



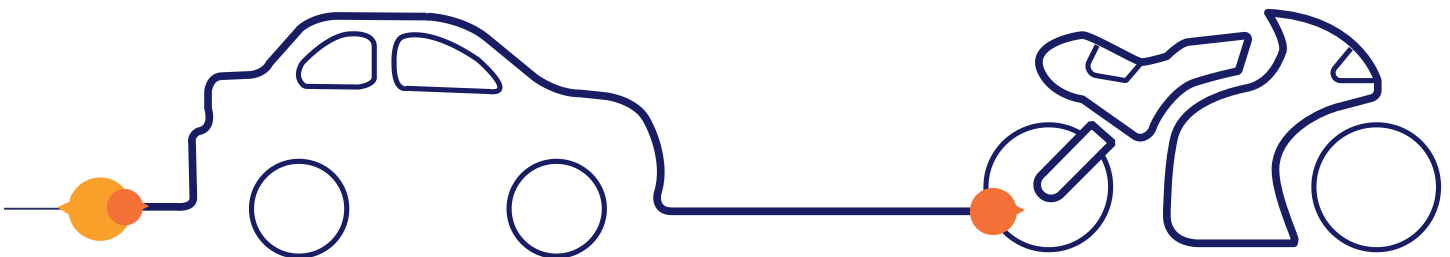
accidents don't have to happen

# RoSPA Advanced Drivers and Riders

## Derbyshire Riders Group Constitution

Version: 7.0

Date: 1 December 2021



## 1. Name and Definitions

The name of the Group is RoSPA Advanced Drivers and Riders - Derbyshire Riders, hereinafter called “the Group” throughout this document.

### Definitions

- 1.1 RoSPA – Royal Society for the Prevention of Accidents (Charity Number 207823).
- 1.2 RoSPA Advanced Drivers and Riders.
- 1.3 Accredited RoSPA Advanced Drivers and Riders Groups are affiliates of RoSPA.

## 2. Status

- 2.1 [RoSPA Advanced Drivers and Riders](#) is part of The Royal Society for the Prevention of Accidents (Charity Number 207823) (“RoSPA”).
- 2.2 [RoSPA Advanced Drivers and Riders](#) is a voluntary organisation of people who have an interest in promoting RoSPA’s advanced driving and motorcycling standards and tests.

## 3. Aims and Objectives

- 3.1 To improve road safety and reduce road collisions and casualties by improving motorcycling knowledge, attitudes, skills and standards.
- 3.2 To provide access for the public to RoSPA’s advanced driving and riding system and test on a non-commercial basis.
- 3.3 To provide consistent, high quality advanced rider Training to group members.
- 3.4 To encourage and help motorcyclists to pass RoSPA’s Advanced Motorcycling Tests.
- 3.5 To help to implement RoSPA’s overall mission to save lives and reduce injuries.

## 4. Membership

- 4.1 Membership of the Group is open to any individual interested in promoting the aims of RoSPA Advanced Drivers and Riders, who meets the admission criteria set out in 4.2 to 4.5.
- 4.2 The categories of membership are: -
  - a) Full Member
  - b) Associate Member
  - c) Social Member
  - d) Honorary Member



- 4.3 **Full Membership** is open to any motorcyclist with a full, valid driving license, who has passed a RoSPA Advanced Motorcycling Test or Re-test subject to paying the appropriate annual membership subscription and passing the appropriate three-yearly re-test.
- 4.4 **Associate Membership** is open to any adult with a full, valid driving license, who is preparing to take a Advanced Motorcycling Test. An Associate Member will become a Full Member once they have passed a RoSPA Advanced Test.
- 4.5 **Social Membership** is open to any adult who wishes to take part in Group activities but are not a Full, Associate or Honorary Member. Members within this category who have never taken a RoSPA Advanced Test and are not intending to do so, may remain a member of the local group provided that they continue to pay the appropriate membership subscription to the group. They do not pay a membership subscription to [RoSPA Advanced Drivers and Riders](#) (the national governing body of our Group), are not a RoSPA Advanced Driver or Rider. Individuals in this category are covered by Public Liability as per stated in the insurance guide.
- 4.6 **Honorary Membership** is only open to adults who, by virtue of their contribution to improving and/or promoting motorcycling road safety and the aims of the Group, deserve to be members of the Group without payment of normal Group Membership Fees. Candidates for Honorary Membership should be nominated and approved by the Members at the AGM. Members within this category who have previously passed a RoSPA Advanced Test may also remain a member of RoSPA Advanced Drivers and Riders provided that they continue to pay the appropriate annual subscription to [RoSPA Advanced Drivers and Riders](#) (the national governing body of our Group). Individuals in this category are covered by Public Liability as per stated in the insurance guide for RoSPA Advanced Drivers and Riders.
- 4.6 A person may not be refused membership to the Group on the grounds of the following protected characteristics covered by the Equality Act 2010 or because of their profession: -
- age
  - being or becoming a transsexual person
  - being married or in a civil partnership
  - being pregnant or on maternity leave
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion, belief or lack of religion/belief
  - sex
  - sexual orientation



