



# Audax Australia Cycling Club

## Position Description – State Representatives

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### **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 State Representative formally represents on the National Committee the members of the Regional Committees of their respective States.

### **Responsibilities and Duties**

Through their appointment by the Regional Committee, each State Representative represents the views and interests of Regional Committees in the relevant State 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, State Representatives 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 State Representatives are people who:

- can communicate effectively
- are able to represent the views of their Regional Committees, not simply their personal preferences
- are well informed of Association and Member activities in their respective Regions
- are active contributors to National Committee business for the benefit of all Association Members.

### **Time Commitment and Term**

State Representatives are members of the National Committee by virtue of rules 16 and 18 of the Club Constitution. The Constitution stipulates that where a State has a single Region, the Regional Committee will appoint the State Representative, and where a State consists of more than one Region, the National Committee will determine a process for appointing a State Representative.

The estimated time commitment required as the State Representative 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.

While Regions often appoint their President as the State Representative, this is not necessary.

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

### **Relationships**

State Representatives liaise directly with their Regional Committee members on all aspects of National Committee work. They discuss issues and liaise with other members of the National Committee both in meetings and inter-sessionally as required.

### **Detailed Duties**

State Representatives are expected to:

- Attend all National Committee meetings.
- Review the agenda and accompanying materials prior to attending the meeting.
- Consult their Regional Committee on its views on agenda items to bring to the National Committee 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.