



Role Description

Title:	Board Member
Region:	North West
Responsible for:	Publicity & Media (plus website content)
Responsible to	British Cycling Board
Term of appointment:	Term of office reflected on voting 1-3 years

Relationships:

Internal:	Regional Board, Cycling Delivery Manager (CDM) Affiliated clubs, British Cycling members, and other British Cycling staff British Cycling Board Other Regions, Scottish Cycling and Welsh Cycling
External:	Contractors

Key Responsibilities

- Monitoring the regions website and ensuring that its contents are appropriate and inclusive.
- Ensuring good communication within the region

Competence/Experience

- Be a member of British Cycling and be in either a club/team or Private member within the NW Region.
- Understanding and acceptance of the responsibilities and liabilities of the Region
- Commitment to British Cycling and the Region's objectives, aims and values and willingness to devote time to carry out responsibilities.
- Excellent IT & website knowledge & skills
- A sound knowledge of the BC handbook, Regional Byelaws

Main duties

- To coordinate the management of the North West Region's ("the Region") online presence, through social media channels and its website.
- To liaise with relevant parties to ensure content is created for the Region's website in a timely manner.
- To act as webmaster for the Region's website by keeping it up to date.
- To suggest ways of improving the Region's communication to its members and work with the Region's board members to facilitate change as required.
- To monitor the Region's engagement on social media and provide written reports to the Board for the Regional Board meetings.
- Ensure that content on the Region's website and social media platforms is appropriate and adheres to the agreed strategy.

- To have an overall awareness of how the Region is perceived on social media and to notify the Chair of any potential issues should there be anything that could cause additional problems if not resolved.
- Assist to enable the Board fulfils their responsibilities for the overall governance and strategic direction of the Region.
- Reasonable expenses claimable with receipts to Treasurer.