 'open' days scheduled in advance and approved by the Committee.
- Ensure that interested parties and groups are well informed on how best to use their skills and time to maintain existing trails consistent with IMBA standards and plans agreed with Parks and Wildlife.
- Liaise with Parks to achieve the desired outcomes
- Organise sustainable trails workshops and information sessions in collaboration with Parks and Wildlife
- Organise and maintain club equipment for trail work and ensure such assets are registered, maintained and secure.
- Promote positive "stewardship" messaging to the MTB and the wider community using trails and work to reduce inappropriate and unauthorised trail work.

The estimated time commitment required as Trails Officer is 1-2 hours per week.

Events Officers

The main role of the Events Officer is to set the club's annual calendar of events and facilitate the organisation of these events. Key roles of the Events Officer are:

- Prepare draft event calendar for the year for review by the committee
- Prepare final event calendar in cooperation with other clubs in town
- Circulate and update the event calendar as needed
- Find event organisers for all events
- Set classes and entry fees
- Set up event entries on the AusCycling entry portal website for all events
- Event results tidied up and passed on to Media Crew within 24 hours of each event
- Maintain a register of club equipment
- Maintain the club's event organiser's checklist

The estimated time commitment required as an Event Officer is 1-2 hours per week.

Dusty Demon's Officer(s)

The main role of the Dusty Demon's Officer is to facilitate the running of Dusty Demon's our 3-12 year old program.

Key roles of the Events Officer are:

- Prepare a calendar for the year ahead in regards to Location and times. Typically school Terms 2 and 3 Monday between 5 and 6pm. This is approx. 18 - 20 sessions.
- Circulate and update the event calendar as needed
- Run the sessions and find extra organisers for all events. It is best to someone to chase memberships and 1-3 other adults who are able to run/assist with longer rides and instruction
- Set entry fees
- Set up event entries on the AusCycling entry portal website for all sessions.
- Provide regular communication to parents that is targeted and specific.
- Ensure that information is available on the website and set as a series of events through Facebook.
- Maintain a register of club equipment that is in use for DD's
- Provide first aid on site/ rides at all times - at least one person is trained in first aid and a first aid kit is available.
- Have working with children check or OCHRE Card
- Ideally undertake the Level 0 Training through AusCycling.
- Organise some form of prizes and BBQ for the end of the season.
- Encourage the participant's to get involved in skills clinics and racing with the larger club.

The estimated time commitment required as a Dusty Demon's Officer is 1-2 hours per week.

General Committee Member

The role of a general committee member is to provide support to the President, Secretary and other General Committee members to ensure the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

- Assist the President and Secretary in their duties as required
- Undertake tasks at the request of the president or General Committee.
- Be well informed of all club activities, especially those of all sub committees
- Ensure governance of the club is in accordance with the Incorporated Associations Act and our constitution
- Facilitate engagement with the community
- Liaison with key stakeholders such as NT Government (Local members and ministers, Parks NT, Tourism NT, Sport and Rec, Department of Infrastructure, Lands and Planning), Alice Springs Town Council, Darwin Off Road Cyclists, Alice Springs Cycling Club, Alice Springs Triathlon Club, Red Centre BMX, Dirt Divas, Alice Springs MTB Trails, Local Bike Shops, Alice Springs Running, Bushwalking Club and Sponsors
- Attend committee meetings and complete allocated actions in a timely manner.
- Facilitate day to day operations of the club
- Identify key development opportunities for club members

The estimated time commitment required as a General Committee Member is 1-2 hours per week.

Volunteers Officer(s)

The main role of the Volunteers Officer is to work with our members to develop and encourage a volunteer group that can assist primarily with events. Volunteering may take on many forms and is not limited to events.

Key roles of the Volunteers Officer are:

- Develop a pool of enthusiastic volunteers to help facilitate the delivery of club events.
- Ensure that interested parties and groups are well informed on how best to use their skills and time to best help the committee to deliver the strategy..
- Liaise with club members on a regular basis encouraging their assistance.
- Organise and manage the pool of volunteers in consultation with those that will manage them on the ground
- Recognise the efforts of volunteers through newsletters.
- Ensure that volunteers are rewarded or incentivised accordingly

Other areas that volunteers could do may include; directing events, first aid at events, track marking or removal, grant writing, bbq running, food and drink organising, seeking sponsorship, web development, asset management etc.

The estimated time commitment required as Trails Officer is 1-2 hours per week.

Junior Committee Member/ Officer

The role of a Junior Committee Member is to provide a junior perspective to the General Committee members to ensure the club sets and meets its goals and objectives relating to juniors and their increasing involvement within the club.

- Assist General Committee in their duties as required
- Be well informed of all club activities, especially those related to juniors
- Represent the junior riders within the club and assist the committee to encourage and engage more of them.
- Assist with the running of Junior Development through Skills courses where qualified.
- Attend committee meetings
- Identify key development opportunities for junior club members

The estimated time commitment required as a Junior Committee Member is 1-2 hours per week.

Education Officer(s)

The main role of the Education Officer is to facilitate the running of skills and development initiatives run through or organised by the club.

Key roles of the Education Officer are:

- Prepare calendar for the year ahead in regards to skills and development sessions including date, location and times.
- Encourage new initiatives and educational opportunities
- Circulate and update the event calendar as needed
- Run the sessions and find extra organisers for all educational events. Ensure ratios are being met under AusCycling qualifications
- Set entry fees
- Set up event entries on the AusCycling entry portal website for all sessions.
- Provide regular communication to members.
- Ensure that information is available on the website and set as a series of events through Facebook.
- Provide first aid on site/ rides at all times - at least one person is trained in first aid and a first aid kit is available.
- Have working with children check or OCHRE Card
- Ideally undertake the Level 0 Training through AusCycling.
- Organise some form of prizes and BBQ for the end of the season in consultation with Volunteers Officer.

The estimated time commitment required as a Education Officer is 1-2 hours per week.

Sponsorship Officer(s)

The main role of the Sponsorship Officer is to work with our sponsors and to find more sponsors and to make sure that they are feeling value for the contributions.

Key roles of the Sponsorship Officer are:

- Maintain regular contact with current sponsors of club events.
- Ensure that sponsorship policy is current and up to date.

- Ensure that the media crew are aware of our commitment to various sponsors.
- Liaise with media officers to make sure sponsors are feeling valued (writing thanks, making sure that we follow through social media, recognise on website, calendar and newsletter).
- Organise new sponsors for the club and its events.
- Ensure that Sponsors are recognised and thanked appropriately in consultation with volunteer officer(s).

The estimated time commitment required as Sponsorship Officer is 1-2 hours per week.

Others for consideration

- EITA Director surely we have something somewhere for this!
- Policy Development officer
- Party Officer