

Annual General Meeting 7th July 2008
2008-2009 Committee Nomination form

Nominated by _____

(You can nominate yourself and you can nominate for multiple positions. For role descriptions see next page)

Position	Nominee	Present/accepted
<i>President</i>		
<i>Vice President</i>		
<i>Secretary</i>		
<i>Treasurer</i>		
<i>Fundraising Manager</i>		
<i>XC Events Manager</i>		
<i>DH Events Manager</i>		
<i>Trail Development Manager</i>		
<i>Trail Maintenance & Equipment Manager</i>		
<i>DH Development Team Manager</i>		
<i>XC Development Team Manager</i>		
<i>Advocacy Manager</i>		
<i>Website Manager</i>		
<i>Marketing Manager</i>		
<i>Committee –1</i> (committee 15 people maximum)		
<i>Committee –2</i> (committee 15 people maximum)		

Please complete and email to RMTBC Secretary (john.stulen@innovatek.co.nz), or post to P.O.Box 6181 Rotorua to arrive prior to 3pm on 7th July.

or bring to the AGM. Nominations close at 7:15pm, 7th July 2008 at the Pig nWhistle Pub.

President

Conducts regular Committee meetings & Annual General Meeting. Liaises with Forest Management. Assists committee members towards achieving the clubs goals.

Vice President

Assists President and Committee members

Secretary

Prepares and distributes minutes of committee meetings, Assists newsletter writer to produce regular email newsletter. Receives incoming post mail and email enquiries from website.

Treasurer

Preparing monthly summary statements for committee meetings, banking and payment of expenses, maintains current members list, assists in securing external funding.

Fundraising Manager

Prepares and submits applications for charitable funding.

XC Events Manager

Manages club and National level competitive and recreational cross country events, such as: Summer National Series XC Feb, Brick Time trial May, Kiwikids race, Summer Short-Course racing Wed evenings, Wed night racing in winter, Mid North Island Series XC Dec

DH Events Manager

Manages club and National level competitive and recreational downhill events, including National DH Feb, North Island Series DH Nov, Jump track race April, Triple Crown July, Mudbuster Aug, Spring Fling Oct

Trail Development Manager

Prepares annual trail development plan based on results of annual meeting of trail adoptees and event organisers. Liaises with forest managers and trail building contractors to manage trail development.

Trail Maintenance & Equipment Manager

Organises monthly maintenance working bees and keeps track of club equipment

DH Development Team Manager

Selects and puts together training, fund raising and racing programme for the DH development squad. Liaises with coaches, parents and riders.

XC Development Team Manager

Selects and puts together training, fund raising and racing programme for the XC development squad. Liaises with coaches, parents and riders.

Advocacy Manager

Advocates for Mountain Biking interests and access with land owners, forest managers, Council, Department of Conservation, Iwi, Forest & Bird, Horse Riders, other user groups etc.

Website Manager

Writes stories and news items for club website (typically 2-3 stories per week)

Marketing Manager

Markets Club membership to the riding community. Prepares event entry forms and posters, obtains event and development team sponsorships, distributes printed newsletters to shops and forest information kiosk

Past President or General Committee member

To assist where necessary, the President and Committee members. The Past President position is not elected, but is a result of previous successful election for Club President. If this position is not filled or other positions are combined, general committee member(s) can be elected (the committee can have up to 15 members).