

Worcester and Hereford Advanced Motorcyclists. Committee Roles and Responsibilities.

General: The committee consists of three “Officers” – namely the Chairman, Secretary and Treasurer. Other committee members will be voted in as required to fill specific jobs. The committee will operate in accordance with the guidelines given in the IAM Group Handbook. Any committee member who misses three consecutive committee meetings will be deemed as having resigned.

OFFICERS OF THE GROUP COMMITTEE

Chairman.

Take responsibility for overall development of the group.
Familiarise themselves with the many aspects of running a group.
Prepared to attend as many meetings and events as possible and to promote any activity which is in the best interest of the group, its members and road safety in general (the public face of the group).
Chair committee meetings, natter nights and any other WHAM gatherings
Gain the approval of other ‘officers’ and other committee members in the event of the need to make urgent decisions and to ensure such decisions are ratified at the next committee meeting.

Secretary.

Main point of contact between the group and HO.
Have a good understanding of group rules and committee proceedings.
Complete Group Annual Return (each May).
Receive all correspondence (emails and post) from HO (including member certificates).
Liaise with HO reference any membership queries (eg certificates that have not arrived).
Advise members when certificates have arrived and invite them to attend natter night for presentation.
Circulate relevant press releases, memos and group instructions from HO
Arrange committee meetings/AGM as required including agenda production and meeting places.
Responsible for the production and circulation of accurate minutes. (NOTE: the Secretary is not necessarily the person who should take notes during meetings – this duty should be shared or a “note-taker” (ie not a committee member) should be used.)
Be a co-signatory on cheques.
Order stationery.

Treasurer.

Keep proper records of the receipts, payments, assets and liabilities of the group.
Report to the committee on the state of the group’s finances.
Maintain a bank/building society account in the name of the group.
If required, maintain a separate account for non –charitable activities (social events etc).
Maintain a stock of regalia items (tee shirts etc).

MEMBERS OF THE GROUP COMMITTEE

Membership Secretary.

Receive enrolment forms.
Make initial contact with associates (welcome letter).
Forward forms to IAM.
Allocate associates to Red or Blue (after consultation re boundaries if required).
Ensure both Red and Blue Seniors contact allocated associates.
Monitor IAM membership database to ensure members have renewed IAM membership.
Maintain and update membership database.

Send, receive and follow up membership renewals.
Deal with enquiries from prospective members via the website or telephone.
Attend Rider Skills Days/ Events to sign up new members.

Events (Worcester).

Organise and co-ordinate the Worcester Rider Skills day.

Events (Hereford).

Organise and co-ordinate the Hereford Rider Skills day.
Both events members

Route master. / Ride co-ordinator.

Prepare ride-out routes in Garmin (and other) formats.
Publish routes on the website and maintain the programme page with up to date information on planned rides (routes, times, venues) or any other aspect relating to ride-outs.

Webmaster.

Maintain the group's internet presence.
Ensure group website is kept up to date and relevant.
Administer wham-motorcycling.org email accounts.
Administer on-line payment facilities and e-commerce accounts.

Newsletter Editor.

Prepare the WHAM newsletter for monthly circulation.
Ensure that the distribution list used is accurate by monitoring the membership database.

Region 3 Representative

Attend Region 3 meetings on behalf of WHAM! and keep the committee informed of Region 3 developments.

Vice Chairman

Acts as stand-in for the Chairman and should be regarded as next chairman in training.

WHAM! Committee Member

Any WHAM full member can be nominated for the position of committee "Member". This position can only be held for one year and cannot be held by someone who has previously served on the committee. This position is designed to give all full members the opportunity to serve on the committee and to ascertain if they wish to be further involved and take over a specific appointment at a future time. The member has no specific duties will be requested to assist on an "as required" basis.