



## LCC Committee: Roles and Responsibilities

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### LCC Core Committee

#### Club Chairman – Tony van Bergenhenegouwen

**Primary Role: Provide leadership and oversee the club's strategic direction.**

Responsibilities:

- Chair all committee and general meetings.
- Set meeting agendas (with the Secretary).
- Represent the club at external functions or meetings.
- Ensure the club complies with its constitution and policies.
- Support and guide other committee members.

#### Club Secretary – Louise Greig

**Primary Role: Organise and handle administration and communication.**

Responsibilities:

- Prepare and distribute meeting agendas in consultation with the Chair.
- Organise and take minutes at committee meetings and AGM.
- Maintain official documents.
- Act as the point of contact for external correspondence.
- Communicate meeting dates and important information to members.

#### Club Treasurer – Chris Birtwhistle

**Primary Role: Manage the club's finances.**

Responsibilities:

- Maintain accurate financial records.
- Prepare annual budgets and financial reports.
- Handle membership dues and payments.
- Handle all banking transactions and ensure funds are used appropriately
- Oversee sponsorship income.
- Ensure compliance with tax and regulatory requirements.
- Ensure annual accounts are audited.

## **LCC Extended Committee**

### **Membership Secretary – Brian Oldham**

**Primary Role: Manage member engagement and onboarding.**

Responsibilities:

- Oversee new member onboarding.
- Handle membership inquiries and renewals.
- Maintain up-to-date member database and ensure members details are kept confidential.
- Respond to membership inquiries.
- Promote member renewals and engagement activities.

### **Social Secretary – Mark Gibbins**

**Primary Role: Plan and organise social activities.**

Responsibilities:

- Organise social events such as club nights, dinners, or celebrations.
- Coordinate post-ride meet-ups.
- Promote inclusivity and help foster a welcoming club environment.
- Plan club away trips
- Promote social events to the membership
- Manage the social events budget and ensure events are financially viable

### **Spond Administrators – Martin Roberston, Andy Greig**

**Primary Role: Manage and update club membership system**

Responsibilities:

- Manage and update system configuration, registration forms and maintain interface between Spond Club and Spond App.
- Manage department groups and subgroups.
- Manage and edit new member sign-ups and payment requests within Spond Club.
- Manage payment request for “ad-hoc” and bespoke club events which require “customised” payments.
- Provide member user support and edit profiles as required.
- Provide member and ride leader support to ensure consistency of group messaging and approach.

### **Ride Lead Representative – rotate quarterly**

**Primary Role: Organise and oversee road cycling club rides and events.**

Responsibilities:

- Plan regular road rides (routes, pace groups, leaders).
- Ensure rides are safe and inclusive.
- Liaise with ride leaders and participants.
- Keep rider leaders up to date with relevant training UK Cycling.

## **Ride Leads – Wes D, Graham B, Chris B, Nicky H**

**Primary Role: Organise and oversee road cycling club rides and events.**

Responsibilities:

- Plan regular road rides (routes, pace groups, leaders).
- Ensure rides are safe and inclusive.
- Communicate ride details to members through Spond.
- Maintain a database of ride routes and related information.
- Keep a calendar of road events and club rides.
- Liaise with Ride Lead Rep

## **Kit Officer – Scott S**

**Primary Role: Manage club kit and gear.**

Responsibilities:

- Handle club kit orders and inventory.
- Coordinate supplier relationships.
- Ensure branding consistency across apparel.
- Update design and branding with sponsor evolution.

## **Communications Officer - TBC**

**Primary Role: Manage the club's internal and external communication.**

Responsibilities:

- Manage Club messaging ensuring clear, consistent communication across all platforms.
- Oversee communication channels and coordinate overall messaging while website, Instagram, and other channels may be managed by others.
- Work with the Social Secretary to boost event visibility and attendance
- Assist with keeping the website updated with news and events.
- Liaise with local media and share press releases or event highlights when needed.

## **Events Coordinator – TBC**

**Primary Role: Plan social and riding events.**

Responsibilities:

- Help plan and deliver the Club's key cycling events or charity rides.
- Coordinate volunteers and logistics.
- Work with sponsors and external partners