



Audax Australia Cycling Club

Position Description – Elected Members

Introduction

Audax Australia Cycling Club is a non-profit national cycling Association established to promote and run Audax Cycling – long distance cycling events. Volunteers work across Australia in a variety of roles to support the Club's operation.

Position Description

Elected Members participate in the National Committee in their own rights, bringing their respective expertise and experience to the assistance of the Association.

Responsibilities and Duties

Each Elected Member is expected to participate in discussion and decision-making by the National Committee.

As the success of the National Committee depends on the contributions made by each of its members, Elected Members are also expected to contribute to policy development, implementation and administration of the Club's national affairs, through both active participation in meetings and progressing work priorities inter-sessionally.

Knowledge and Skills Required

Ideally Elected Members are people who:

- can communicate effectively
- are able to bring their respective expertise and experience to the Association's benefit
- are well informed of Association and Member activities at both a National and Regional level
- are active contributors to National Committee business for the benefit of all Association Members.

Time Commitment and Term

Elected Members are elected as a member of the National Committee under rule 17 of the Club Constitution at the Annual General Meeting for a one-year term. Elected Members may stand for re-election.

The estimated time commitment required as an Elected Member averages between 1 and 5 hours per week, peaking around the time of the National Committee meetings, held approximately every two months and lasting about two hours.

The commitment may vary depending on the extent to which the Elected Member engages directly in matters of policy and administration.

Relationships

Elected Members are active members of Audax Australia, regular participants in cycling events, and familiar with Club issues and affairs. They discuss issues and liaise with Club members broadly and other members of the National Committee both in meetings and inter-sessionally as required.

Detailed Duties

Elected Members are expected to:

- Attend all National Committee meetings.
- Review the agenda and accompanying materials prior to attending the meeting.
- Actively and constructively contribute to National Committee papers circulated by its Members – eg Budget, policy, operational etc - providing input that is helpful, measured, relevant and timely.
- Actively and constructively contribute to National Committee discussion – determining the purpose of the discussion; deciding in advance how and what to contribute; keeping replies relevant and concise; and not hesitating to comment, critique or disagree.
- Volunteer to carry out identified tasks inter-sessionally, either in a subgroup or individually.
- Further those tasks in a timely fashion and report back to the National Committee on progress and when further guidance or consultation is appropriate.