

# CTC FIFE & KINROSS: SUMMARY OF COMMITTEE ROLES & RESPONSIBILITIES

*Secretary and Treasurer are elected at AGM. All other roles are formed from Committee at first Committee Meeting.*

## **CHAIR**

Preside at each meeting of the Committee and at the Annual General Meeting.  
Facilitate the efficient and correct conduct of the meeting as laid out in CTC policies.

## **SECRETARY**

Act as first point of contact - with the membership, CTC National Office and the general public.  
Circulate/respond to general email, mail and phone enquiries.  
Convene meetings: produce and circulate agenda, report any correspondence to Committee.  
Ensure reports, minutes and general information reach membership via relevant media.  
Maintain communication/information links between Committee members.  
Convene Annual General Meeting for all members between 15<sup>th</sup>October and 15<sup>th</sup>November.  
Prepare and present Annual Report for A.G.M. and forward a copy to N.O. by early December.  
Send AGM returns and Annual Report to CTC National Office by early December.  
Ensure Club Treasurer sends audited Statement of Accounts to N.O. by early December.  
Call Special Meeting upon receipt of requisition from at least a third of Committee members.

## **TREASURER**

Keep accurate accounts of income and expenditure throughout the year.  
Produce Accounts and present report for AGM.  
Ensure that Annual Accounts are audited for AGM.  
Send Annual Accounts Returns to CTC National Office.

## **REGISTRATION OFFICER** (previously MEMBERSHIP)

Receive regular membership reports from CTC National Office.  
Filter information to identify any new members.  
Contact new members with a welcoming email (or letter where no email address is offered), a link to our website and an invitation to join the next run.  
Relay this information to Committee meetings.  
Produce Annual Report for AGM.

## **WELFARE OFFICER**

Be accessible to members to help them in addressing any issues such as complaints or disputes (eg. the protection of vulnerable adults and children; issues of Discrimination).  
Monitor compliance with CTC policies related with this area.  
Report to Committee and where appropriate to AGM.  
*(It is recommended this post should not be held by club secretary).*

## **RUNS SECRETARY / SUB GROUP**

Produce Runs List for publication 4-6 months in advance, for distribution on website/Fife Wheels.  
Book venues for rendez-vous rides – halls / pubs / cafes / members' houses etc.  
Confirm with venue, club's arrival a few days before each meet.  
Organise start point, confirm Reg. Ride Leader and route details for all led rides.  
Send any changes to club webmaster as soon as possible.  
Maintain a list of Registered Rides Leaders.  
Record attendance at Runs and send to webmaster.  
Report to Committee throughout the year.  
Produce Annual Report for AGM.

### NEWSLETTER

Collate information for production of Newsletter.

Produce newsletter 4 times a year, or as directed by Committee decision.

Submit newsletter to Webmaster.

Arrange distribution of newsletter by paper copy where required.

Report to Committee throughout year.

Produce Annual Report for AGM.

### WEBMASTER

Maintain and develop the Club's website and Social Media pages.

Upload the latest Newsletter and Runs Lists when available.

Maintain a mailing list of interested parties and send updates on publication of Newsletter and at other times as appropriate.

Update the 'Latest News' section on request from Committee Members.

Publish minutes of Committee Meetings and AGM.

Produce Annual Report for AGM.

### MINUTES SECRETARY

Produce minutes of each Committee meeting and AGM.

Distribute minutes to all Committee members and any official non-Committee helpers.

### SOCIAL SECRETARY / SUB GROUP

Arrange social events throughout the year as agreed by committee.

Book venue and arrange entertainment (+projector, screen etc. if required) and refreshments for AGM.

Book venue and agree menu/price for Annual Lunch; take bookings, collect/pay money on day.

Announce winners of any competitions (eg photo caption, best article, runs attendance etc.) and present prizes/trophies at Annual Lunch.

Report to Committee throughout year.

Produce Annual Report for AGM.

### RIGHT TO RIDE / SUB GROUP

Represent CTC at various meetings throughout the year.

Report to Committee throughout year.

Produce Annual Report for AGM.

### CTC SCOTLAND REP.

Attend national meetings as required.

Report to Committee throughout year.

Produce Annual Report for AGM.

### HUT CUSTODIAN

Oversee condition of Club Hut throughout the year.

Handle bookings for use of Hut.

Liaise with Committee on Hut income / expenditure.

Report to Committee throughout year.

Produce Annual Report for AGM.

### PRESIDENT

Honorary role. Act as a figurehead for the Club. Serves for 3 years, can be re-elected for as long as willing.