



Reformed in 1965

SWCC Committee, Committee Roles, and Volunteer Roles 2022.

The **SWCC Committee** consists of up to 12 members including three elected officers and has the responsibility for the management of the club, its funds, its property, and its affairs in the interests of the whole club. The members of the committee work together to provide a focal point for information and to encourage participation in all club activities and events while ensuring that the values, aims, rules and regulations of the club are followed.

The Committee usually meets on the second Monday of each month. It is expected that committee members attend the monthly meetings when possible. As per our constitution, all committee posts will expire at the AGM and a new committee will need to be appointed for the coming year.

One of the main functions of the AGM is to elect the three officers of the club: **Chairman, Secretary and Treasurer.**

These official positions are open to any first claim member of the club and any first claim member can nominate a candidate. In the event of more than one candidate standing for a position, a ballot will be held at the AGM.

Nominations for the elected positions will not be accepted on the night unless there are no advance nominations. Nominations need to be sent to julie@chris-close.com by Sunday 20th November.

Role of the Club Chairperson (Vacant position)

- To work alongside the other committee members in planning, organising, and managing all club affairs and to oversee the development and promotion of the club.
- To chair and lead regular committee meetings and club AGM ensuring that all meetings function effectively and efficiently, enabling everyone to have their say and to move to a vote if necessary.
- To ensure that decisions taken by the committee are carried out.
- To uphold the Club Constitution and National Governing Body Regulations and to ensure that the rules of the club and those of affiliated bodies are followed by all members.

Role of the Club Secretary (current secretary is standing for re-election).

- To manage the membership database, maintain club records and to communicate with club members.
- To correspond with district organisations and other bodies.
- To prepare agendas and take minutes at committee meetings and the AGM.
- To report to the committee at committee meetings and to report to club members at the AGM.





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Role of the Club Treasurer (current treasurer is standing for re-election).

- To manage the club's online bank account (Lloyds)
- To keep full and accurate records of the various financial activities of the club
- To prepare monthly reports for the committee and annual report for AGM.
- To prepare end-of-year accounts for audit.

The additional nine **committee members** do not need to be elected but are usually appointed at the AGM. Committee members often have an additional role, although this is not essential.

Other Volunteer Roles

The Club Race Secretary is responsible for managing the weekly time trials and other club time trial events "for and on behalf of Cycling Time Trials under its rules and regulations." For SWCC this has traditionally included the Early 10; the 7 League; the 10 League; the Championship 10; the Road Bike Championship; the Hill Climb Championship and the Christmas 2-up.

The duties of the Club Race Secretary include:

- Overseeing arrangements for marshals, pusher off and timekeepers.
- Checking the course and putting out signage.
- Supervising signing on, collecting fees and giving out numbers.
- Checking and giving out results at the end of the event and passing them on for Interweb publication.
- Collecting and storing signage and other equipment.
- Maintaining and storing records and documentation including signing on sheets, parental consent forms and accident reports.
- Maintaining the results, league tables and handicapping.
- Identifying trophy winners at the end of the year.

NB. It is possible that the role of Club Race Secretary could be shared between two or more volunteers working together to organise the club time trials for 2023. The current committee would be interested to hear from any member who would be willing to work as part of a team to organise future club time trials. Any suggestions and offers would be gratefully received.

The Club TT Secretary acts as liaison between external Time Trial agencies (CTT) and the club. The duties of the Club TT Secretary include:

- Date setting of club TT events in consultation with the committee.
- Submitting dates to District CTT by the end of January.
- Ensuring all relevant traffic counts have been carried out.
- Managing course risk assessments, usually reviewed every year.
- Submitting police notices at least 28 days before the event but usually in a block at the beginning of the season.





SLEAFORD WHEELERS



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Club Captain. Responsible for planning and leading Club rides (mainly Sunday).

Kit Manager. Responsible for managing kit orders, liaising with suppliers.

Web Master. Responsible for managing the club website, posting results and events on a regular basis, updating club information as and when needed.

Women's Rep. Liaising with female club members and the club committee.

BC Rep. Maintaining communications between British Cycling and the club, occasional meetings and keeping the club informed of courses and events.

CTT Rep Maintaining communications between Cycling Time Trials and the club, occasional meetings and keeping the club informed.

LRRA Rep Maintaining communications between LRRA and the club, occasional meetings and keeping the club informed.

Cyclo Cross Rep Maintaining communications between Lincs Cyclo Cross and the club, occasional meetings and keeping the club informed of activities available.

Mountain Bike Rep Keeping the club informed of relevant activities available.

Audax Rep Keeping the club informed of Audax activities and events.

Open Event Secretary Managing and running the Charity 10.

Publicity Co-Ordinator Maintaining club profile in various media.

Trophy Custodian. To manage the collection, maintenance, cleaning and purchase of the club's trophies.