## 5. Operational Procedures

- 5.1 The Group must have at least one Advanced Tutor whose responsibility it is to assess and approve Group Tutors. The Advanced Tutor(s) must have passed RoSPA's Advanced Tutor Test (achieving a **Gold** standard), or hold a RoSPA Advanced Driving Instruction Diploma, a RoSPA Advanced Riding Instruction Diploma holder, or be a certified RoSPA Examiner.
- 5.2 The Group must maintain a sufficient number of Group Tutors to meet the demand from members.
- 5.3 Group Tutors and Advanced Tutors **must** be full members of [RoSPA Advanced Drivers and Riders](#).
- 5.4 Advanced Tutors and Group Tutors may not receive a fee, except out of pocket expenses, for providing Training to any individual.
- 5.5 The Group may not collect test fees until an Associate Member is ready to take a RoSPA Advanced test.
- 5.6 Group Tutors and Advanced Tutors may operate in other Groups, with the permission of the other Group(s) concerned.
- 5.7 The Group must not provide Training services to any organisation except where an organisation has encouraged its staff to join the Group as individual Members, in which case, they must check with RoSPA HQ before Training commences. Organisations that contact the Group with requests for other services to help them improve their staff's driving or motorcycling must be referred to [RoSPA HQ](#).
- 5.8 The Group will have a Training Team which will report to the Committee and be responsible for carrying out the Group Associate Training Scheme.
- 5.9 The Training Team will be made up of a Chief Tutor, Training Officer, Deputy Training Officer, Advanced Tutors and Group Tutors and Trainee Tutors. See Appendix A and B for details on roles, responsibilities and the organisational structure of the Training Team.
- 5.10 The Chief Tutor will be a Police Advanced Rider (serving or retired), appointed by the Committee in consultation with the Training Officer and their Deputy. The Chief Tutor will be responsible for ensuring that the riding of Tutors is maintained at a high standard by carrying out an annual check ride. The Chief Tutor will be an Honorary Member of the Group.
- 5.11 The Training Officer and their Deputy will be an Advanced Tutor appointed by the Chief Tutor in consultation with the Committee. The Training Officer will be a co-opted member of the committee as defined in item 7.5 of this constitution. The Training Officer will be responsible for:
  - 5.11.1 The implementation of the Group Training program for all members.
  - 5.11.2 The allocation of Associates to Tutors.
  - 5.11.3 Organising the Training of new Group Tutors.
  - 5.11.4 Ensuring that Training Records are maintained.
  - 5.11.5 Ensuring that Training Standards are maintained.
  - 5.11.6 Reporting to the committee on Training matters.



- 5.12 The Group Advanced Tutors will be members of the Group or members of another Group who have been approved to work in the Group by the Training Officer. Group Advanced Tutors will report to the Training Officer and their Deputy and be responsible for assisting the Training Officer and their Deputy in carrying out their duties.
- 5.13 The Group Tutors will be members of the Group who have been tutored and recommended to the committee by the Training Officer.
- 5.14 Trainee Tutors will be members of the Group who have passed the RoSPA Advanced Motorcycle test at **Gold** standard or be a serving or ex-police motorcyclist. Following successful Training they will be recommended to the Committee for approval as Group Tutors.

