



Bicycle Wagga Wagga Inc.

Position Description: Vice-President

Version 1.0
15th 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 Vice-President of Bicycle Wagga Wagga Inc. (BWW) plays a vital role in promoting safe, inclusive, and sustainable cycling opportunities within the local community. This volunteer position involves participating in decision-making, planning events, and supporting BWW's strategic objectives to foster a thriving cycling culture.

Key Responsibilities

In addition to the following key responsibilities of a Committee Member, the Vice-President shall, consistent with the Club Constitution, assume the responsibilities of the President in the event of the President being unavailable to fulfil the obligations of the position. The Vice-President shall continue to act in the position of President until such time as the President returns to the position, the Committee elects another Committee Member to act as President, or until the next AGM, whichever occurs first.

- Attend and actively participate in regular committee meetings, typically held monthly or as required.
- Contribute to the development and implementation of BWW strategies, policies, and initiatives.
- Assist in organising and running community cycling events, rides, and workshops.



- Engage with members, volunteers, and the wider community to promote cycling and encourage participation.
- Support fundraising activities, grant applications, and sponsorship opportunities.
- Help manage BWW's communications, including newsletters, social media, and community outreach.
- Ensure compliance with relevant legislation, safety standards, and best practices in cycling activities.
- Participate in sub-committees or working groups as needed (e.g. events, advocacy, membership).
- Represent BWW at local events, meetings, or forums, championing cycling issues and initiatives.
- Assist in maintaining accurate records and reporting on committee activities.

Desirable Skills and Attributes

- Passion for cycling and active transport.
- Strong communication and teamwork skills.
- Organisational and planning abilities.
- Experience in community engagement or volunteer organisations (advantageous but not essential).
- Willingness to take initiative and contribute ideas.
- Basic computer skills (email, word processing, social media).
- Understanding of the local area and its cycling needs.

Term and Accountability

The Vic-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 Vice-President is generally expected to attend monthly meetings (usually monthly), participate in the AGM, assist with events throughout the year, and contribute to ongoing tasks as agreed within the committee. The overall time commitment is flexible and can vary depending on Club needs and personal availability.

Benefits

- Opportunity to make a meaningful difference in local cycling culture and active transport initiatives.
- Develop leadership, organisational, and advocacy skills.
- Connect with like-minded individuals and contribute to a friendly, inclusive team.
- Gain valuable experience in not-for-profit governance and community development.

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.