



CLUB MANAGER JOB DESCRIPTION

Overview

The Club Manager is responsible for the effective operation, member services, facilities and administrative activities of the Nelson Mountain Bike Club. The Club Manager shall ensure all tasks are aligned with the Strategic Plan as developed by the Committee.

Specific tasks include:

Contract Management

1. Oversee the commercial management of contracts through the preparation, negotiation, implementation and oversight of legally enforceable performance commitments.
2. Ensure club contractors have valid certifications
3. Ensure all club contracts are recorded and documented
4. Ensure any employment obligations are met in regards to contracted staff

Financial Management

1. Ensure club budget and cashflow is on target in conjunction with working with the Treasurer and Portfolio Managers
2. Review the monthly accounts prepared by the Club Accountants, highlighting issues of overspend, out of budget spending and any issues that should be brought to the Committee's attention
3. Provide Financial Reports when requested by Committee Members

Health and Safety

1. Ensure adequate systems and processes are in place to ensure the club complies with all Health and Safety at Work Act requirements.
2. Provide a monthly Health and Safety report on any hazards or incidents to the Committee

Sponsorship

1. Work to secure sponsors, and negotiating Sponsorship Agreements
2. Liaise with sponsors to ensure NMTBC obligations are fulfilled

Funding

1. Advise the Committee of possible funding opportunities
2. Apply for funding for various projects that the Club engages in
3. Ensure funding is allocated in the Master Budget to the correct project
4. Ensure all terms of grants and funds are met, including reporting and accountability

Events

1. Provide support to the Events Portfolio holder
2. Ensure all large and national events are carried out as per contractual agreements, and are operationally sound with the Events Portfolio holder
3. Build and maintain volunteer database

Membership

1. Work with the Membership Portfolio Manager to ensure that membership issues are resolved.
2. Work with the Membership Portfolio Manager to manage the membership system and database
3. Assist with developing Membership benefits from local businesses

Meetings

1. Ensure the Committee Members have submitted their monthly portfolio reports on their activities aligned with the Annual Plan prior to each committee meeting.

Wairoa Gorge

1. Ensure the Wairoa Gorge Operations Manager provides private shuttles and lodge bookings in an efficient, friendly and cost-effective manner

Other/Reporting

1. Work with Portfolio Managers to ensure that the Strategic Plan is kept up to date.
2. To provide monthly reporting to the committee.
3. Reports directly to the Chair weekly

Stakeholder relationships

External

1. Local government and landowners
2. Members
3. Suppliers
4. Sponsors

Internal

1. Committee members

Direct Reports

1. Gorge Operations Manager
2. Trails Manager
3. Administrator