

Richmond Cycling Campaign (RCC)

Management Committee – Roles

As defined by the RCC constitution, there are two main roles in the committee. They are:

- Chair or Coordinator
- Treasurer

Other roles can be added as the group sees fit. They could include:

- Secretary
- Rides Coordinator
- Campaigns Coordinator
- Events Coordinator
- Funding/Project Coordinator
- Communications Coordinator

Other roles may include a newsletter coordinator and a publicity coordinator.

As of the 14/11/11, the Chair is John Head, the Deputy Chair is Sue Abel, the Treasurer is Ian Lyall, the Rides coordinator is Paul Luton and the Communications Coordinator is Alastair Barr. These people were nominated and voted in at the annual meeting of RCC which took place on 14/11/11.

This document attempts to outline the duties of each of the roles above.

Generally, each of the volunteers should be supportive and responsive to any questions and queries by members of the public and other members of the group.

Each volunteer should abide by the RCC constitution and by the associated London Cycling Campaign (LCC) equal opportunities and child protection documents.

Each volunteer should be committed to the objectives outlined in the constitution.

Coordinator/Chair

The general purpose of this role is to oversee the group. The volunteer should be willing to do the following:

- Liaise with the secretary to schedule meetings and their location.
- Liaise with the secretary to produce minutes at meetings.
- Liaise with other members of the group and interested members of the public:
 - When they request information
 - When they make comments on matters of interest

This liaison should take the form of direct responses or delegation.

All responses should have the objectives of the RCC in mind. Any queries should be passed on to other members of the group and the management committee for their opinions and approval

- Liaise with members of other organizations e.g. the council or a business:
 - When they request information
 - When they make comments on matters of interest
 - When they request RCC's attendance at a meeting or event

This liaison should take the form of direct responses or delegation.

- Chair RCC meetings effectively by allowing open debate of issues and by being aware of time constraints.
- Aid other members of the management committee and members of the group with research and information.
- Have a good knowledge of the borough and the surrounding boroughs.
- Be able to establish effective and positive relationships with other local groups, businesses, local councils and the general public.
- Be able to ride a bicycle.
- Have a good knowledge of the rules of the road and road legislation.

Treasurer

The purpose of this role is to manage the accounts of RCC.

This involves:

- Responsibility for the finances of the RCC, including holding cheque books and paying in books.
- Logging in to the online banking web site and making transfers and payments.
- Keeping an accurate record of expenditure and income.
- Making sure payments are made in a timely fashion.
- Handling cash.
- Aiding members with any RCC related financial details, including funding.
- Liaising with the funding coordinator (if the role is filled).

The volunteer should have reasonable computer skills and have broadband or easy access to broadband.

Secretary

The purpose of this role is to support other members of the group with their administration and scheduling needs.

This involves:

- Locating RCC meetings.
- Scheduling RCC meetings.
- Collating any necessary and suitable documents and information for RCC meetings.
- Taking minutes at RCC meetings.
- Producing meeting minutes and information in a timely fashion.
- Aiding other members with any work they have been assigned.
- Collating useful resources e.g. links to relevant documents on the web.
- Aiding with the creation of newsletters and informational emails.
- Administering the membership and email list databases.

The volunteer should have easy access to a computer and broadband and have reasonable computer skills.

The volunteer should be able to find suitable information on the web and elsewhere.

The volunteer should be able to create and establish useful and positive relationships with other members of the group and outside organisations.

Rides Coordinator

The purpose of this role is to oversee the rides schedule of the group.

This involves:

- Finding suitable routes.
- Researching these routes, places to stop along the way, train times if travelling by train.
- Leading rides or delegating the lead rider's role.
- Leading or marshalling at various feeder rides and events that RCC are involved with.

The volunteer should have easy access to a computer and broadband and have reasonable computer skills.

The volunteer should be prepared to ride routes beforehand.

The volunteer should have a basic knowledge of bike maintenance and must know how to fix a puncture and carry the necessary tools to do so on a ride.

Ideally, the volunteer would be able to administer basic first aid.

The volunteer should be sympathetic to the needs of riders (within reason) on the ride.

The volunteer should be aware of the risks involved and should make any necessary decisions.

Campaigns Coordinator

The purpose of this role is:

- To oversee any campaigns RCC sees fit to run.
- To liaise with outside organisations about cycle provision in the borough and its surroundings
- To liaise with the council about its planned transport schemes and building works.
- To make sure the objectives of the campaign are met.
- To generate discussion within the group about cycle provision in the borough.

The volunteer should consider liaising with other interested members of the group to set up a sub group that can respond in a timely fashion to any planning proposals within the borough.

Events Coordinator

The purpose of this role is to oversee any events RCC chooses to attend or organise.

This involves:

- Liaising with other organisations when they request RCC to attend their events.
- Liaise with other members of the group to request and organise help at the events.

- Liaise with other members of the group to help organise relevant campaigns.
- Attend events and make sure the objectives of RCC are met.
- Taking all necessary resources to these events including maps, leaflets, banners, posters, gazebo, table and anything else necessary for the event to run smoothly.
- Storing these resources.

Communications Coordinator

The purpose of this role is to oversee and maintain the communications RCC makes with the outside world. This includes management of the website, Twitter and Facebook accounts alongside and any other IT needs RCC has. This can include giving other members the necessary support to complete their roles and the objectives of RCC.

This involves:

- Updating and administering the web site.
- Managing the Twitter and Facebook accounts in line with RCC objectives
- Send out the monthly email newsletter and manage the email distribution
- Communications with local press and cycling media
- Liaising with other group members on how to update the web site.
- Bringing in useful technologies to aid RCC in its objectives.
- Help maintain the member and email databases.

The volunteer must have excellent computer skills.

Examples of work

Coordinator/Chair

- Chair RCC monthly meetings.
- Disseminate information to other members of the group by whatever means is appropriate e.g. post to Yahoo group or on forum

Treasurer

- Create and update spreadsheet with RCC debit and credit.
- Log into online banking system and make transfer to other group member (it will require the authorisation of one other RCC member, currently Jonathan Rowland or Sue Abel)

Secretary

- Take minutes at RCC monthly meetings, type them up and disseminate them to the group in a timely fashion.
- Liaise with members of the group to arrange a permeability audit of an area in the borough.

Rides Coordinator

- Ride a possible route, making any necessary changes along the way.
- Post the route on an online mapping system. RCC currently uses www.bikely.com.
- Lead the ride.

Campaigns Coordinator

- Be aware of any new transport and building plans put forward in the borough
- Check the proposal on any documents available either online or in hard copy.
- Check or be aware of what effect the changes will have on the current situation.
- Sending emails to the group to generate discussion, gauge and collate opinion so as to present a group opinion.

Events Coordinator

- Research dates of local events e.g. St Margarets Fair.
- Arrange payment of any fee for a stall.
- Arrange volunteers for stall.
- Liaise with volunteers to set up stall at the event.
- Liaise with secretary and IT coordinator to input any data collected at the stall.

Communications Coordinator

- Update web site with any new information.
- Keep Twitter and Facebook accounts up to date and work to grow membership
- Produce and send out a monthly email newsletter
- Liaise with secretary to upload meeting minutes.
- Aid secretary with membership database.
- Aid other members of the group with their RCC related IT.