

NFCC Roles & Responsibilities

TIME TRIAL SECRETARY

Put together club events in sept for following season
co-ordinate with other clubs for dates and courses
send police forms to area secretary and police
send o.s maps of courses to police
apply to forestry commision for parking permits
send details of events to new forest district council
keep records of race times for the season
compile 10 series divional results and post on website
conpile end of season prizewinners
organise trophies and engraving for awards
keep timekeeping devices operational
organise interclub races with other neighbouring clubs

PRESS SECRETARY

Provide website race reports/descriptions of club events
add links to reports on facebook group
provide race reports for local rider web page
provide any relevant corresspondence to new milton advertiser
update website with information and events of the club
send out newsletters via British cycling website club manager

GENERAL COMMITTEE MEMBER

Attend committee meetings held every 6 - 8 weeks on Mondays
assist with discussions of any actions or ideas in running of the club
Volunteer and take on any actions if required
assist at any event where required

J Burridge also put racing signs out

PRESIDENT

Represent the club at cycling functions if required
attend committee meeting
present speech at club dinner on behalf of the club

CLUB SECRETARY

Deal with day to day correspondence to do with club
Keep records of any correspondence sent
post correspondence to facebook/website for members
arrange committee meetings
casting vote at committee meetings if required
keep minutes of meetings and send to committee
liase with other clubs and cycling federations
point of contact for british cycling , CTT and other clubs
collate and keep records of memberships via british cycling
liase with all club officials when things need doing
arrange AGM, keep minutes and publicise on website
admin duties on facebook page and website if required

CHAIRMAN

hold and control committee meeting
hold and control AGM in February
assist with organisation of club dinners and other events
take bookings for club events
compile start list of club events and do signing on at event HQ
assist secretary in liasing with other clubs

current chairwoman
M read also does teas at open events

TREASURER

Receive money collected for club events
keep records of money collected through membership
pay club bills, example club and open events and clothing
keep account records for money collected and paid out
countersign checks with president or Club Secretary
liase with clubs bank account clerk at Nat west in Lymington
send club charity donations decided by committee

AUDITOR

Audit club records when required

TIMEKEEPERS

Time keep at club & open events
Assist time keeping for other clubs if required