

Chairman

This is a very active role being the person who runs and directs the club. Some of the activities are listed below.

- Chair the bi-monthly committee meetings
- Chair the AGM
- Co-ordinate all activities in the club
- Liaise with the Council regarding Brackendene and Trumps Mill
- Liaise with, TVTC, SE Centre and attend tvtc committee meetings.
- Be the point of contact for
 - ORMS
 - ACU
 - Club email
- Lead on future strategy for the club
- Set up and oversee working groups for specific projects

This person will need to attend most of our trials and will be reasonably good at administration. They will need good communication and people skills.

Championship Co-Ordinator

Update the Championship tables with information from the latest trial results and forward them to the Webmaster to publish and upload to our Facebook page. This person would not be required to attend committee meetings but would be welcome.

Land Organiser & Permit Secretary

This role involves contacting the owners of the land we use and potential new venues for the first and third Saturday trials and booking convenient dates. Use the online ORMS website to apply for permits for the land obtained and forward to Signing On Secretaries and Secretary. Permits can be applied for in batches once land is secured.

This person does not need to attend any trials but a good knowledge of the area and suitable venues for the time of year is essential. This person does not need to attend committee meetings but would be welcome.

Meeting Secretary

We have two positions in this role, first Saturday Secretary and third Saturday Secretary. Attendance to the trials on either the first or third Saturday is imperative for this role, duties include:

- Set up Eventbrite page for online entries
- Set up signing on table and gazebo
- Sign entrants on collecting money for on the day entries and issue riding numbers

- Co-ordinate observers and be responsible for them to sign on and issue bags and clipboards
- Receive bags from observers and collect scorecards
- Collate results, document them onto an Excel spreadsheet and send to webmaster and publish on Facebook/Instagram
- Purchase snacks for the observers bags

This person will need to be able to store and transport a table, gazebo, observers bags and clipboards. They will also need some basic computer skills such as using Excel and navigate the online platform Eventbrite. Good communication skills are important. This person would be expected to attend committee meetings.

Membership Secretary

The membership secretary's role is to keep all membership records up to date and apply for ORMS licences for all riders and issue same along with an SSTC membership card. The key roles are as below:

- Use Eventbrite online platform to collate information for joining members
- Update the membership form annually to represent the current year.
- Obtain a signed form for each family group and an ORMS form for each rider.
- Send ORMS forms for licences to be issued
- Ask the Treasurer to make payment for the required amount to ORMS
- Maintain all records on the spreadsheet.
- Communicate with the meeting secretaries and Championship co-ordinator to keep them informed of who are signed up members.

This is a role which is quite busy in December and January when everyone is renewing which may take 2 hours or so a month and then it quietens down to a new members joining through the year. It is helpful if this person can attend the trials but not necessary but would need to communicate with the meeting Secretaries, Treasurer and Championship Co-ordinator. This person would not be required to attend committee meetings, but would be welcome.

President

An honorary position with no specific role but they will be expected to actively promote the club and assist in any way they are able. This person will have a vast knowledge of trials having been involved in trials for a considerable time and have a passion for the club. This person would be expected to attend committee meetings.

Reporter

The reporter role as the name suggests is to write a report after each trial and submit that to TMX along with 1 or 2 photographs. This person needs to be attending most of the trials or have a good sub to relay the relevant info. This person would not necessarily need to attend committee meetings.

Secretary

This is an administrative role and will include the following:

- Liaise with the Chairman and committee to generate the agenda for committee meetings and circulate to committee members
- Take minutes at our bi-monthly committee meetings and circulate to the committee
- Communicate with the membership and secretaries regarding the membership/events
- Liaise with the Chairman and committee to generate the AGM
- Communicate with ACU regarding British Youth Solo Trials Championship
- Navigate ACU Sport80 to set up online entries for British Youth Solo Trials Championship
- Co-ordinate the administrative duties in organising the British Youth Solo Trials Championship
- Oversee the Evenbrite page and ensure all information is up to date
- Ensure that regulations and supplementary regulations are up to date
- Ensure the club has trained First Aiders within the club and organise First Aid training every two years

This person does not need to attend any trials but would need to attend the committee meetings held bi-monthly.

Setting out co-ordinator

This role involves getting a small team to set out each trial. There would be two people to fulfil this role, one for the first Saturday and one for the third Saturday. They do not need to be an expert but the job would involve recruiting a suitable team of perhaps 6 or 7 from which say 4 can be drawn for each trial. This person would not necessarily need to attend committee meetings.

Treasurer

Generally look after all aspects of finance pertaining to the club, to include but not exclusively

- Maintain suitable records and present accounts at the AGM as well as a short report at the bi-monthly meetings
- Manage a bank account on behalf of the club

- Send cheques to suppliers and creditors.
- Liaise with, the Membership Secretary and Meeting Secretaries
- Invoice sponsors

It is not necessary for the treasurer to attend every trial but good communication skills will be needed if it is not possible to attend trials. Obviously a reasonable head for figures will simplify this job.

Webmaster

This role involves publishing, monitoring and controlling all content on the Club website. Some of the areas are outlined below.

- Ensure the committee details are correct and up to date.
- Ensure the events page is up to date and input the results from each trial when available as well as keeping the championship tables updated.
- Place items on the 'For Sale' page when requested and try to keep this page up to date by removing items that have been sold.
- Sponsors links need to be changed as new sponsors come on line.
- Update the 'news' page with topical and relevant news as well as publishing the trial reports.
- Update the 'venues' page as new venues come online.

This will be best suited to someone who is computer literate. The admin side of the website is database driven and therefore reasonably simple to work with if you have a bit of logic. It would make sense for this person to be an administrator on our Facebook/Instagram page which does require a bit of monitoring as if any members are cloned we then tend to get spam uploads, some are rude and not appropriate for a site catering for young people. This person would not necessarily need to attend committee meetings but would be welcome.

This is currently a working document and should not be regarded as the finished article.