## 6. Group Code of Conduct

All Group members must agree to conduct themselves in the following manner: -

- Behave professionally at all times and treat others with respect and consideration.
- Avoid categorising anyone according to protected characteristics covered by the Equality Act 2010 or because of their profession.
- Avoid inappropriate language, comments and tone that could be misconstrued or create offence.
- Avoid physical contact except in an emergency or in the normal course of greeting (i.e. shaking hands).
- Understand and not breach Data Protection law.
- Not knowingly break any other laws.
- Be fair and honest.
- Not personally criticise any other tutor, examiner or road safety organisation.
- Not charge for providing Training (except Motorcycle Fuel Expenses).

This list is not exclusive or exhaustive.

### 6.2 On Road Incidents

Please note that during any training or group driving/riding activities, if any person(s) becomes involved in any incident whereby injury or damage is caused to anyone or anything, RoSPA must be informed immediately giving the circumstances of the incident together with any injuries/damage sustained, even if minor. Candidate and contact details will also be required.

## 7. Group Committee

- 7.1 The Group shall form a Committee which shall be responsible for the management of the Group, its running and activities.



- 7.2 The Committee shall consist of a Chairman, Secretary and Treasurer and not fewer than two other Members. The Chairman and the Secretary are the main contact points between the Group, the Group Regional Co-ordinator and RoSPA HQ and are responsible for keeping RoSPA up to date with the details of the Chairman, Secretary, and Group Tutors. See Appendix A and B for details on roles, responsibilities and the organisational structure of the Committee.
- 7.3 All Committee members should normally be Full Members. The exception being if there are insufficient Full Members then Associate Members may be elected, but must pass their test within 6 months of being elected, otherwise their Committee position will lapse.
- 7.4 The Committee shall be elected at the Annual General Meeting (AGM) of the Group. To be eligible for election a nominee must have been a Full Member of the Group for at least 6 month leading up to the AGM. The Chairman may serve for a maximum of 3 years and will not be eligible to stand for an additional term for a further period of 3 years regardless of actual term served. All other members of the Committee may put themselves up for re-election annually at the AGM.
- 7.5 The Committee may co-opt any Member of the Group to the Committee for a special purpose, e.g. if a specific skill set is required, to fill any casual vacancy which has arisen or to make up the number of Committee members. The appointment of such Members must be confirmed or terminated at the Group's next AGM.
- 7.6 The Committee shall determine the Group's annual subscription fees for all categories of Group membership and recommend this for approval at the AGM.
- 7.7 The Committee must maintain a Register of all Members, incorporating their names and contact details. The Committee shall inform RoSPA HQ of the number of Members in the group on request. The Group must comply with the data protection act, and may only use Members' data for the purpose of the Group.
- 7.8 The Committee may choose to dissolve the Group, provided they follow the procedure in section 12 of this constitution. The resources and assets of a dissolved Group shall be transferred to [RoSPA Advanced Drivers and Riders](#) and used exclusively to help develop and support other groups within the network.
- 7.9 The Committee may also have the position of 'Group President'. Only Members who have shown a long-term commitment to the Group and who have previously served on the committee will be accepted as nominees for this position. Election will be as stated in paragraph 7.4. If no suitable candidate is available, then the position will remain vacant.

## 8. Committee Meetings

- 8.1 The Committee shall meet not fewer than three times per calendar year.
- 8.2 Committee meetings shall be called by the Chairman or Secretary giving not less than 14 days' notice of the date of the meeting. Each Member of the Committee shall be notified of the date, time and location of the Committee meeting and invited to attend.



- 8.3 The quorum for Committee meetings shall be no less than 50% of the committee members (rounded up), of which one must be the Chairman, Secretary or Treasurer.
- 8.4 Each Member of the Committee shall have one vote on all matters to be cast personally by the Member. Proxy voting is not allowed.
- 8.5 All decisions shall be made by majority vote. In the case of an equality of votes, the Chairman will have a second, casting vote.
- 8.6 The Secretary shall ensure that minutes of Committee meetings are taken and circulated to any group member who requests a copy. Copies of the minutes and other relevant documents must be kept by the Group and copies provided to RoSPA HQ on request. The Minutes will be prepared and available within 10 days of the date of the meeting.

