

MCS Roles V3 (For Consultation)	Responsibility
Chairman	A Point of contact for all club activity. Chairs meetings, ensure the club has a constitution, holds its AGM, Bi-monthly meetings and that the Cmte is quorate. In liaison with the Go-Ride Officer ensure club development plan is in place, and future plans being worked on. Ensure risk assessments exist for club activities and arrange club insurance.
Secretary	A Point of contact for all club activity. Produce agenda's, take and distribute minutes for meetings. Publicise club activity, in liaison with the Chairman, oversee website. In liaison with the Chairman, manage all club documentation, and run the Club Calendar.
Membership Secretary <i>(Co-opt to Cmte)</i>	Manage all issues relating to membership. Specifically, maintain membership list and maintain list of volunteers provided with BC/club membership, distribution of membership packs.
Treasurer	Manage financial accounts and payments made and monies received. Report to committee on club finances.
Welfare Officer	Point of contact for safeguarding queries and concerns Maintain safeguarding policy and code of conduct, ensure coaches ride leaders have DBS/First Aid certs. <i>The club is obliged to have a Welfare Officer to comply with BC regulations.</i>
Go Ride Officer	<i>The club is obliged to have a Go-Ride Officer to comply with BC regulations.</i> Liaise with BC concerning Governance issues and regulations for coaching Produce and review risk assessments for junior coaching.
Junior Section Representative	Arrange, or delegate arrangement of, coaches meetings as appropriate. Manage, or delegate management of, junior coaching and events.
Senior Section Representative	Represent the interests of Adult members, support and liaise with those running events and coaching for adults.
Communications Officer	Monitor and update club social media, including but not limited to Twitter / Instagram/Facebook / Strava. <i>Liaison with the Secretary and Website Manager.</i>
Accounts Checker	Check accounts prior to AGM Support Treasurer <i>Ideally someone with accountancy qualifications and experience.</i>
Website Manager	Keep the club website relevant and up to date. <i>Liaison with the Secretary and Communications Officer.</i>
Press Secretary	Provide updates to local press as appropriate Place club news on Facebook Provide news updates for website
Club Clothing Officer	Oversee decisions about club clothing Provide information about club clothing Arrange ordering and sale of club kit and clothing
Club Kit Officer	Maintain list of club kit and its location(s) Point of contact for those wishing to borrow club kit
Reliability Rides Officer	Organise reliability rides (twice) a year
Track Officer	Organise velodrome trip twice a year
Road Representative	Oversee or organise trips <i>Attend committee meeting if relevant</i>
MTB Representative	Oversee or organise trips <i>Attend committee meeting if relevant</i>
Ride Leader Representative	<i>Attend committee meeting if relevant</i>

Notes:

Committee positions in bold. Cmte meetings, not less than every other month, plus an AGM.

A person can take on more than one non-committee volunteer area.

Committee members can also take on non-committee volunteer areas.