

PORT ADELAIDE CYCLING CLUB TERMS OF REFERENCE VOLUNTEERS, COMMUNICATIONS AND SOCIAL SUB-COMMITTEE



Introduction

The Port Adelaide Cycling Club Committee recognises that establishment of Sub-Committees will ensure that the interests of its members and potential members can be better realised.

The Volunteers, Communications and Social Sub-Committee has been established to assist the Club Committee to achieve a number of the objectives and goals and implement the initiatives outlined in the Club's Strategic Plan 2018-2020.

Purpose

This document outlines the obligations and operations under which the Volunteers, Communications and Social Sub-Committee will operate.

Membership

The Volunteers, Communications and Social Sub-Committee shall comprise volunteers from the membership base. It is envisaged that at least one member of the Committee will be included in the membership of the Sub-Committee.

A call for volunteers to sit on the Volunteers, Communications and Social Sub-Committee will be made every two years or as required.

Responsibilities

The Volunteers, Communications and Social Sub-Committee will meet a minimum of four times per year.

The Volunteers, Communications and Social Sub-Committee will appoint a Chair to provide leadership and guidance to the Sub-Committee. The Chair will be responsible for ensuring that the obligations outlined under these Terms of Reference are met.

Records of each meeting will be kept and provided to the Club Secretary for noting by the Committee at its next ordinary meeting.

Recommendations for endorsement by the Committee will be submitted to the Club Secretary by the Wednesday preceding a Committee meeting for inclusion in the Agenda for consideration or approval by the Committee. While it is preferable, it is not required that a member of the Sub-Committee be present at the Committee Meeting considering any proposal.

The Chair of the Volunteers, Communications and Social Sub-Committee will provide a report of the actions and results of the Sub-Committee for ratification by the Committee in April of each

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year. This will be presented to the Club Membership at its General Meeting and will form part of the Club's Annual Report.

The Volunteers, Communications and Social Sub-Committee shall review its Terms of Reference annually, and will recommend any updates to the Club Secretary prior to the Annual General Meeting.

Authority

The authority delegated to the Volunteers, Communications and Social Sub-Committee is outlined in PACC-P03 Sub Committees Policy.

Functions

The Volunteers, Communications and Social Sub-Committee will be responsible for identifying initiatives that can be implemented in order to achieve the following objectives as outlined in the Strategic Plan 2018-2020 as outlined in Attachment 1.

Generally, the function of the sub-committee is to ensure active engagement with volunteers, members and potential members through regular and up to date communication and social events.

Implementation of these initiatives shall only occur under the authority of the Committee.

Other initiatives that the Volunteers, Communications and Social Sub-Committee may identify can be included in the Functions of the Sub-Committee once ratified by the Committee.

Authorisation

Gemma Kernich
President, Port Adelaide Cycling Club
5 February 2019

Attachment 1 – Volunteers, Communications and Social Sub-Committee

Objective	Initiative
Implement measures to ensure greater communication and engagement with members.	<ul style="list-style-type: none"> • Development of a Welcome Pack for new members providing information on the Committee, events, training and social rides, social media contacts etc.
Establishment of Social Calendar for Members	<ul style="list-style-type: none"> • Hold a number of social events for members – e.g. fund raisers, quiz nights. • Annual Awards night for members.
Update and review the website so that it provides accurate and timely information to all members, stakeholders and the cycling community.	<ul style="list-style-type: none"> • Redevelop the Club website so it is up to date and has relevant information with regular newsletters being sent to all members. • Publication of calendar of events (including racing, training, social events and volunteer roster). <i>This will be done in consultation with the Events and Development Sub-Committees.</i> • Develop a Committee highlights and good news story on a regular basis for the website and newsletter.
Trained and knowledgeable volunteers available at all events.	<ul style="list-style-type: none"> • Volunteer roles defined and documented and available to members.
Retention of existing and encouraging new volunteers to assist the Club.	<ul style="list-style-type: none"> • Develop and implement a range of ways to recognise our volunteers on a regular basis. • Development of a roster system to reduce volunteer burnout and ensure greater understanding of event roles across membership base.
Recognise and utilise Club champions and role models to inspire athletes, Coaches and Commissaires	<ul style="list-style-type: none"> • Celebrate Club champions and role models on a regular basis. • Promote the achievements of members regularly through newsletters and online. • Utilise Club role models to inspire others to be involved and engaged with the Club and the cycling community.