## **9. Group Annual General Meeting (AGM)**

- 9.1 The Group shall hold an AGM each calendar year and not more than 15 months shall elapse between one AGM and the next.
- 9.2 An AGM shall be called by the Chairman or Secretary by giving not less than 14 days' notice of the date of the meeting. Each Member shall be notified of the date, time and location of the AGM and shall be invited to attend.
- 9.3 The quorum for the AGM shall be 15 Members of which one must be the Chairman, Secretary or Treasurer.
- 9.4 Each Member shall have one vote on all matters.
- 9.5 All decisions shall be made by majority vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- 9.6 The Secretary shall ensure that minutes of the AGM are taken and circulated to any Group Members who requests a copy. Copies of the AGM and other relevant documents must be kept by the Group and provided to RoSPA HQ on request. The Minutes will be prepared and available within 10 days of the date of the meeting.

## **10. Finance**

- 10.1 The Committee shall open a bank account in the name of the Group with a bank or financial institution of the Committee's choice.
- 10.2 Monies received by the Group shall be paid into the Group's bank account within 60 days of receipt.
- 10.3 The Treasurer shall be responsible for managing the Group's bank account and for ensuring that the Group's bills are paid.



- 10.4 More than one committee member must have access to the Group's bank account.
- 10.5 In order to facilitate Internet Banking, the Treasurer or one other nominated Committee member (who is not part of the same household as the Treasurer) will be able to issue financial instructions to the Bank. The nominated persons should only issue instructions that have been approved by the Committee. As a safeguard, the Treasurer will present the current Bank Statement to the Committee at each meeting.
- 10.6 The Treasurer shall be responsible for arranging an annual independent examination or audit of the accounts of the Group and must present the final accounts to the AGM each year.
- 10.7 Group funds must only be used to run the Group and to meet the Group's aims.

## 11. Expulsion of Members from the Group

- 11.1 The Committee may terminate the membership of any Group Member on the grounds that the Member's continued membership would be harmful to the Group, provided this does not contravene 4.6.
- 11.2 The Committee must notify any Member in writing of their possible removal from Group membership. The Member must be given the opportunity to submit written representation to the Committee within 14 days of receiving notice, explaining why she or he should not be expelled. The Committee must consider any such written representations when making a final decision about expelling the Member. A decision to terminate membership shall only be valid after a Committee vote.
- 11.3 A Member who is expelled from the membership of a Group may appeal to RoSPA HQ within 14 days of being notified of the decision to expel him/her. RoSPA HQ will consider the appeal and may recommend the Committee re-consider its decision, giving its reasons. The Committee will consider RoSPA's recommendation and has the final decision on whether or not to change to uphold or reverse the expulsion.

## 12. Dissolution of the Group

- 12.1 The Group may be dissolved, or merged with a neighbouring Group, by a resolution passed at an Extraordinary General Meeting (EGM) of the Group. The Group Committee should seek advice from RoSPA HQ first.
- 12.2 The EGM must be called by the Chairman or Secretary giving not fewer than 21 days' notice. Each Member of the Group and RoSPA HQ shall receive notice of the meeting specifying its date, time and location.
- 12.3 A decision to dissolve the Group must be passed by at least 75% of those attending and voting at the EGM.
- 12.4 In the event that a resolution to dissolve the Group is passed, the Committee must arrange for the Group's debts and liabilities to be paid and its bank account(s) to be closed. The resources and assets of a dissolved Group shall be transferred to [RoSPA Advanced Drivers and Riders](#) and used exclusively to help develop and support other groups within the network.





12.5 In the event that the Group agrees to merge with another Group, the new merged group must complete the [RoSPA Advanced Drivers and Riders](#) Accreditation process in order to join the Accreditation Scheme.

### **13. Amendments to the Constitution**

13.1 Amendments to this Constitution may only be made by the Group committee and with the agreement of the majority Group membership.

13.2 The Committee must inform RoSPA HQ of any changes to the constitution and gain written agreement from RoSPA that the constitution still conforms to the RoSPA Advanced Drivers and Riders Accreditation Scheme.

