



Swindon Wheelers Cycling Club(SWCC)	
Terms Of Reference (TOR): SWCC Committee V1	
SCOPE	
<p>This TOR sets out the ways in which the management committee of SWCC operates, including roles, responsibilities and decision making.</p> <p>As a club committee our aim is to ensure a safe and enjoyable cycling experience for our members. SWCC is a British Cycling (BC) affiliated cycling club and follows BC operational guidance for clubs. This TOR should be read in conjunction with the Committee section of the Club Constitution https://swindonwheelers.org/swindon-wheelers-constitution/</p>	
PURPOSE	
<p>The purpose of SWCC committee is to ensure that robust governance and sports club management principles are applied to the running of the club. The includes management of:</p> <ul style="list-style-type: none"> • Membership • Club cycling activities (i.e. weekly rides) • Finances • Safety • Health and wellbeing • Discipline 	
MEMBERSHIP	Role
Chair	Chairs meetings, casts a deciding vote if required, has oversight of the activities of the committee
Deputy Chair	Deputises for the chair, assists with committee activities
President	Figurehead of the club
Secretary	External contact for the club, club link to governing body, sets meeting agenda's and takes minutes
Treasurer	Management of club finances, produces financial reports to the committee and membership at the AGM.
Safety and Welfare Lead	Keeping a log of accidents and informing club members of learning points Safeguarding lead, ensures BC safeguarding policy is followed, investigates all issues relating to welfare and safeguarding
Membership Secretary	Manages the membership database and enquiries from potential new members. Ensures membership subscription payments are made each year.
Kit manager	Responsible for all aspects of SWCC branded kit
Website and Social Media secretary	Responsible for keeping the SWCC website up to date and ensuring the club's social media channels are active
Social secretary	Arranges club socials, annual awards night and "club day" café's
Ladies Rep	Arranges events and rides specifically for the female members of the club
Awards Officer	Organises the ordering and engraving of awards for club night
Race Team Link	Represents the race team on committee (an as required role)
General committee member	No specific responsibility, helps the work of the committee as required
MEETING STRUCTURE	
Frequency	The committee will meet 5 times per year. Dates to be set at the start of each year (subject to change). Additional meetings may be called if a situation arises necessitating a discussion/decision.
Administration	Agenda items to the secretary 7 days before the meeting. Agenda to be circulated a minimum of 48hours in advance of any meeting Notice of the AGM as per the constitution.
Format	Meetings either face to face or via MS Teams
Decision-Making	For any decision to be agreed a majority have to agree with the proposal. If the vote is divided the chair or substitute has the casting vote.



	In between the scheduled meetings, minor -nonfinancial communication and decisions can be made using MS messenger.
Quorum	40%
AUTHORITY	
As an elected body, the committee has the authority to manage the affairs of the club on behalf of the members. This includes management of the club's activities and finances as set out in the 5 year plan	
RESPONSIBILITIES AND DUTIES	
Specific responsibilities of committee members are set out in the "membership" section above Additionally the committee is responsible for: <ul style="list-style-type: none"> • Ensuring relevant policies and guidelines are in place, reviewed on a regular basis and are compliant with governing body requirements • Training and monitoring the performance of ride leaders • Management of club assets (i.e. flags, gazebo, signage) • If required: convening a disciplinary panel following the disciplinary policy 	
CONFLICTS OF INTEREST	
Will be discussed and managed if and when they arise	
REPORTING AND INFORMATION SHARING	
Minutes of committee meetings are loaded onto the club Google drive and are available on request by members. The AGM provides an opportunity for members to question the committee on decisions made throughout the year and plans for the following year	
ACCOUNTABILITY	
As a British Cycling accredited club, the activities of the committee are open to scrutiny by BC Additionally, the activities of individual committee members are "sense" checked by the committee as a whole	
CODE OF CONDUCT	
Alongside other club policies and guidelines, a code of conduct and disciplinary process are in place and available for members on the website https://swindowheelers.org/club-policies-and-constitution/	
REMUNERATION	
Committee members are not remunerated for their role, but can be reimbursed for expenses related to club business Travel is paid in lines with HMRC guidance Other expenses are paid after discussion with the committee	
APPOINTMENTS AND REMOVALS	
As per the constitution, committee posts are for a one year period. All committee members are elected by the members at the AGM Removal from the committee is either by resignation of the individual or request by the committee chair	
REVIEW	
This TOR to be reviewed on an annual basis when the new committee meets for the first time following the AGM	
POLICY OWNER	DATE APPROVED BY SWCC Committee
SWCC committee	03.08.2025