

## **Executive Committee Role Descriptions**

### **President**

- Oversees the running of the club, intervening or helping out where necessary
- Liaises with/acts as a point of contact for Team Durham, Maiden Castle, BUCS, British Cycling, Cycling Time Trials, other cycling clubs and sponsors
- Manages the club email account and website

### **Vice President**

- Acts as secretary to the executive committee
- Manages the internal workings of the club and assists the President where necessary
- Organises the pre-season training camp in January and any other club trips and events (eg. Yorkshire, Lake District)
- Acts as a secondary point of contact for external bodies

### **Treasurer**

- Keeps the club accounts in order and processes financial transactions on behalf of the club
- Is responsible for collecting subs
- Organises all kit orders throughout the year

### **Road Captain (male or female)**

- Oversees, plans and coordinates club rides catering for all abilities
- Allocates ride leaders for each ride
- Encourages and enthuses new cyclists to get stuck in
- Works alongside men's and women's captains to ensure that the club is equally supportive of, welcoming to and invested in men's and women's cycling

### **Men's Captain**

- Organises and leads a training program targeted at male club members wishing to compete
- Takes a leading role in organising club competitions such as the hill climb
- Promotes local BC and CTT (non-BUCS) events within the club

### **Women's Captain**

- Promotes the club to female cyclists of all abilities, acting as a point of contact for female club members, and encourages female participation in club rides and social events
- Organises and leads a training program targeted at female club members wishing to compete
- Takes a leading role in organising club competitions such as the hill climb
- Promotes local BC and CTT (non-BUCS) events within the club

**MTB Captain**

- Oversees the MTB side of the club
- Organises rides/events for MTBers in the club
- Encourages interest in MTB

**Social Secretary**

- Organises a range of social events over the year, catering to the interests of all club members
- Encourages and promotes integration between all members of the club (men and women, recreational and competitive, road and MTB)
- Attends the social events