13.3 This constitution replaces all other constitutions and supersedes any other agreement.

Date: December 2021



## 14. Appendix A – Group Roles & Responsibilities

14.1 This appendix defines the following roles:

Chairman / Chair .....	11
Secretary.....	12
Treasurer .....	13
Membership & Publicity Officer.....	14
Chief Tutor .....	15
Training Officer .....	16
Deputy Training Officer .....	17
Media Officer .....	18
Social Development Officer .....	19
President.....	20



## Chairman / Chair

### Who am I accountable to?

The Group Committee

### What is my role?

- Chair the Group Committee meetings and AGM.
- Assist the Group Secretary to produce the agendas.
- Lead the Group Committee in making decisions for the benefit of the whole Group.
- The Chairman and the Secretary are the main contact points between the Group, the Group Regional Co-ordinator and RoSPA HQ and are responsible for keeping RoSPA up to date with the details of the Chairman, Secretary, and Group Tutors.

### What else can you tell me about the role?

- As the Chair and Senior Leader of the Group, it is essential you are a strong leader who can be objective and a good mediator.
- As the supporting officer to the Secretary, it is essential that you have access to a telephone, a computer and the internet.
- You will need to have a strong personality and possess a calm persona.

### How much time will I need to give to the role?

Approximately 5 hours per month for meetings and administration.

### What tasks are involved?

Tasks will include:

- Chair Group Committee meetings / AGM.
- Agree monthly agenda for Group Committee meetings and the AGM.
- Agree minutes of the monthly agenda for Group Committee meetings.
- Present an end of year report to the AGM

### Note

The Chairman may serve for a maximum of 3 years and will not be eligible to stand for an additional term for a further period of 3 years regardless of actual term served.



## Secretary

### Who am I accountable to?

The Group Committee

### What is my role?

The Group Secretary is a pivotal role within the Group and with the assistance of the Chairman should provide the main points of contact for people within and outside the Group on just about every aspect of the Group's activities.

- To be the 'principal administrator' for the Group.
- To carry out or delegate all of the administrative duties thereby enabling the Group and its members to function effectively.
- To work alongside the Membership Officer to see that all membership documents are accurate and membership is paid on time and in full.
- Attend the Committee meetings and AGM.

This is a demanding, high profile role that has a major impact on the efficient and effective management of the Group. The Secretary has contact with a wide range of people within and outside the Group.

As the first point of contact for the Group, it is helpful if the Secretary is available to take phone calls during the working day. The Group is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

### How much time will I need to give to the role?

Approximately 6-8 hours each week and some of these will be at weekends and in the evenings.

### What tasks are involved?

Tasks will include:

- Dealing with correspondence.
- Organising the Group AGM and other Group meetings.
- Taking minutes at Group Committee meetings and the AGM.
- Representing the Group at outside meetings at the direction of the Committee.
- Present an end of year report to the AGM.



## Treasurer

### Who am I accountable to?

The Group Committee

### What is my role?

The main purpose is to look after the finances of the Group, to keep the books and make sure that the Group operates within the annual budget.

### What else can you tell me about the role?

- The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

### How much time will I need to give to the role?

Approximately 2 – 3 hours per week.

### What tasks are involved?

- Collecting subscriptions and all money due to the organisation.
- Paying the bills and recording information.
- Affiliating the Group to the local funding bodies.
- Keeping up date records of all financial transactions.
- Ensuring that all cash and cheques are promptly deposited in the bank.
- Ensuring that funds are spent properly.
- Issuing receipts for all money received and recording this information.
- Reporting regularly to the committee on the financial position.
- Preparing a year end statement of accounts to present to the Auditors.
- Arranging for the statement of accounts to be audited.
- Presenting an end of year financial report to the AGM.
- Financial planning including producing an annual budget.
- Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports).



## Membership & Publicity Officer

### Who am I accountable to?

The Group Committee

### What is my role?

- To raise the profile of the Group locally (in the community).
- To be available to attend motorcycle-related events across the county and beyond to attract new members to the Group.
- Talk to / build a relationship with the local media to publicise the Group.
- To work alongside the Secretary and Treasurer to see that all membership documents are accurate.
- To work alongside the Secretary and Treasurer to ensure that membership is paid on time and in full.

This is a demanding, high profile and the primary external representative of the Group. As the first point of contact for the Group for new members, it is essential that the Membership Officer is available to take phone calls and deal with emails during the working day.

