

**Annual General Meeting**

Thursday 9th August 6pm for 6.30pm start.

Mansfield Produce Store.

**Agenda**

Present

Apologies

Correspondence

President’s report

Treasurer’s report

Mountain Report

Road Report

Social Report

General Business – club responsibility/position descriptions

 -spending/funds management

 -any other business

Election of office bearers for 2012/13

Meeting close.

**Mansfield Mt Buller Cycling Club *Draft***

**Executive and subcommittee responsibilities.**

**Road:**

Take responsibility for the organisation and oversight of road cycling events Including:

* Create calendar for the year Decide on courses.

Apply for permits

Devise duty roster

Devise commissaire roster

Liaise with website manager to post information

Coordinate race events – liaise with treasurer with regard to fees, prizes and method of collection and reconciliation. Liaise with commissaires with regard to safety of the event. Liaise with handicapper regarding handicapping aspects.

* Write report for courier and website. Liaise with MTN bike crew to coordinate report and send to president to send to courier and web manager.
* Calendars are the Summer series – goes from start to end of daylight saving – Thursday nights. The Autumn Calendar – goes from the end of Daylight savings to Queen’s Birthday. The Winter calendar – goes from Queens birthday until the Start of the Summer Calendar.
* Deadlines for development and posting of these calendars will be determined by the subcommittee.

**Mountain**

* Create calendar for the year and organise the actual running of the specific events:

Decide on courses.

Apply for permits

Devise duty roster

Devise commissaire roster

Liaise with website manager to post information

Coordinate race events – liaise with treasurer with regard to fees, prizes and method of collection and reconciliation. Liaise with commissaires with regard to safety of the event. Liaise with handicapper regarding handicapping aspects.

* Write report for courier and website. Liaise with Road crew to coordinate report and send to president to send to courier and web manager.
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**Social**

* Create event calendar – liaise with Road and MTN subcommittees to coordinate events.
* Liaise with hotels/cafes for post event drinks, dinner, sponsorship where required.

**BMX**

* Develop plan for BMX events and activities including proposed BMX track project.

**Secretary (assisted by the Membership secretary)**

* Maintain list of members and contacts
* Record minutes of meetings and submit to president.
* collate subcommittee events for construction of general events calendar
* Determine current requirements for registration
* Obtain current forms for registration
* Facilitate registrations on event days

 **Treasurer**

* Oversee club finances
* Produce financial statements for each committee meeting
* Establish and oversee financial processes and controls
* Oversee budgeting.

**Vice president**

* Coordinate commissaires
* Coordinate aspects of race safety

**President**

* Overall coordination of club function

**Public Officer**

* return official associated clubs form within specified period

**Handicapper(Road )** MTN subcommittee may appoint handicapper as needed.

* Receive race entries and formulate handicaps for road race events
* Tally race points and maintain spreadsheet of results for road events
* Forward race results to IT controller for posting on the net.

**“Website manager”**

* Maintain website
* Assemble received information for weekly posts

**“Criterium and Mt Buller Road Race Sub Committee “**

The brief of this committee is to promote cycling in the region and to conduct an event that will appeal to a broad range of cyclists in Victoria and Interstate. The committee will be responsible for all aspects of the Criterium and Mt Buller Road race. The aim of this committee is to ensure that the event is professional, enjoyable and profitable. The event structure should minimise the club exposure to any possible financial loss.

Appointment:

1. Chairman will be appointed at the MMBCC Annual General Meeting.
2. Committee members nominated at the AGM or co opted as required.
3. The Committee will consist of a maximum of 5 members.
4. Chairman will be the delegate to the Tour de Flavour Committee ( MOCCE)

Responsibilities:

1. To acquire all relevant permits, Event and Traffic Management Plans in accordance with the governing authorities.
2. To manage and monitor all financial commitments on behalf of the MMBC in relation to the

event. All club expenditure must be approved by the sub committee.

1. Contact and appoint sponsors for the event and promote their product in all adverting.
2. Liase with Cycling Victoria to list event on the Summer Racing Calendar ( May/June)
3. Determine entry fee and grades.
4. Allocate of prize money.
5. Report to club executive as request
6. Coordinate club volunteers for course set up/pull down, traffic and pedestrian marshals in accordance with the Traffic Management Plan
7. Provide an event Profit & Loss to the club executive within 30 days of the event together with the Cycling Victoria Report
8. Request feedback from club members to improve the event

MMBCC

***DRAFT***

Accumulated funds management policy.

The MMBCC (The Club) should set subscriptions and race fees such that costs are covered with an appropriate excess to allow for regular expenditure (advertising, CA/MBA Fees etc.)

Excess funds will be retained in the clubs general account. Prior to the AGM a budget shall be prepared with an indication of the financial position of the club and amount of excess funds available or expected to be available. The executive may decide , if few funds are available or if items are not required, to redirect funds into other items listed below. Funds will be spent in accordance with the following guidelines:

1/ High performance grant:

Mansfield Mt Buller Cycling Club is proud to be able to offer a high performance grant in the amount of $2000.00 per calendar year.

The following criteria must be met by the successful applicant.

* Be between 12 and 18 years of age (inclusive) by the 31st December of the year grant is being applied for.
* Be a fully paid up member of Mansfield Mt Buller Cycling Club, for a minimum period of 2 calendar years.
* Be recognised by the State Governing Body of the applicable sporting body (eg Cycling Australia, Mountain Bike Australia, BMX, VIC, AIS etc.
* Must complete and submit application to the MMBCC prior to 31 December of each year.
* Must not have received more than $500 in federal government funding, relating to particular sport applied for.
* Must not be participating in a professional competition that involves prize money greater than $1000.

The sponsorship should be $2000.00 and should ideally be directed towards a specific item, Eg. Accommodation, airfares, a bike.

2/Club Functions:

Excess funds should be spent to offset the costs of the Christmas and End of season functions. An amount of 20% of *available* funds should be reserved for these items.

3/Rider development-coaching: Including commissaire development,traffic control development and individual or group development . An amount of 20% of *available* funds should be reserved for this item.

4/Capital expenditure:

The committee may, from time to time, purchase an item for the benefit of the club. 20% of the *available* funds may be utilised for this purpose. The executive will consult with general membership via the website for feedback as to the appropriateness of the item prior to purchase. Items costing more than 50% of the *available* funds must be ratified by the majority of the attending membership (or by proxy) at either the AGM or by special meeting.

5/Event development:

Funds accumulated from Club events may also be retained to promote and develop future events. An amount of 20% of *available* funds may be allocated to this.

Funds may be raised specifically for an item or an event. Prior to the fundraising the item or event and the intended amount and timeframe must be submitted to an executive meeting and recorded in the minutes. Funds raised will be retained in the general account and the treasurer shall note the amount and the timeframe for distribution when the funds are required.

Grants received shall be treated in the same manner as funds raised. Grants will usually have a specific time frame and reporting requirements.

Donations received will be treated as per excess funds unless the donor has indicated a specific item or event that they intend to support. This will be accepted if the request is consistent with the rules and values of the club.