



## **Alpine Cycling Club Position Description**

**Position:** MTB Coordinator

**Member of Club Executive Committee:** Yes

**Length of Tenure:** Unbounded

### **Scope of Role:**

The MTB Coordinator role is key is facilitating or supporting any MTB cycling events held by the ACC eg. Downhill, Gravity Enduro, Cross Country racing, Social rides and Club Races.

The scope of this role includes supporting current members whilst maintaining and creating events that attract future members. The MTB Coordinator will also be required to support the club in whole club social events and demonstrate the ACC's values and aspirations.

### **Primary Functions:**

- Compliance with OH&S practices to ensure that club members are safe and not a danger to others
- Scheduling and coordination of social MTB riding activities
- Monthly written reports of activities to be included in newsletter and monthly club meeting
- Budget and manage funds for social and race activities
- Proactive member of MTB events and Executive committees
- Compile and co-ordinate long term plans of ACC values and plans (eg organisation for key events)
- Compile and prepare maintenance financial budgets and presentation of costings (invoices) and reports

### **Key Skill Attributes:**

- Sound communication skills both verbal and written
- Enthusiastic and engaged person with demonstrated leadership skills
- Capable of building and managing teams of people.
- Maintain finances, including budgeting, invoicing and reporting
- Good working knowledge of computing programs relevant to role ( eg. MS Office, Gsuite, Mailchimp etc )

- Reliable checking and follow up on communications
- Diligence in maintaining records
- Regular attendance at Club Monthly Meetings ( eg > 9 meetings per annum )
- Sound scheduling and planning skills
- Be a current ACC member
  
- Be an active participant in succession planning and foster an environment of collegiality and support to others.
- Proactive and contributing member of the Executive committee
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan
- Support all other Club functions with information and value-adding organisational work

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Document Author: Andrew Geekie