### What else can you tell me about the role?

- This is an exciting role because it offers the officer an opportunity to play a part in the development not only of the Group as a whole, but also of every individual member.
- A close working relationship with the Group Tutoring Officer, Secretary and Treasurer is important.

### How much time will I need to give to the role?

Approximately 8-10 hours per month.

### What tasks are involved?

Tasks will include:

- Co-ordinating the Group membership records.
- Work with the Group Tutoring Officer to monitor the individual progress of members and provide access to higher level and courses.
- Work with the Social Officer to provide new and interesting opportunities to attract new members of the Group.
- Produce general interest stories about the Group for local press, as required by the Committee.
- Present an end of year report to the AGM.



## Chief Tutor

### Who am I accountable to?

The Group Committee

### What is my role?

- To ensure that the riding standards of the Training Team are maintained in between their RoSPA refresher tests.
- To be a source of information with regard to best practice and the legal aspects of motorcycle riding.
- To assist the Training Officer with the training and development of the Training Team.

### What are the responsibilities of the role?

- To provide at least one check ride for members of the Training Team every 12 months.
- To attend a minimum of 6 Group meetings every 12 months.
- To attend a minimum of 4 Tutor Team meeting every 12 months.
- To conduct a Q&A session with the Group Membership at one Group meeting every 12 months.
- To assist the Training Officer with training new Tutors (at least two weekends every 12 months).

### Person Specification

- Must be a serving/retired Police Officer.
- Must hold/have held a Police Advanced riding qualification.
- Should have had at least 3 years experience of working as a Police Motorcyclist.
- Should have Tutoring or Mentoring experience, preferably have a relevant qualification, in a riding or driving environment.
- Should be aware of the RoSPA test requirements.
- The Chief Tutor will be an Honorary Member of the Group.

### What tasks are involved?

Tasks will include:

- Delegating the task of implementing the Group Tutoring programme to the Tutoring Officer.
- Developing the Tutoring Standards of the Group with the assistance of the Tutoring Officer and their Deputy, which will be approved by the Group Committee.
- Ensuring that Tutoring Standards are maintained at a high standard by organising the Group Tutor check rides and attending Training Group Meetings.



## Training Officer

### Who am I accountable to?

The Chief Tutor and the Group Committee.

### What is my role?

The Training Officer is responsible for executing the Group Tutoring programme, delivering Tutor training sessions and mentoring Group Tutors and Trainee Tutors. They are responsible for ensuring that the Group has sufficient Tutors to deliver the Group Tutoring programme to the standard set by the Chief Tutor and the Group Committee.

### What else can you tell me about the role?

- The Training Officer will be an Advanced Tutor appointed by the Chief Tutor, in consultation with the Group Committee.
- The role is responsible for maintaining records of Group Tutors, Trainee Tutors and Associates within the Group.
- The incumbent will need to have a strong personality, be an excellent coach, mentor and mediator.
- The role will liaise with the Group Chief Tutor to ensure that Tutors are operating to the required standards of the Group and RoSPA.

### How much time will I need to give to the role?

Approximately 10-15 hours per month

### What tasks are involved?

Tasks and responsibilities include:

- The implementation of the Group Tutoring program.
- Developing training plans for individual Tutors and develop existing Tutors to maintain an appropriate number of Advanced Tutors.
- The allocation of Associates to Tutors.
- Organising the tutoring of new Group Tutors and mentoring existing Tutors to become Advanced Tutors.
- Ensuring that Tutoring Records are maintained.
- Ensuring that Tutoring Standards are maintained.
- Reporting to the Group Committee on Tutoring matters.
- Organising 'Skills Presentations' for presentation at Group Nights.
- Present an end of year report to the AGM.





## Deputy Training Officer

### Who am I accountable to?

The Group Training Officer and the Group Committee.

### What is my role?

To assist the Training Officer in the execution of the Group Tutoring programme, delivering Tutor training sessions and mentoring Group Tutors and Trainee Tutors. Act of Group Tutoring Officer in the absence of the Tutoring Officer.

