



SATELLITE CITY BMX CLUB

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Management Committee - Job Descriptions Satellite City BMX Club

Being on the Management Committee can be a very rewarding experience. The Management Committee's primary responsibility is one of trusteeship on behalf of its stakeholders, ensuring that the legal entity, the Club, remains viable and effective in the present and for the future. The Management Committee's role includes determining the Club's strategic direction, core values and ethical framework, as well as key objectives and performance measures. A key critical component of this role is the Management Committee's ultimate authority and responsibility for financial operations and budgeting to ensure the achievement of the strategic objectives.

The Management Committee consists of:

- A Chairperson who shall be the Club President;
- A Vice-President who shall be the Club Vice President;
- A Secretary;
- A Treasurer;
- At least three (3) but not exceeding six (6) general committee members; and
- Office Holders as determined by the Committee; such as:
 - Canteen Manager;
 - Race Registrar;
 - Riders Representative;
 - Fund Raising Coordinator;
 - Coach.

The Constitution makes for roles and functions of the Management Committee. The following provides information about what is expected of key roles (the job description):

President (Chair Person):

- The President is the main leader of the Club.
- The President has overall responsibility for the Club's administration.
- The President must preside at all General Meetings and the AGM.
- The President must have good understanding of the Clubs Constitution and Policies.
- The President must ensure that all requests by BMXNT and BMXA are actioned in a timely manner; and further, ensure requisite documentation is submitted to BMXNT or BMXA on time.
- The President must ensure that the Management Committee adhere to the proposed club direction to ensure strategic goals are achieved.
- The President serves as the Satellite City BMX Clubs representative in the community and will attend functions at which the Club is to be represented.

Vice-President:

- The Vice-President works closely with the President, performing duties such as chairing meetings when the President is unavailable.

Secretary:

- The Secretary must coordinate the correspondence of the Club.
- The Secretary ensures minutes of all proceedings of general meetings and of committee meetings are kept in accordance with the Act.
- The Secretary maintains the register of members in accordance with the Act.
- The Secretary will, unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the Club, other than those required by this Constitution to be in the custody of the Treasurer.
- The Secretary will perform any other duties imposed by this Constitution on the Secretary.

Treasurer:

- The Treasurer will receive all moneys paid to or received by the Club and issue receipts for those moneys in the name of the Club.
- The Treasurer will pay all moneys received into the account of the Club.
- The Treasurer will make any payments authorised by the Committee or by a general meeting of the Club from the Club's funds.
- The Treasurer will ensure cheques are signed by him or her and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- The Treasurer must ensure the accounting records of the Club are kept in accordance with section 41 of the Act.
- The Treasurer must coordinate the preparation of the Club's annual statement of accounts in accordance with the Associations Regulations.
- If directed to do so by the Chairperson, the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- The Treasurer has custody of all securities, books and documents of a financial nature and accounting records of the Club unless the members resolve otherwise at a general meeting.
- The Treasurer must perform any other duties imposed by this Constitution on the Treasurer.

Registrar:

- The Registrar administers both online and manual club membership and event rider registrations.

Canteen Manager:

- The Canteen Manager prepares rosters for canteen operations and organises purchasing of stock.
- The Canteen Manager oversees the effective running of the canteen.

Track Coordinator:

- The Track Coordinator coordinates the maintenance and management of the track to ensure it is in a fit and safe state for riding.
- The Track Coordinator maintains a risk management plan to ensure the upkeep of the track to keep it safe.

Fundraising Coordinator

- The Fundraising Coordinator coordinates fundraising activities such as (but not limited to) BBQ's (Bunnings etc), Raffles, other such activities that will aid in generating extra revenue for the Satellite City BMX Club.

General Committee:

- The General Committee members will partake in meetings and assist in action items if and when issued at general meetings.

Club Coach:

- The Club Coach organises and provides coaching techniques as a group or a one-on-one basis.

Riders Representative:

- The Riders Representative (Rep), represents the riders at race meets by taking complaint by the riders or their parents and presenting the complaint to the Chief Commissaries.

The Management Committee is voted in at the AGM. To become part of the Management Committee you must be a member of the Satellite City BMX Club. Being a member is easy and free for volunteers. To become a volunteer member, simply go to:

[https://osm-bmxau.omnisportsmanagement.com/Memberships/\(S\(2dhn53ibnmlqzsgyw0godlni\)\)/OSMMbr_RegNewProfile.aspx](https://osm-bmxau.omnisportsmanagement.com/Memberships/(S(2dhn53ibnmlqzsgyw0godlni))/OSMMbr_RegNewProfile.aspx)

VERSION CONTROL:

VERSION	DATE	AMENDMENT
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