



NSWERA Governance Manual SMC Position Description - Document No.7.4.1

Ride Calendar

Position Purpose

Ensure riders in NSW have ample opportunity to plan for and attend rides and event conflict is minimised by management of a ride booking and calendar system that is one year ahead.

Principle Accountabilities & Performance Indicators.

Ride Booking

Liaise with the secretariat and SMC to ensure the defined protocols and procedure for ride booking and date allocation are followed.

KPI – Defined calendar management procedure being followed.

Anomalies Resolution

Present to the SMC for resolution, any ride allocation issues that can't be resolved by the booking criteria or by agreement between ride organizers. In liaison with Secretariat and ride organizers investigate and resolve anomalies in the ride booking process, presenting suggested process adjustments to the SMC.

KPI –Anomalies promptly resolved.

Display Calendar

Ensure the ride calendar is displayed, and regularly updated, on the NSWERA Website and in the NSWERA Newsletter and all displayed information is accurate and up to date, particularly contact details and pre-nomination links.

KPI – Up-to-date ride calendar displayed.

Liaison and Overview

Provide coaching and mentoring support to ride organizers in preparing ride applications and maintain an active overview of the calendar, presenting to the SMC any possible strategic or efficiency improvements identified.

KPI – Ride Calendar problem free and continually improving.