



NVCA Committee of Management Nomination - 2016

Nominees name:

Committee of Management positions:

Position	Incumbent from last AGM	✓ Tick Position
President (Club Officer position)	Vince Sinni	
Vice President (Club Officer position)	Allison Watt	
Secretary (Club Officer position)	Allison Watt	
Treasurer (Club Officer position)	Ian Buckingham	
Ordinary Committee Member	n/a	
Ordinary Committee Member	n/a	
Ordinary Committee Member	n/a	

Nominee signature:

Seconding financial member 1:

Seconding financial member 2:

Name:

Name:

Signature:

Signature:

Expressions of Interest for Operational Roles:

Position	Incumbent	✓ Tick Position
Head of Race Committee	Albert Rain	
- Race Committee	Ian Ravenscroft	
- Race Committee	Terry Dwyer	
- Race Committee	Harry Tams	
- Race Committee	Jeff Romans	
- Race Committee		
Head of Development Committee	Ian Buckingham	
- Development Committee	Vince Sinni	
- Development Committee		
- Development Committee		
Head of Women's Development Committee	Allison Watt	
- Women's Development Committee		
- Women's Development Committee		
Communications Officer	Allison Watt	
Handicapper	Bruce Logan	
Assistant Handicapper		
VVCC Delegate	Ian Ravenscroft	
VVCC Delegate	Harry Tams	
VVCC Delegate		
Referee	Harry Tams	
Referee	Albert Rain	
Referee	David Brown	

This form must be fully completed with two financial member's signatures supporting your Committee of Management nomination.

Operational roles do not require two financial member's signatures.

The Secretary must receive the completed form no later than 7 days prior to the Annual General Meeting (AGM) which will be held on Monday 21 March 2016 at 6.30pm.

Secretary: Allison Watt

Email: allisonwatt264@gmail.com

Description of Management Committee Roles:

President

The role of the President is to:

- Ensure a clear Vision and Mission is in place to drive the future growth of the NVCA
- Represent the NVCA in the cycling community
- Provide effective two-way communication to NVCA members
- Lead the NVCA Committee of Management
- Oversee all aspects of the NVCA's operations
- Develop and maintain relationships with key NVCA stakeholders

Vice President

The role of the Vice President is to:

- Lead the NVCA Committee of Management as required
- Work closely with the NVCA sub committees (Race Committee, Development Committee) to ensure the NVCA's operations are performed effectively

Treasurer

The role of the Treasurer is to:

- Manage the financial affairs of the NVCA
- Prepare and present monthly financial reports to the Committee

Secretary

The role of the Secretary is to:

- Coordinate the monthly Committee Meetings and keep accurate records of the business undertaken at these meetings
- Take care of administrative tasks associated with the effective operations of the NVCA

Ordinary Committee Members

The role of the Ordinary Committee Members is to:

- Represent the interests of NVCA members in the running of the NVCA
- Participate in the monthly Committee Meetings

Description of Operational Roles:

Race Committee

The role of the Race Committee is to:

- Arrange and administer the annual racing program including race permits, aggregate points systems, trophies and other awards
- Ensure adequate safety for riders at all race venues
- Maintain the Volunteer Duty roster
- Manage race day affairs – entries; marshalling equipment; refereeing; volunteer marshal coordination; timekeeping; finish line judging; presentations, appeals.
- VVCC Open event coordination (Benghazi Open, Victorian Criterium Open)

Club Development Committee

The role of the Club Development Committee is to:

- Grow club membership
- Arrange club events e.g. training camps; social events; Presentation Night, etc.
- Identify club and race sponsorship opportunities
- Increase the profile of the club in the cycling community

Women's Development Committee

The role of the Women's Development Committee is to:

- Ensure the club attracts and retains female members
- Put in place programs to meet the unique needs of female members

Communications Officer

The role of the Communications Officer is to ensure regular and timely communications to members via the club's website, social media and email.

Handicapper

The role of the handicapper is to managing handicapping and grading for each race.

VVCC Delegate

The role of the VVCC Delegate is to represent the interests of the club to help shape the future of Veterans racing in Victoria.

Referee

The role of the Referee is to ensure races are carried out in accordance with the rules of Veterans racing.