

# CMA (UK)

## JOB DESCRIPTIONS

May 2014 – April 2015



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## The key aspects of my role as CMA UK National Chairman (Complied by Mike Fitton)

As I considered the various aspects of my role it is inevitable that they will be or should be aligned with the gifts and experience that God has placed within my life so far and when the day comes for me to step aside and hand over to my successor, that person will bring their own skills to bear on the Leadership of CMA UK. It would be wrong to place too many expectations on an individual Chairman simply because certain approaches worked with his predecessor. There has to be leeway to develop the role with a personal approach and go beyond the known boundaries. I have listed below my main responsibilities together with additional opportunities that have presented themselves in recent years.

### **Main Responsibilities**

- **Overall Leadership**, development, strategy and oversight of the CMA UK
- **Spiritual Leadership of the organisation** as an Ambassador for Christ
- **Chairman of the CMA UK National Executive** meetings
- **Extensive Preaching /Teaching** at CMA events (listed below) to challenge the membership in Holiness and Service for God:  
*UK National Rally  
National AGM  
Regional Meetings  
Branch Meetings  
CMA Ladies conference  
CMA related church services  
International CMA Conferences  
European CMA Leadership Conferences  
European Motorcyclists for Christ Rallies  
European Christian Biker Conferences*
- **Engaged in frontline evangelism** at rallies, shows, any event involving bikers and on a personal level with those I meet on the road. I consider it an essential part of my role to be passionate about reaching bikers and actively involved in sharing the Gospel alongside CMA members.
- **A key element of my role is to present the mission of CMA to the Christian community i.e. churches, conferences etc.**
- **Conflict resolution** – I have often assisted individuals or branches to find a resolution in times of conflict. I gained extensive experience in this field during my Police career and I get tremendous satisfaction from seeing conflicts resolved.
- **Delivering training to members** at branch level or national / regional events. This has involved evangelism, working as a team, developing a branch, planting a Twig, personal responsibility in the light of the Christian Gospel, Living a life of Holiness etc.
- **Encouraging the membership.** I like to get to know the members of CMA on a one to one basis and am often called upon to counsel individuals going through difficult circumstances (bereavement, relational breakdowns, debt, unemployment, illness) and to offer prayer.

- **Visiting branches.** I try to make it my goal to visit every branch within eighteen months either at a branch meeting, regional meeting or local event. At present we have approximately 35 branches / twigs so this is a challenge yet still a priority.
- **Attending motorcycle events throughout the UK** enabling me to see the membership working as a team, raising the profile of CMA's ministry, building relationships with the event organisers i.e. Isle of Man TT, BMF Show, MAG Farmyard Rally & Stormin The Castle Rally, Scottish Bike Show, Mallory Park, Classic Bike Shows, North West 200, NABD, NEC Bike Show events etc. I also support some smaller local branch events where I feel they would benefit from my support i.e. Slimbridge Sidecar Rally headed up by Gloucester Branch.
- **Attend CMA International Leaders Conferences** in the USA or South Africa to discuss the future development of CMA worldwide, to debate issues that arise, sharing fellowship, offering support, praying for each country and its leaders. I have been asked on numerous occasions to preach at these conferences and to assist with problem solving / conflict resolution in other CMA countries. Expenses for International and European Conferences are covered by CMA USA. I maintain a close relationship with John Ogden CEO CMA USA / Rene Changuion CMA International Coordinator.
- **Attend CMA European Leaders Conferences.** These have been organised to alleviate the costs of International travel during the current global financial difficulties. Europe is a special case as we have so many smaller countries involved that are, relatively speaking, within close proximity. The benefits are huge and it provides a platform to share ideas, offer support, resources and prayer.
- **I organise the annual CMA UK National Rally**, booking speakers, allocating roles, negotiating venues, booking bands, identifying seminar speakers, compiling the rally itinerary, working with Apostles Designs on leaflets and booking forms etc.
- **I am annually involved in the 'European Motorcyclists for Christ Annual Rally'** (EMC). I have been involved in organising two of these rallies in the UK and have preached at numerous others. I am regularly approached by clubs who plan to host the EMC for advice, assistance and heading up Presidents meetings.
- **Organisation of the printing and proof reading of Biker Bibles.** I liaise with 'Bibles for the Nations' and the 'UK Bible Society', and constantly seek funding for the Biker Bibles via personal donations, churches and charitable giving. I review the testimonies and seek appropriate alternatives.
- **Regular liaison with the Leaders of our two mission partners**, World Horizons ("WH") and Open Doors. I have attended a WH weekend in Lille France to meet with their team and encourage CMA UK members to embrace the support we offer them. I have also spoken at three WH National Conferences in Mid Wales.
- **Write regular articles for CMA's Chainlink Magazine**, and occasional articles for national Christian publications / Secular bike media.
- **Regular work with Claire of Apostle Designs (Durham) our graphic designer** to produce CMA promotional materials and large exhibition displays.

