



ABOUT THE BHMTC MANAGEMENT

COMMITTEE

Functions of the Committee

The BHMTC Management Committee shall have the general control and management of the administration of the affairs, property and funds of the club. The committee has both voting and non-voting positions in line with our constitution. The voting positions are President, Vice President, Treasurer, Club Secretary, Club Captain, Minikhana Coordinator and DirtX Coordinator.

We are essentially a training club offering both Minikhana and DirtX to our members. It is expected that all committee members shall be able to attend across both disciplines throughout the year and also be available to help at any promotional events. The club is about families, fun and the kids primarily.

It is an expectation that committee members attend meetings, communicate actively with the management committee and respond to emails, phone calls/messages within 24-48 hours.

Meetings

The BHMTC Management Committee shall generally meet at least once every calendar month to exercise its functions. Committee meetings are usually conducted at a premise decided upon by the incoming committee.

BHMTC COMMITTEE

Position: President - Voting Position	
Description	
<ul style="list-style-type: none"> • Shall be responsible for the overall running of the Club. • Shall be responsible for Club disciplinary action. • Shall chair all meetings. • Support all other committee members in their roles • Seek sponsorship • Attend MNSW meetings or delegate to a club representative 	
Position - Vice President - Voting Position	
Description	
<ul style="list-style-type: none"> • Shall assist the President in their duties and in the President's absence then shall assume all the functions and rights of the President • Shall liaise with members to encourage them to become actively involved in the club • Maintain and make available a register of officials within the club and ensure the club has sufficient officials at all times • Organise official courses and seek members for courses, with support of sports and vice captains 	

Role: Treasurer - Voting Position

Description

The Treasurer is responsible for managing all financial aspects of the club including -

- Managing cash inflows from ride days, canteens, sponsorships and making appropriate bank deposits by due dates
- Payment of all outgoings by due dates
- Ongoing reconciliation of club accounts
- Reporting of club financial position at meetings and AGM
- Keep an asset register
- Provide the Public Officer a record of end of year financials and asset total that can be provided to the Department of Fair Trading
- Organising annual Audit –bi-annual

Role: Vice Treasurer

Description

- Shall assist the Treasurer in their duties and in the Treasurer's absence then shall assume all the functions and rights of the Treasurer
- Ensure floats are prepared, distributed, collected and banked for all club events

Role: Club Secretary - Voting Position

Description

- Shall collect mail and attend to all the Club's correspondence ie PO Box, club mobile phone and club laptop emails
- Shall keep all the Club records and documents.
- Shall keep a true and correct record of all the Club's business.
- Shall keep a record of attendance at all Club functions.
- Receive any monies due and pass on to the Treasurer.
- Hold the official Club stamp.
- The Secretary shall take full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in the laptop and to be opened for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.
- Complete and lodge rider levies and report for MNSW after all ride days (DirtX and Minikhana)

Role: Vice Secretary

Description

- Shall assist the Secretary in their duties and in the Secretary's absence then shall assume all the functions and rights of the Secretary.
- Organize trophies for Regional Minikhana event
- Organize all club trophies, Minikhana and DirtX trophies for the end of the year.
- Responsible for Programs for DirtX and Regional Minikhana event
- Responsible for Jersey organisation & ordering, liaising with secretary.

Role: Club Captain - Voting Position

Description

- Should be a club member who ideally attends both Minikhana and Dirt X events
- Represents the rider's perspective at club events and meetings
 - Welcomes new members to the club
 - Organising of Marshalls at DirtX events
 - Be Responsible for the overall organisation of Minikhana Regional Championships - with support of Events co-ordinator, Minikhana co-ordinator and Minikhana Vice Captain and the rest of the committee
 - Responsible for ensuring Minikhana equipment is in order and accounted for

Role: Club Vice Captain – Minikhana

- Shall assist the Club Captain in his duties and in the Club Captain's absence then shall assume all the functions and rights of the Club Captain.
- Co Ordinate with Club Captain for Minikhana Regional Championship preparations
- Assist in ensuring the Minikhana equipment is in good order and accounted for
- Organise working bees and permits

Role: Club Vice Captain – DirtX

- Shall assist the Club Captain in his duties and in the Club Captain's absence then shall assume all the functions and rights of the Club Captain.
- Ensure the DirtX equipment is clean and tidy, coordinate the packing and unpacking of the trailer at events

Role: Dirt X Administrator

- Organise online entries and data for DirtX and prepare for sign on
- Liaise with club secretary over membership details and rider numbers
- Prepare information for Transponders before the event
- Attend sign in and deal with queries and preparation of events

Role: Minikhana Coordinator - Voting Position

Description

- Responsible for organising Minikhana rounds and regional/state events
- The framing of the Club's yearly calendar of events with the President and Secretary
- Organising track hire, Officials and First Aid for Minikhana rounds
- Submitting all permits to MNSW
- Minikhana Points Scoring
- Attend sign in

Role: Dirt X Coordinator - Voting Position

Description

- Responsible for organising Dirtx rounds.
- The framing of the Club's yearly calendar of events with the President and Secretary.
- Organising track hire, medical personnel and Officials for each event.
- Submitting all permits to MNSW for dirtx events and MX coaching days
- Organising opportunities for professional coaching
- Assisting in the point scoring of DirtX

Role: Dirt X Point Coordinator

Description

- Ensure volunteers on the day know how to record and score
- Tally score sheets from each round of DirtX
- Manage round and series point scores
- Respond to and investigate queries relating to scoring

Role: Media Coordinator

Description

- Be responsible for all media content
- Facebook posting – information, photos
- Website maintenance, photo uploads, opening of DirtX entries, ensuring all information is up to date and valid

Role: Minikhana Canteen Coordinator

Description

- Oversee running of Canteen including stock control and purchase of new stock
- Organise price list and menu

Role: DirtX Canteen Coordinator

Description

- Oversee running of Canteen including stock control and purchase of new stock
- Set up of canteen at DirtX with assistance from marshals
- Organise price list and menu

Role: Coaching Coordinator – Kickstart & Come and Try

Description

- Shall be responsible for managing all Kickstart and coaching programs
- Submit permits to MNSW for these events
- Organise Officials and First Aid
- Shall follow through with new Kickstart members
- Shall assist at training and coaching days (Minikhana an MX)

Role: Events Coordinator

Description

- Co Ordinate all events including Xmas Party, any promotional events, come and try days in conjunction with the Coaching Co-ordinator
- Submit permits to MNSW for these events
- Helping with organising and running of Regional event with assistance from Club Captain
- Arrange committee Christmas party and invite others who have shown commitment to the club, subject to committee approval
- Arrange a venue and book dates for committee meetings

Role: Transponder Coordinator

- Ensure transponders are in sound working order
- Arrange data transfer with support of DirtX administrator
- Set up and dismantle transponders with support from club members
- Train members of how to work the system

IMPORTANT, PLEASE NOTE : To nominate yourself or someone else for a position or accept a position in your absence from the AGM, please send the secretary an e-mail no later than Monday 28th November 2016, 8pm.