**Mansfield Mt Buller Cycling Club**

**Executive and subcommittee responsibilities.**

**Road:**

Take responsibility for the organisation and oversight of road cycling events Including:

* Create calendar for the year Decide on courses.

Apply for permits

Devise duty roster

Devise commissaire roster

Liaise with website manager to post information

Coordinate race events – liaise with treasurer with regard to fees, prizes and method of collection and reconciliation. Liaise with commissaires with regard to safety of the event. Liaise with handicapper regarding handicapping aspects.

* Write report for courier and website. Liaise with MTN bike crew to coordinate report and send to president to send to courier and web manager.
* Calendars are the Summer series – goes from start to end of daylight saving – Thursday nights. The Autumn Calendar – goes from the end of Daylight savings to Queen’s Birthday. The Winter calendar – goes from Queens birthday until the Start of the Summer Calendar.
* Deadlines for development and posting of these calendars will be determined by the subcommittee.

**Mountain**

* Create calendar for the year and organise the actual running of the specific events:

Decide on courses.

Apply for permits

Devise duty roster

Devise commissaire roster

Liaise with website manager to post information

Coordinate race events – liaise with treasurer with regard to fees, prizes and method of collection and reconciliation. Liaise with commissaires with regard to safety of the event. Liaise with handicapper regarding handicapping aspects.

* Write report for courier and website. Liaise with Road crew to coordinate report and send to president to send to courier and web manager.
* Calendars are the Summer series – goes from start to end of daylight saving – Thursday nights. The Autumn Calendar – goes from the end of Daylight savings to Queen’s Birthday. The Winter calendar – goes from Queens birthday until the Start of the Summer Calendar.
* Deadlines for development and posting of these calendars will be determined by the subcommittee.

**Social**

* Create event calendar – liase with Road and MTN subcommittees to coordinate events.
* Liaise with hotels/cafes for post event drinks, dinner, sponsorship where required.

**BMX**

* Develop plan for BMX events and activities including proposed BMX track project.

**Secretary (assisted by the Membership secretary)**

* Maintain list of members and contacts
* Record minutes of meetings and submit to president.
* collate subcommittee events for construction of general events calendar
* Determine current requirements for registration
* Obtain current forms for registration
* Facilitate registrations on event days

 **Treasurer**

* Oversee club finances
* Produce financial statements for each committee meeting
* Establish and oversee financial processes and controls
* Oversee budgeting.

**Vice president**

* Coordinate commissaires
* Coordinate aspects of race safety

**President**

* Overall coordination of club function

**Public Officer**

* return official associated clubs form within specified period

**Handicapper(Road )** MTN subcommittee may appoint handicapper as needed.

* Receive race entries and formulate handicaps for road race events
* Tally race points and maintain spreadsheet of results for road events
* Forward race results to IT controller for posting on the net.

**“Website manager”**

* Maintain website
* Assemble received information for weekly posts

**“Criterium and Mt Buller Road Race Sub Committee “**

The brief of this committee is to promote cycling in the region and to conduct an event that will appeal to a broad range of cyclists in Victoria and Interstate. The committee will be responsible for all aspects of the Criterium and Mt Buller Road race. The aim of this committee is to ensure that the event is professional, enjoyable and profitable. The event structure should minimise the club exposure to any possible financial loss.

Appointment:

1. Chairman will be appointed at the MMBCC Annual General Meeting.
2. Committee members nominated at the AGM or co opted as required.
3. The Committee will consist of a maximum of 5 members.
4. Chairman will be the delegate to the Tour de Flavour Committee ( MOCCE)

Responsibilities:

1. To acquire all relevant permits, Event and Traffic Management Plans in accordance with the governing authorities.
2. To manage and monitor all financial commitments on behalf of the MMBC in relation to the

event. All club expenditure must be approved by the sub committee.

1. Contact and appoint sponsors for the event and promote their product in all adverting.
2. Liase with Cycling Victoria to list event on the Summer Racing Calendar ( May/June)
3. Determine entry fee and grades.
4. Allocate of prize money.
5. Report to club executive as request
6. Coordinate club volunteers for course set up/pull down, traffic and pedestrian marshals in accordance with the Traffic Management Plan
7. Provide an event Profit & Loss to the club executive within 30 days of the event together with the Cycling Victoria Report
8. Request feedback from club members to improve the event