- **An inevitable consequence of these key responsibilities is travelling extensively.** This role cannot be undertaken by anyone who does not thrive on travelling vast mileage on a bike (or car during winter) on a weekly basis, whatever the weather. It is essential that rest and recovery periods be built in after ministry trips are completed. Giving out physically, emotionally and spiritually is exhausting and not to be overlooked. Attending motorcycle events are exciting but when you incorporate the spiritual warfare we are engaged in it adds a very different dimension. These roles are demanding in preparation before departure, liaison whilst away, with very early starts and late finishes eighteen hour days are quite normal. A nine to five Monday to Friday job would never suit me!
- **The key aspects of my role are** a clear undeniable call of God to serve as National Chairman and a deep love for those I lead. No one can choose to be National Chairman, that is and must be God's choice and God's alone.
- **It is essential that I continue** to be an active motorcyclist seeking to ride at a high standard and knowledgeable in all aspects of the motorcycling world.
- **I am a committed Christian endeavouring to grow in my knowledge and walk with God.** I seek to maintain a regular attendance at my own church of which I am an Elder - we are constantly supported by prayer.
- **Within my schedule I plan** regular periods of rest and annual leave to ensure I am physically capable to carry out my duties. It is important for me to take a retreat to charge my spiritual batteries and to have close trusted friends outside of CMA that provide pastoral care and counselling when required.
- **Each year I have an annual appraisal** arranged by the National Executive
- **I am not to take on** any branch Officials role.

#### **Additional opportunities that have presented themselves**

- **Interviews on local radio stations and UCB radio** on numerous occasions to present the ministry of CMA. These have been very productive and raised our profile, particularly within the local Christian Community.
- **Invitations to speak on the God Channel satellite TV broadcast**, on three occasions it reached people throughout Europe. This was a very positive opportunity to raise CMA's profile and to share my personal testimony within the boundaries of British broadcasting.
- **I have also been interviewed on Revelation TV on two occasions** this is another Christian broadcast throughout Europe.
- **I received an invitation to work alongside the Evangelical Alliance** at Spring Harvest providing an opportunity to address the SH Big Top Friday Morning Worship from the main stage sharing the ministry of CMA.
- **I travelled to Sudan with Open Doors** to meet with the persecuted church and gain personal experience of the ministry they are involved in.
- **Invitations to preach and teach at a conference in Switzerland for European Christian Biker clubs.** Many were not involved in the EMC Rally at the time but have since joined us.

## **Thoughts to consider when applying for a position on the CMA UK National Executive**

You may have been approached by someone recently and asked to consider applying to join the CMA UK National Executive, if so I wanted to outline a few thoughts for you to consider before making your application.

**Mike FITTON (National Chairman CMA UK)**

### **Ephesians Chapter 5 verses 17-19**

**'I ask—ask the God of our Master, Jesus Christ, the God of glory—to make you intelligent and discerning in knowing him personally, your eyes focused and clear, so that you can see exactly what it is he is calling you to do, grasp the immensity of this glorious way of life he has for his followers, oh, the utter extravagance of his work in us who trust him—endless energy, boundless strength!'**

### **Executive information taken from the CMA UK National Handbook**

#### **National Executive**

The Executive Committee shall consist of not less than 5 members nor more than 8 members elected at the annual general meeting who shall hold office from the conclusion of that meeting.

The Executive Committee may in addition appoint co-opted members PROVIDED that co-opted members shall not be entitled to vote at meetings of the Executive Committee. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee and shall take effect from the end of that meeting unless the appointment shall run from the date when the post becomes vacant.

One third (or as near as may be) of the members of the Executive Committee shall retire from office together at the end of the third annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until he or she has signed the declaration of commitment set out in the schedule hereto.

### **Determination of Membership of Executive Committee**

A member of the Executive Committee shall cease to hold office if he or she:

- is disqualified from acting as a member of the Executive Committee by virtue of section 45 of the Charities Act 1992 (or any statutory re-enactment or modification of that provision);
- becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

- is absent without permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- notifies to the Executive committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

### **Executive Committee Members not to be personally interested**

Subject to the provisions of the following paragraph no member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.

