

Role	Tasks
Chair	<p>Chair committee meetings Liaise with RoSPA Head Office Ensure tasks are completed. Support committee members. Follow up inquires from the info@saparweb.com, usually people asking about joining the group.</p> <p>OPTIONAL: Liaison with other RoSPA groups and local IAM group Rider assessment days & try before you buy Manage stock of video cameras Support senior tutors in conjunction with Training Co-ordinator.</p>
Vice Chair	<p>Support the chair, by sharing some of the chair's responsibilities and cover in chair's absence. Provide support to other committee roles as and where necessary</p>
Treasurer	<p>Receive, record and bank cash and bank receipts Receive, record and raise cheques / pay cash member expense claims and other costs of the group On a monthly basis balance the cash to cash held and the bank records to the bank account. Obtain information on clothing purchases and sales, receive payments for sales Maintain records of Fixed assets, accruals / prepayments and clothing Forecast monthly the results to the financial year end Prepare a monthly report to the Committee Prepare annual accounts and arrange review by external accountants and liaise with them throughout this work to obtain a report from them. Present the annual accounts at the AGM annually Deal with changes to the Bank Mandate Liaise with membership post about fees received.</p>
Secretary	<p>Attend monthly committee meetings Write minutes of meeting Prepare agenda for next meeting Book room for committee meetings/other agreed events Deal with occasional emails to/from Head Office Occasional tasks such as letter writing, collating information; Preparation for AGM Produce monthly newsletter following committee meetings</p>
Membership Secretary	<p>Send out welcome e-mails Liaise with treasurer Keep up to date the record of members (names, addresses, status, membership renewal dates and amounts etc) Send reminders to members when renewals are due and chase if not received Receive and record new membership applications Record leavers Email Chair and Training officer details of new and leaving members as they arise Inform Treasurer of membership fees received</p>

	Request member profiles for publishing on the website and forward to the Website Administrator
Training Co-ordinator	Allocation of Associates to Tutors Keep record of test passes Point of contact/liaison for Powys Ride On days. Co-ordinate Tutors for Powys Ride on Days Coordinate Tutors for rider assessment days
Rideout coordinator	Attempt to recruit ride leaders, check near the ride date that they are going to be there on the day. Pass on established guide lines. Assist with planning if required. Ensure that the written guide for ride outs and ride leaders is up to date. Obtain feedback for the committee on any issues relating to ride-outs. Record non members attendance at monthly ride-outs Ensure guess the mileage is covered at monthly ride-outs
Publicity Officer	Liaise with committee members on resources Contribute to decisions on promotional material Arrange collection/delivery of promotional material to/from events - as delegated between committee members at monthly meeting Obtain support from members for various events Replenish SaPAR publicity material at bike friendly venues. Initiate promotion opportunities. Be responsible for the storage of advertising material
Events co-ordinator	Organise social events Inform website manager of events to add to website
Website	Update the SaPAR website in a timely manner with appropriate information, online and using Wordpress and Elementor. Manage the content of the SaPAR website and moderate areas. Manage e-mail distribution lists using CPanel. Approve or reject occasional emails sent from unknown persons using CPanel
Facebook	Manage SaPAR Facebook account Update information to ensure that it is current and relevant
Clothing	Take orders for SaPAR branded clothing from members and place orders accordingly with supplier(s). Ensure delivery of items to members.
General committee member	Attend monthly committee meetings Support any of the other committee roles they have an interest/knowledge/skills in to share tasks and responsibilities across the group. Provide additional representation of the larger membership at committee meetings.

It is generally accepted that Committee members will attend the majority of the eleven committee meetings throughout the year unless by prior agreement with the Chairman.