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**Castlemaine Rocky Riders**

**Position Descriptions 2023**

**About:**

Castlemaine Rocky Riders Mountain Bike Club is a not-for-profit organisation based in Castlemaine in Central Victoria.

We are a group of mountain bike riders who enjoy riding on a wide variety of local trails. The club holds [regular social rides](https://rockyriders.com/events/social-rides/), as well as hosting competitive events throughout the year, always with the emphasis on fun. The club actively promotes trail development and access within Central Victoria, and there are endless locations to ride.

The Rocky Riders are affiliated with [AusCycling](http://www.mtba.asn.au/). AusCycling is the Australian governing body for most forms of cycling, including mountain biking. It is run by cyclists for cyclists and is committed to the administration, promotion, and development of cycling nationwide.

The club values the inclusion of all children and their families and carers in our activities. The club promotes inclusion, diversity and equality by welcoming members and spectators of all ages, genders, sexual orientation and identity, cultural backgrounds, and abilities.

**Committee:**

The committee is made up of an executive team (President, Vice-President, Secretary and Treasurer) and committee members who hold portfolios (Marketing, Social Events, Events & Races, Facilities & Equipment, Club merchandise, Rider Development) and support the general operations of the club.

**Meetings:**

Second Tuesday of the month, go for approximately 1.5hrs (can be slightly shorter or longer), held at committee members houses in and around Castlemaine.

**Additional communication/tasks planning:**

Respond to emails related to club operations, WhatsAPP chat group related to day-to-day tasks and club operation.

**Requirements:**

* WWC
* First Aid Cert (if leading rides and working at events), club can cover 50% fees to obtain
* Child Safety Training Online (approx. 2 – 3 hours)

Secretary

* With the president, coordinate meetings of the committee
* Notify committee members of meetings
* Prepare and circulate agendas
* Take minutes and circulate minutes of committee meetings
* Manage affiliations and club statutory requirements and reporting in line with AusCycling process
* Prepare, apply and manage event permits (e.g. AusCycling, DECCA, CFA)
* Manage email communications with club members, and respond to general email enquiries
* Member of the Executive Committee

**Hours required:** 6 per month (average) for role duties. Attend 1.5 hour (approx.) meeting per month.

Women’s Social Events Co-Ordinator

* Working with the Social Events Co-Ordinator to develop an annual calendar of social rides and events (advising and recommending women’s inclusion into women’s ride and monthly mixed ride)
* Encourage and support committee members and club members to identify, promote and manage social events
* Engaging with ride leaders to plan rides, including mentorship around leading a ride
* Set up events using the AusCycling portal
* Assisting ride leaders to access registration lists for rides
* Along with the President, supporting ride leaders to record and respond to any incidents
* Member of Committee
* Women’s Identified Position
* Requires experience leading rides

**Hours required:** 1.5 hours for meeting per month; Approx 3 hours per month for planning, consulting, and promoting events.

Merchandise & Club Store

* Member of Committee
* Ordering from suppliers, stocktaking & managing stock levels
* Receiving orders through on-line store and either shipping or arranging for local pick up/drop off
* Attending events and races with merchandise to promote and sell
* Not essential to be a committee member but expectation to communicate regularly as needed via email.

**Hours required:** 1.5 hours for meeting per month (if member of committee), time required for additional duties dependant on how many sales are made through store.

Child Safety Contact

* Member of Committee
* Responsible for responding to any allegations or concerns made by members, volunteers, parents, or children. Our process for responding to child abuse allegations is outlined in the CRR Child Safe Code of Conduct (available upon request).
* Consulting and advising with new committee members and volunteers about Child Safe policy and on-line training modules for Child Safeguarding and attending any child safety training provided.
* Advising committee on any changes to the Child safety standards that may apply, including adapting and playing any guiding information from Auscycling.
* When we are specifically looking at a policy around child safe standards it will usually be more than an hour that month if there are meetings and then working on the policy.
* This role is suitable for a person with prior knowledge and experience of working with children, and child safety but is not essential if applicant is willing to learn. Attendance of child and youth events (e.g., start, middle and end of Dirt Crits) is encouraged so that members are familiar with the Child Safety Contact

**Hours required:** 1.5 hours for meeting per month. Time for role duties approximately 1 hour per month.