



Role Description

Title:	Regional Secretary/Administrator
Region:	North West
Responsible for:	The efficient administration of the Regional Board and Regional Council and key point of contact for regional board matters.
Responsible to	Regional Board Chair
Term of appointment:	3 years

Relationships:

Internal:

- Regional Board, other Regional Board Secretaries
- Cycling Delivery Manager (CDM), Company Secretary, Data Protection Officer and other British Cycling staff as appropriate
- Affiliated clubs, British Cycling members within the region

External:

- Consultants who work directly with the Regional Board

Key Responsibilities

- Receive and respond to general enquiries as appropriate or ensure that they are directed to the relevant person.
- Arrange and minute NW Board meetings and Regional Council meetings as detailed below.
- Approve kit design when appropriate for those clubs/teams affiliated to the region and liaise with the HQ membership team with any enquiries appertaining to this.
- Maintain the Region's Asset register

Competence/Experience

- Be a member of British Cycling and reside or be in a club/team or Private member within the NW Region.
- Understanding and acceptance of the responsibilities and liabilities of the Region
- Commitment to British Cycling and the Region's objectives, aims and values and willingness to devote time to carry out responsibilities.
- Good knowledge of administrative procedures
- Good organisational skills & competent use of IT.
- Be a good communicator with confidentiality essential.
- A sound knowledge of the BC handbook, Regional Byelaws

Main duties

- Competencies / Experience required are a good knowledge of administrative procedures, good organisational skills, a good communicator with confidentiality essential, together with computer literacy, a sound knowledge of the Federations' policies and technical regulations, Regional Byelaws and its contents are a must and the duty on the Administrator is to advise Committee/Council members where matters are of concern at the earliest opportunity.
- The post of Regional Secretary is to be appointed by election at the Regional Council's Annual General Meeting & he/she shall report to and be responsible to any meeting of the Regional Council or to any Committee appointed to deal with its general business.
- The post will in addition to the normal day-to-day running of the Administrator's Duties will also involve the attendance, reporting, taking, and producing minutes for the various meetings throughout the year, and liaising with Headquarters staff.
- To receive and deal with all correspondence relating to the Regions affairs, to consult with the Chairperson and all other Officers of the Committee prior to answering contentious correspondence which does not fall under the remit of any other Officials.
- Receive all notices with regards to club/team approval together with their kit authorisation and deal with as necessary any issues appertaining to such.
- To discuss with the Chairperson & Committee members prior to meetings in order to collate and produce items to be placed on the agenda. He /she shall make bookings for the meeting venues as and when required and advise them of any special requirements (equipment, seating arrangements, capacity, catering etc). All meeting minutes to be submitted to BC HQ following completion.
- To maintain a list of Names and contacts of all Committee members, National Councillors, Work Group members of the Region and all (except work group members) shall be advised to Headquarters of any changes.
- Liaise with HQ to notify all registered club secretaries & affiliated organisations together with all members within the Region of the intended date for the Annual General Meeting of the Regional Council this to indicate the byelaw relating to voting representation of the Councillors, organisations to the meetings. (the meeting must be held at least 7 (seven) weeks prior to the National Council Meeting date (which is set by the Executive Board) and all Notices of Meetings of the Annual Regional Council shall be sent out requesting Propositions and Nominations for Officers of the Regional/National Committees 6 (six) weeks prior to the meeting and should be returned to the Regional Administrator by the closing date of 21 (twenty-one) days prior to the Regional AGM for inclusion onto the Agenda Paper, (Nominations shall also be accompanied with a C.V. of the Nominee). The clubs shall be sent a link to the Regional website showing the Regional AGM Agenda Paper together with Minutes of the previous year's Regional AGM, CVs of Proposed Officials this to appear at least 10 (ten) days prior to the meeting.
- For the Regional Annual General Meeting which shall be held at The National Cycling Centre, Manchester he/she shall prepare sign in sheets and suitable Ballot Papers, alternatively and subject to restrictions this could be held virtually by the regions zoom platform.

- Within 10 (ten) days after the Regional AGM, submit minutes to BC HQ together with all reports following confirmation from Chairperson. The closing date for the National Council Meeting shall be 45 (forty-five) days prior to National Council AGM after which Headquarters shall distribute directly to all Affiliated Clubs and National Councillors a copy of the National AGM Agenda, Annual Report etc 21 (twenty-one) days prior to the National Council AGM. There shall be a Regional Council Meeting held 14 days prior to National Council meeting to enable National Councillors to be mandated on voting for National Council AGM.
- Advise the Regional Board where matters are of concern at the earliest opportunity.
- Prepare and maintain the Region's Asset Register indicating all Regional Equipment that is owned / retained by the Region and shown upon it shall be who it is held by. (These are nominated holders within the Region agreed by the Board)
- Reasonable expenses incurred as part of the role will be reimbursed by the Region.