



# Bicycle Wagga Wagga Inc.

## Position Description: President

Version 1.0  
15<sup>th</sup> January 2026

*The objectives of Bicycle Wagga Wagga Inc. are to:*

- *promote the enjoyment of cycling for health, friendship, recreation and transport in the community,*
- *promote recognition of cyclists' needs, rights and responsibilities,*
- *promote cycling safety through the education of all road users,*
- *promote improvement of cycling facilities,*
- *increase the number of cyclists,*
- *develop a strong, vibrant organisation.*

## Position Overview

The President is the principal leader of Bicycle Wagga Wagga Inc.(BWW) and is responsible for ensuring BWW operates efficiently, ethically, and in accordance with its mission to promote cycling in the local community. This volunteer role requires strong leadership, organisational, and communication skills, as well as a passion for cycling and community engagement.

## Key Responsibilities

- **Leadership & Governance:** Provide strategic direction and leadership to BWW, facilitate effective governance, and ensure compliance with relevant legislation and BWWs constitution.
- **Chair Meetings:** Preside over all general, committee, and annual general meetings, ensuring meetings are productive, inclusive, and decisions are properly documented.
- **Representation & Advocacy:** Act as the primary spokesperson and representative for BWW at public events, in the media, and with external stakeholders such as local councils, sponsors, and cycling bodies.
- **Team Management:** Support and mentor committee members and volunteers, fostering a positive, inclusive, and collaborative culture.



- **Strategic Planning:** Lead the development, implementation and updating of BWW's governance and objectives, ensuring alignment with the needs and interests of the cycling community.
- **Event Oversight:** Oversee the planning and delivery of community cycling events, rides, and programs, ensuring they are safe, well-organised, and accessible.
- **Financial Stewardship:** Work closely with the Treasurer to ensure sound financial management, including budgeting, fundraising, and reporting.
- **Risk Management:** Ensure appropriate risk management strategies are in place for all activities, including safety protocols and insurance coverage.
- **Stakeholder Engagement:** Build and maintain positive relationships with members, volunteers, community groups, sponsors, and other key partners.

## Essential Skills & Attributes

- Strong leadership, organisational, and interpersonal skills
- Excellent verbal and written communication abilities
- Experience in committee or board roles (preferred)
- Ability to build consensus and resolve conflicts
- Commitment to promoting cycling and active transport
- Understanding of governance, policy, and risk management
- Ability to dedicate sufficient time to the role, including attending meetings and events (often on evenings and weekends)

## Term & Accountability

The President:-

- is elected by the membership at the Annual General Meeting and serves a term as defined by BWW's constitution;
- shall act in accordance with the BWW constitution, policies & guidelines and is accountable to the committee and the broader membership; and
- is expected to act with integrity and in the best interests of BWW at all times.

## Time Commitment

The President is expected to attend regular committee meetings (usually monthly), provide an annual President's Report to & participate in the AGM, and contribute additional hours as needed for administrative tasks and event support. The role typically requires a commitment of several hours per week, particularly in the lead-up to major events or key reporting deadlines.





## Benefits

- Opportunity to lead and shape the future of cycling in your community
- Personal and professional development in leadership and governance
- Connection with a passionate community of cyclists and volunteers
- Satisfaction of making a positive impact on health, wellbeing, and active transport in your area

## Remuneration

This is a volunteer role. Out-of-pocket expenses incurred in the course of carrying out President's duties may be reimbursed, subject to prior approval by the committee.

## Application Process

Interested candidates should submit a brief cover letter outlining their relevant skills and experience, along with contact details for at least one referee. Applications should be addressed to the Secretary of BWW.