

Kent Advanced Motorcyclists Group

Committee Role Descriptions

CHAIRPERSON (Lots of support available)

Experience:	⇒	An organised person with sound knowledge of IAM requirements for group management.	
	\Rightarrow	Knowledge of KAMG practices and procedures.	
	\Rightarrow	Good problem-solving, people management, and interpersonal skills	
	\Rightarrow	Basic computing skills.	
Key tasks:	\Rightarrow	Lead the refinement and implementation of KAMG' strategy.	
	\Rightarrow	Chair Group committee meetings	
	⇨	Empower and support Committee members to fulfil the needs of the membership.	
	\Rightarrow	Be a named trustee of KAMG charity.	
Time required:	⇨	10 hours per month (variable) including meetings	

VICE CHAIRPERSON

Experience needed:	₽	The same as the Chairperson.
Key tasks:	\Rightarrow	Support and deputise for the chairperson in all matters.
Time required:	\Rightarrow	10 hours per month (variable) including meetings

TREASURER (Lots of support available)

Experience:		Basic bookkeeping skills. (Training can be provided if necessary. Suit an organised person with basic computing skills.)
Key tasks:	₽	Be responsible for managing the KAMG financial receipts, payments and bank account.
	\Rightarrow	Produce a monthly account report for the Committee.
	⇨	Draw up yearend accounts for independent review and submission to the Charities Commission.
	⇨	As a small charity KAMG is not registered for VAT nor has the need to submit accounts to HMRC.
	\Rightarrow	Be a named trustee of KAMG charity.
Time required:	⇒	10 hours per month (variable) including meetings

SECRETARY (Lots of support available)

Experience:	1	Nil specific.
	\Rightarrow	Suit an organised person with basic computing skills.
Key tasks:	\Rightarrow	With the Chairman, organise and set monthly Committee meeting agenda and prepare the meeting minutes.
	₽	Ensure KAMG is complaint with the requirements of the <i>IAM Group</i> **Affiliate Handbook* and KAMG's own policies and procedures in liaison with the IAM.
	\Rightarrow	Organise KAMG Annual General Meeting.
	\Rightarrow	Be a named trustee of KAMG charity.
Time required:	\Rightarrow	10 hours per month (variable) including meetings.

MEMBERSHIP SECRETARY (Lots of support available)

Experience:	⇒	An organised person with sound knowledge of IAM and KAMG membership requirements.
	\Rightarrow	An understanding of KAMG's training options and procedures.
	⇨	Good problem-solving, people management, and interpersonal skills combined.
	\Rightarrow	Intermediate computing skills.
Key tasks:	₽	Maintain the KAMG database (Tracker) it is the same as the IAM data base (DARTS) and <i>vice versa</i> .
	⇨	Ensure smooth running of the membership application and renewal process in liaison with the Treasurer and Chief Observer.
	\Rightarrow	Prepare monthly membership report for committee meetings.
	\Rightarrow	Prepare Membership mailing labels for quarterly magazine.
	⇒	Co-ordinator for group with Tracker issues / Development requirements
Time required:	\Rightarrow	15 hours per month (variable) including meetings

GROUP NIGHT CO-ORDINATOR (Lots of support available)

Experience:	 ⇒ Nil specific. ⇒ Suit an organised person with good interpersonal skills and basic computing skills.
Key tasks:	⇒ With the Committee, organise monthly Group night meetings which can include arranging potential speakers and/or exhibitors.
	⇒ Be responsible for managing the KAMG audio visual equipment.
	⇒ With the vice chairperson, organise social events such as a summer BBQ, Christmas dinner, etc.
Time required:	⇒ 10 hours per month (variable) including meetings

MACHINE CONTROL DAY MANAGER (Lots of support available)

Experience:	\Rightarrow	Nil specific.		
	\Rightarrow	Suit an organised p computing skills.	erson with good interpo	ersonal skills and basic
Key tasks:	⇒	With the help of the Chief Observer, examiners and observers organise and manage machine control events to improve the machine control and confidence of all types of riders.		
	\Rightarrow	3-4 half day MCD events are organised during the year covering:		
		Roundabouts Figures of eight	U turns Off-set cone weave Emergency braking	Slow cone weave Circles
		Other exercises will	be developed according to	o need
Time required:	⇨	4 days a year with 4 hours preparation for each MCD event and 3 hours a month for Committee meetings.		

PRINT MANAGER (Lots of support available)

Experience:	⇧ ⇧	An organised person with a good knowledge of hard copy print buying and print production. Good problem-solving, and negotiation skills.
Key tasks:	₽	Ensure the timely and cost-effective purchase of appropriate quality hard copy materials. This is not necessarily limited to KAMG's magazine, brochures and flyers but includes all manner of branded marketing and activity support materials.
Time required:	⇒	10 hours per month (variable) including meetings

MEMBER WITHOUT PORTFOLIO (KAMG CAN HAVE UP TO 20 COMMITTEE MEMBERS IF REQUIRED)

Experience:	⇒ Have skills, knowledge and experience in an area, or areas, that support and/or can help expand the aims and improve the achievements of KAMG.
	⇒ Be a self-starter who is a team player and can make things happen.
Key tasks:	⇒ Support or lead agreed initiatives according to the needs of the Group at any particular time
Time required:	⇒ 10 hours per month (variable) including meetings