



Audax Australia Cycling Club

Position Description – Regional Brevet Secretary

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

The Regional Brevet Secretary works closely with the Region's ride organisers and the national Brevet Secretaries in processing the weekly brevets promptly and accurately for Club members. This job requires meticulous checking of riders' details and events to ensure accurate information is submitted for processing.

Responsibilities and Duties

The Regional Brevet Secretary ensures that the correct information is recorded for the rides that are being processed. Ensuring that the brevets for club members are processed efficiently, timely and accurately requires weekly input to or prompting of ride organisers.

The National Brevet Secretaries include (at July 2012):

International Brevet Secretary for BRM, LRM and Fleches: Lisa Turner

Brevet UAF Secretary: Dino Morgante

National Brevet Secretary for BAs: Stan Pietsch

Permanents Brevet Secretary: Martin Haynes

Dirt Rides Brevet Secretary: Hans Dusink

Raid Secretary: Chris Rogers

Knowledge and Skills Required

Ideally the Regional Brevet Secretary is someone who is:

- Well informed on the ride processes
- Methodical and well organised
- Experience with Excel is helpful
- Can communicate effectively and keep tabs on the events within the region

Time Commitment and Term

Under rule 22.2 of the Club Constitution, various functions, powers and duties have been delegated to Regional Committees. Each Region elects a Regional Brevet Secretary as a member of the Region's Committee at its Annual General Meeting for a one year term. The Regional Brevet Secretary may stand for re-election.

The estimated time commitment required is ½ – 1 hour per week when processing incoming brevet information. 2-3 hours every month when processing outgoing results to club members.

Relationships

The Regional Brevet Secretary works closely with all the ride organisers of the region.

The Regional Brevet Secretary works closely with the sitting region's committee members.

Detailed Duties

The Regional Brevet Secretary should:

- Process efficiently and accurately the incoming ride brevet information which includes:
 - Review and reconcile all rider entry forms and brevet cards for each ride
 - Follow up with ride organisers where this information is incomplete
 - Validate and update rider information in Region's membership database
 - Maintain and track brevet cards, patch and medallion stocks
 - Either retain paper entry forms for 7 years or scan electronically into Audax webserver.
- Process the outgoing ride brevet information which includes:
 - Submit spreadsheets of the rides to the various National Brevet Secretaries for homologation efficiently
 - Ensure medallions for AA, ACP or UAF are documented on the spreadsheets
 - Submit this information simultaneously to the Brevet Editor of Checkpoint at results@audax.org.au
 - When homologation stickers and stamps are received from the national secretaries, affix and post with requested medallions/patches and brevet cards to the individual riders.
- Provide assistance throughout the year with respect to request on various matters related to ride organising from Club members.
- Provide general feedback thought the year to all organisers with regard to completeness of ride brevet information being received.
- Distribute brevet cards to ride organisers when requested.
- Maintain accurate records of all ride information.