

**Cycle Aware Wellington
Committee job descriptions
April 2008**

2007 Committee

Chairperson – Murray Robertson
Secretary – Alastair Smith
Membership Secretary – Teresa Maguire
Minutes Secretary – Elliott Young
Treasurer – Patrick Morgan
Road Safety Reference Group Rep (WCC) – not sure if this is active
Regional Cycle Forum Rep – Matthew Hammond?
Newsletter Editor – Stephen Knight
Webmaster – Elliott Young
Dr Bike Coordinator – vacant

2008 Committee

Chairperson –
Secretary – Alastair Smith
Membership Secretary – Teresa Maguire
Minutes Secretary – Elliott Young
Treasurer –
Road Safety Reference Group Rep (WCC) – ?
Regional Cycle Forum Rep – ?
Newsletter Editor –
Webmaster – Elliott Young
Dr Bike Coordinator –

Other possible roles:

Submissions Coordinator
Marketing and Promotions Officer
Volunteers Coordinator

CAW CHAIRPERSON JOB DESCRIPTION

The Chairperson leads CAW and has overall responsibility for administration.

They set the annual agenda (consistent with the views of members), help the committee prioritise its goals and then keeps the committee on track. At the operational level, the major function of the Chairperson is to facilitate effective meetings.

The President is elected by CAW members and responsible for representing their views.

Responsibilities and duties

The Chairperson:

- manages committee meetings.
- manages the annual general meeting.
- represents CAW at local, regional, and national levels.
- acts as a facilitator for CAW activities.
- ensures the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and skills required

The Chairperson:

- can communicate effectively.
- is well informed of CAW activities.
- is aware of the future directions and plans of members.
- has a good working knowledge of the constitution, rules and the duties of all committee members.
- is a supportive leader for all members.

The estimated time commitment required of the Chairperson is six hours per month.

CAW TREASURER JOB DESCRIPTION

The Treasurer is the chief financial management officer for CAW. They are responsible to the CAW Chairperson.

Responsibilities and duties

The Treasurer:

- prepares a budget and monitors it.
- keeps CAW's books up-to-date, using an excel spreadsheet
- records payments and monies received.
- makes sure financial reports are available and understood at committee meetings.
- shows evidence that money received is banked and documentation provided for all money paid out.
- ensures that information for an audit is prepared each year.
- arranges the audit.
- gives Treasurer's report at regular meetings and when required.
- produces an annual financial report.
- sends out accounts.
- pays the bills.

Knowledge and skills required

The Treasurer is:

- well organised.
- able to allocate regular time periods to maintain the books.
- able to keep good records.
- able to work in a logical orderly manner.
- aware of information, which needs to be kept for the annual audit.

The estimated time commitment required of the Treasurer is three hours per month.

CAW SECRETARY JOB DESCRIPTION

CAW has three secretaries. The membership secretary looks after subscriptions and membership. The meetings secretary takes minutes.

The Secretary is CAW's chief administration officer. They provide the coordinating link between members, the committee and outside agencies. The secretary is responsible to the Chairperson.

Responsibilities and duties

The Secretary:

- prepares the agenda for meetings in consultation with the Chairperson.
- makes arrangements including venue, date, times and hospitality for club meetings.
- sends notice of the meetings.
- collects and collates reports from office holders.
- calls for nominations for positions at the AGM.
- reads, replies to and files correspondence.
- collates and arranges for the printing of the annual report.
- maintains files of legal documents such as the constitution.
- acts as CAW's public officer liaising with members of the public, affiliated bodies and government agencies.

The membership secretary

- maintains a register of members' names and addresses.
- invites members to renew
- sends welcome letters to new members

The meetings secretary

- takes the minutes of meetings.
- writes up the minutes as soon as possible after the meeting.

Knowledge and skills required

The Secretaries:

- can communicate effectively.
- are well organised and can delegate tasks.
- can maintain confidentiality.
- have a good working knowledge of the constitution.

The estimated time commitment required of the Secretary is four hours per month.

CAW ROAD SAFETY REFERENCE GROUP REP JOB DESCRIPTION

(not sure if this is active)

The Road Safety Reference Group Rep represents CAW on WCC's Road Safety Reference Group.

Responsibilities and duties

The Road Safety Reference Group Rep:

- identifies agenda items for the RSRG
- attends RSRG meetings
- advocates CAW's position on RSRG issues
- reports back to CAW members

Knowledge and skills required

The Road Safety Reference Group Rep:

- communicates effectively with CAW members
- represents CAW's position

The estimated time commitment required of the Road Safety Reference Group Rep is three hours each three months.

CAW ROAD SAFETY REFERENCE GROUP REP JOB DESCRIPTION

The Regional Cycle Forum Rep represents CAW on WRC's Regional Cycle Forum (www.gw.govt.nz/story17504.cfm).

Responsibilities and duties

The Regional Cycle Forum Rep:

- identifies agenda items for the Regional Cycle Forum
- attends Regional Cycle Forum meetings
- advocates CAW's position on Regional Cycle Forum issues
- reports back to CAW members

Knowledge and skills required

The Regional Cycle Forum Rep:

- communicates effectively with CAW members
- represents CAW's position

The estimated time commitment required of the Regional Cycle Forum Rep is three hours per month.

CAW NEWSLETTER EDITOR JOB DESCRIPTION

The Newsletter Editor is responsible for publishing CAW's monthly newsletter, Windy Wheels.

Responsibilities and duties

The Newsletter Editor:

- identifies news items
- works with the Chairperson and Secretary to keep track of what's going on.
- writes, takes pictures, lays out, and prints the newsletter
- works with the membership secretary to mail out hard copies
- works with the webmaster to upload the online version

Knowledge and skills required

The Newsletter Editor:

- can write concise, interesting newsletter stories
- has sound editorial judgement
- can lay out an attractive newsletter
- is well informed of CAW activities.
- is curious and persistent

The estimated time commitment required of the Newsletter Editor is four hours per month.

CAW WEBMASTER JOB DESCRIPTION

The Webmaster is responsible for looking after CAW's website, www.caw.org.nz.

Responsibilities and duties

The Webmaster:

- maintains the website
- updates events, meetings, rides, contact details and events
- works with the Chairperson and Secretary to keep track of what's going on.
- develops the website according to CAN's digital strategy
- works with the newsletter editor to upload the online version of Windy Wheels

Knowledge and skills required

The Webmaster:

- can run a website
- can maintain site hosting and domain registration
- is well informed of CAW activities.

The estimated time commitment required of the Webmaster is four hours per month.

Sources

Running Your Club

<http://www.sparc.govt.nz/sport/running-your-club/running-your-club/committees-roles-and-meetings>

Community Net Aotearoa

<http://www.community.net.nz/how-toguides/crk/meetings>