

Communication and Decision Making in Anerley BC

Communication in ABC

There are approximately 95 members of ABC. Virtually all members use email, although some only use it occasionally. However, there is no single method of communication used by every ABC member, apart from speaking! Email is the method used by the most ABC members.

The Gazette

This is published monthly and gives members an update on recent and forthcoming events and other items of interest.

Website

This is Anerley BC's public website where potential members can see the club. It has a potted history, contact information, links to the Gazette, news and recent events.

WhatsApp

This is a very popular method of communication for members, but even the biggest group (Anerley Ride Update) is only used by about two thirds of our members, and the Anerley Chat group is only used by about half our members. So the WhatsApp groups alone are NOT suitable for important club communications that need to reach everyone.

The Ride Register

This online Google sheets spreadsheet is our way of publishing our rides and letting people sign on to them. It is accessible to every member who wishes to use it.

Strava Group

This only has comments within rides as a communication method, so is very limited, less than half of ABC members are in this group.

Facebook

This used mainly as a general news and items of interest site, and most of the posts are not ABC related. Although most ABC members are also members of this group, only a very small number of members post messages on this group.

How should we use our communications methods in Anerley BC?

We want to keep rules and guidelines to a minimum, and let people contact each other freely and easily, but we must ensure we don't have chaos. So here are some general points:

Keep all political comments, arguments and discussions off ABC communications. If there is any doubt about what is political, the decision of the group moderators will be final.

Keep the WhatsApp "Anerley Ride Update" only for details of actual ABC rides and safety messages during ABC rides, it is not for chat, ride photos, thank you notes etc.

At all times when posting on WhatsApp, Facebook etc please be polite and think carefully before responding to any messages or posts you feel strongly about. If you do become involved in heated exchange of messages, please STOP and discuss the matter with the other person(s) outside the group. When a moderator asks you to STOP please accept their request, moderators are volunteers who have been appointed by the club, please respect them and the club by doing as they ask.

Members should not make any derogatory or negative statements about ABC rides, ride leaders, officers, or any other activity of the club in any of our social media forums, even if they are limited to ABC members. If members have concerns about anything in the club they should raise it with the Captain or any member of the Committee.

Facebook and the WhatsApp Chat group are great for exchanging ideas, but they are not the correct place to formally make important proposals about club business. Any new proposals involving club expenditure, or other

significant changes which affect the membership must be referred to the Committee for agreement first. If you are in doubt as to whether a change is significant or not, please discuss the matter with the Committee or the Club Captain first. If in doubt, notify the Committee first.

Email should be used as the main method of communication for important and significant club business. This can be supplemented by other means such as WhatsApp, Facebook, Gazette, etc, but Email should be used as the main method.

Routine business and minor changes within the remit of club officers responsibilities do not need to be circulated to the full membership by email immediately, however, we need to ensure all members are informed of changes in a reasonable timescale.

Decision Making within ABC

Decisions that affect ABC should be taken in the best interests of the club and members. In most cases there is plenty of time to gather opinions from the Committee and/or members to make sure a decision has support.

Individuals should therefore not make assumptions about important and significant issues just based on their own views. Any decision that affects club financial expenditure, membership resources, the ABC reputation or our legal liability must get the agreement of the Committee and/or members first. In practice proposals will be considered by the Committee first, and they will refer issues to the wider membership where appropriate.

Officers appointed into specific roles have delegated authority for activities under that role, but they must still get the agreement of the Committee if they want to make decisions that are outside their delegated authority, or if they want to significantly change what is being done compared to previous years.

Members or officers of the club proposing a project should research their ideas fully before bring a new proposal to the Committee, demonstrate that their proposal has adequate support within the club, or group of members concerned, and explain how all of the risks will be managed, but they should not make any commitments on behalf of the club until they have agreement.

Proposals to purchase items for the club or to offer to members should involve adequate research and where possible three different quotes from different suppliers, especially where a new type of purchase or service is involved.

Examples of decisions an appointed officer can make without the agreement of the committee:

Social Secretary – Decides to arrange a rendezvous of all club members at a suitable location in a month's time. (WHY? - No club expenditure, negligible resources required, no reputational risk, repeat of previous events, widely supported by members.)

Touring Secretary – Decides to organise a tour of the Lake District next year. (WHY? - No club expenditure, negligible resources required, no reputational risk, repeat of previous type of events, supported by members involved, does not affect other members.)

Racing Secretary – Decides to publicise a future non ABC TT event and encourage ABC members to enter the event. (WHY? - No club expenditure, negligible resources required, no reputational risk, repeat of previous events, supported by members who want to enter, does not affect other members.)

Examples of decisions requiring the agreement of the Committee:

Social Secretary – Proposes new venue for annual dinner involving doubling of the cost of the evening. (WHY? - Increase in club expenditure required)

Touring Secretary – Proposes to organise ABC participation at the York Rally including the organisation of ABC led rides, having an ABC stall. (WHY? - Club expenditure required, significant membership resources required,

reputational risk to ABC if not implemented successfully, legal liability arising from organised rides for non-members, level of support within club needs to be assessed.)

Racing Secretary – Proposes to organise an ABC Audax or Sportive. (WHY? - Club expenditure required, significant membership resources required, reputational risk to ABC if not implemented successfully, legal liability arising from organised event for non-members, level of support within club needs to be assessed.)