### What else can you tell me about the role?

- The Deputy Training Officer will be an Advanced Tutor appointed by the Group Committee, in consultation with the Tutoring Officer.
- The role will support, assist and deputise for the Training Officer.
- The purpose of the role is to provide succession and continuity of leadership around the execution of the Group Tutoring programme.
- The incumbent will need to be an excellent coach and mentor.
- The role will liaise with the Training Officer to ensure that Tutors are operating to the required standards of the Group and RoSPA.

### How much time will I need to give to the role?

Approximately 10-15 hours per month

### What tasks are involved?

Under the direction of the Group Training Officer tasks include:

- The execution of the Group Tutoring program.
- Assist the Tutoring Officer to produce the Tutoring Meeting agendas.
- Taking minutes at Group Tutoring meetings
- Identify potential future Advanced Tutors and create specific training plans to help progress these individuals.
- Assist with the allocation of Associates to Tutors.
- Assist with the organisation of training and tutoring for new Group Tutors.
- Assist in the administration of Tutoring Records.
- Ensure that Tutoring Standards are maintained.
- Reporting to the Group Committee on Tutoring matters.



## Media Officer

### Who am I accountable to?

The Membership & Publicity Officer and the Group Committee.

### What is my role?

- To raise the profile of the Group using the website and social media.
- To co-ordinate and administer the Group social media presence.
- To maintain the Group social email communications system.

### What else can you tell me about the role?

- It is essential to have good communication skills and have a strong knowledge of information technologies (i.e. website administration etc.)
- Regular access to a telephone and computer are essential.
- Attend the Committee meetings and AGM.

### How much time will I need to give to the role?

Approximately 1-3 hours per week.

### What tasks are involved?

Tasks will include:

- Manage the Group website (built on the WordPress CMS and hosted by Gridhost).
- Manage the Group Public Facebook site and Private Groups.
- Approve membership requests to the Group Facebook site.
- Manage the Group email system (Zoho Mail).
- Manage the Group Dropbox file storage system.
- Present an end of year report to the AGM.



## Social Development Officer

### Who am I accountable to?

The Group Committee

### What is my role?

The main purpose of this role is to organise official motorcycle ride-outs, excursions, tours, holidays and other social events to bring the membership together in a social setting to enhance relationships within the Group.

### What else can you tell me about the role?

As Social Officer, you must be enthusiastic, innovative, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the Group. You encourage people to join, to stay and to enjoy their role as Group members.

### How much time will I need to give to the role?

Approximately 5 hours per month.

### What tasks are involved?

Tasks will include:

- Organising official motorcycle ride-outs, excursions, tours, holidays and other social events etc.
- Organising a Christmas function.
- Booking venues and entertainment.
- Liaise with the Membership & Publicity Officer and Media Officer to ensure all events are well publicised.
- To co-ordinate fund-raising events with the support of the Treasurer and as directed by the Group Committee.
- To ensure events / activities are properly organised and where necessary licensed with local authorities/customs and excise etc.
- To ensure that funds are properly accounted for and information is passed on to the Treasurer.



## President

### Who am I accountable to?

The Chairman and Group Committee

### What is my role?

- Act as an ambassador for the Group.
- Support the Committee in representing the Group in the local community and with various partner organisations.
- Chair the AGM, in the absence of the Group Chairman (Chair).
- All activities undertaken by the of the Group Chairman (Chair), as necessary in the absence of the Group Chairman (Chair).
- Lead special projects as directed by the Group Committee.

### What else can you tell me about the role?

- You will need to have a sociable personality, have good communication skills and be committed to the aims of the Group.
- To raise the profile of the Group locally (in the community).
- To be available to talk to / build a relationship with the local media.
- You may also wish to consider inviting local dignitaries to develop and improve the Group's relationships within the community or representatives from any sponsors of the Group. In both instances you should liaise with the Group Secretary.

### How much time will I need to give to the role?

Approximately 2 hours per month.

### What tasks are involved?

Tasks will include:

- Chair Group AGM, as required.
- Agree the agenda for Group AGM.
- Agree minutes of the Group AGM.

### Note

Only Members who have shown a long-term commitment to the Group and who have previously served on the committee will be accepted as nominees for this position. Election will be as stated in paragraph 7.4 of the Derbyshire Riders Group Constitution. If no suitable candidate is available, then the position will remain vacant.





### 15. Appendix B – Group Organisation Chart

