

ByCycle Committee Roles

Chair

Post vacant

- The Chair fulfils a range of duties dealing with the overall management of ByCycle affairs.
- The most obvious role is leading the Quarterly Meetings and the Annual General Meeting.
- Upholds the Constitution (a very simple document!) and may choose to review /modify the Action Plan (which can be reviewed on www.bycycle.org.uk)
- Strategic planning, development and key decision making duties.
- Supports and is supported by other members of the Committee, particularly the Secretary and Treasurer.
- Works with sub-groups - currently the Campaigns Group led by a Coordinator, and the Rides Group which splits into Wednesday Rides, 3rd Sunday Rides and the Big Ride.
- Delegates and motivates.
- May represent ByCycle at consultative meetings or at events eg On Yer Bike or conferences eg Cycling Scotland but equally these may be delegated.
- Acts as a Spokesperson for ByCycle eg in dealings with PKC or planning projects such as Perth Transport Futures. In practice this role overlaps with the Campaigns Coordinator.
- May take an active role in publicity or social media, or may delegate these.

Secretary

Post vacant

- The Secretary principally provides administrative support to the role of Chair.
- The most obvious role is coordinating, announcing and minuting the Quarterly Meetings and AGM and keeping records of these.
- Maintains records of important ByCycle documents such as the Constitution and ensures that correct procedures are followed.
- May be responsible for follow-up with relevant parties on key actions arising from meetings.
- Assists and supports the Chair in strategic planning and development.
- May take an active role in publicity or social media.
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Note: 1. ByCycle has a Membership Secretary who records and updates membership details.

2. ByCycle also has a Webmaster, and in practice many of the enquiries received from outside bodies arrive via the website.

3. The Treasurer usually deals directly with matters such as renewing membership of Cycling UK and keeping Third Party Insurance up to date.

Vice Chair

Mike Simm willing to stand

Traditionally the Vice Chair provided a route for succession to the Chair.

In ByCycle the Vice Chair has been in post for many years and provides valuable continuity. He also takes on the roles of membership Secretary and Webmaster, and benefits the Rides Committee with his considerable experience.

Treasurer

Richie Neill willing to stand

- The Treasurer is responsible for managing and recording the flow of money and reporting to the Quarterly Meetings and AGM.
This is a vital role, but in practice the role is relatively uncomplicated.

- The Treasurer keeps payments up to date on regular outgoings such as Insurance, Hall Hire, Web Domain and membership of Cycling UK.
- The Big Ride: the Treasurer pays for the transport of riders and bikes, plus any other incidental outgoings. The entries are managed by a professional organisation who take their percentage at source and pay the income directly into the ByCycle account in monthly instalments. They also deal direct with any refunds if appropriate.
- The Treasurer may advise on other outgoings eg paying for courses such as Ride Leader, First Aid, or Bike Maintenance for our Ride Leaders or Members.
- For a number of years membership of ByCycle has been free.
This is voted on at the AGM and may change.
No fund raising has ever been required.
Each year a small surplus from the Big Ride has been sufficient for requirements.
- The Treasurer is responsible for keeping accounts which should be officially checked and signed by a disinterested party in time for the AGM.

Campaigns Coordinator

Lewis Simpson willing to stand

- The Campaigns Coordinator keeps in touch with local issues and reports back on these to the Quarterly Meetings and AGM.
- The Coordinator and the Chair are the most likely people to correspond with outside bodies and attend consultative meetings as representatives of ByCycle.
- May work as an individual or in a group.
- May involve the membership in canvassing
- The Coordinator typically brings to the post their own skills and interests.
- May involve local Press with ByCycle issues.

Rides Coordinator

Tom Lamb with Katharine Melville

- Currently there are three types of ride organised by ByCycle: ByCycle Wednesdays - short evening rides from mid April until the end of August; 3rd Sunday Rides - monthly longer rides; and the annual Big Ride. Currently each of these has their own Organiser who coopts leaders, organises the calendar of events. In the case of the Big Ride a team of people may be involved to deliver the event.
- It is the job of the Rides Coordinator to oversee the rides package and decide on policy and development.
- May convene Rides Meetings.
- Wednesday and Sunday Rides are free. The Big Ride entries are handled by a professional company.
- Members are encouraged to sign up for rides via Spond, but this is not compulsory.

Other Possible Committee Roles

- Publicity, Press and Social Media Officer.
Currently ByCycle has Facebook and Twitter accounts. More administrators needed.
Also a page on the Cycling UK website.
Spond needs to be kept updated with rides information.
In the past Press Releases have been sent out, both in respect of Current Issues and when launching events.
- Members on Campaigns Group, Rides Group and Big Ride team
- A Shadow Organiser for the Big Ride.
- A Minutes Secretary could assist the Secretary