Any member of the Executive Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Executive Committee to act in a professional capacity on behalf of the Charity: Provided that at no time shall a majority of the members Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration or that of his or her firm, is under discussion.

### **Meetings and proceedings of the Executive Committee**

The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the National Chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

The National Chairman shall act as chairman at meetings of the Executive Committee. If the National Chairman is absent from any meeting the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.

Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question.

The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.

The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

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**Before applying to join the CMA National Executive  
please consider the following points:**

- Do you have a clear sense of calling from God to the ministry of CMA and in particular to the National Executive? It isn't enough just to want to be on the Executive, or to fulfil an ambition.
- Do you have the backing of your wife, husband, family and church? The commitment to the National Executive can take you away from home quite often and you will need prayer support.
- Do you have the support and backing of your branch?
- Are you willing to have to make decisions for the future of CMA even if they contradict the opinion of friends? It is essential that God's purpose is worked out rather than our personal agenda.
- Are you active in CMA UK at National and Branch level?
- Are you in agreement with the current vision and strategy of CMA UK?
- Do you have a close walk with God on a daily basis? It will be necessary to set aside time to pray over issues under debate and listen to the Holy Spirit's leading.
- Members of the National Executive must endeavour to live Christ like lives, showing Grace, Love and Compassion toward members
- The National Executive meets approximately six times a year (not including the National AGM and National Rally) however you would be expected to attend both of these National events to interact with the members.
- Do you have any specific skills or experience that you can bring to the National Executive?
- Why do you want to apply for this role?

It would be appreciated if you would be willing to give a short presentation to the National AGM prior to the membership considering whether to vote you onto the National Executive. Please cover the aspects of why you are applying and what you feel you can bring to this vital role.

**May God bless you as you seek His purpose  
Mike FITTON (National Chairman CMA UK)**

## National Secretary

### Executive Meetings

- About four weeks before the next meeting, email the Executive asking them for any items for the agenda – give a deadline of say 2 weeks before the meeting.
- Review the progress sheet against the previous minutes and ensure that any items completed are removed from the progress sheet and any new items that are ongoing are added.
- Prepare the agenda ensuring that newer/most important items are listed towards the top of the agenda.
- About 4 -6 days before the meeting email the Executive with the agenda for the meeting along with the progress sheet and minutes of the last meeting. (The minutes will already be agreed between the last meeting and the current meeting to enable the members' version of the minutes to have been prepared and uploaded to the website.)
- Ensure that the trustees receive a copy of the Executive version of the meeting from the previous meeting. Ensure that a copy is uploaded to the ftp.
- Attend the Executive meeting; take minutes and notes of actions.
- Within a week of the meeting draft the minutes, consider which items are confidential and highlight those items in yellow. Send the draft to the Executive and ask for their comments on the minutes as to whether they are approved and obtain agreement as to what items should remain confidential to the Executive. Set a deadline of two weeks.
- Within a week of the deadline for agreement of the minutes, update as appropriate ensuring that there are two sets – one version for the Executive and the other for the members and then let the Executive see the final version for the members giving them a 2-3 day deadline. Thereafter arrange for the members version to be uploaded.
- Currently the agenda and progress sheet are drafted using Excel and the minutes are drafted in Word. The members' version of the minutes once agreed has to be converted to pdf before uploading.

### Updated the Executive news on the CMA website

- Review the Executive news after each meeting and update as appropriate.
- Ensure that the news is relevant and contains a summary of important information.

(This task can be delegated to another Executive member, if appropriate).

### Write short updates for each edition of Chainlink

- Ensure awareness of each Chainlink deadline.
- Write a small article for each edition of Chainlink which contains news from the Executive – this should be done in Word and emailed to the editor of Chainlink using the email address [chainlink@bike.org.uk](mailto:chainlink@bike.org.uk)

### Dealing with emails

- Many queries are received by email both from people within CMA or from outside the organisation. Where possible answer the queries but if unable to, forward the email to someone who can such as another member of the Executive or a local branch chair. As a matter of courtesy when forwarding the email to someone else, reply to the enquirer letting them know that their email has been received and has been forwarded on. The exception to this is where it would not be appropriate to do so such as the email is in some way an attack, offensive or looks suspicious.
- Send out various emails on behalf of the Executive, Officials and Members. There is a special email address for this which links to all members email addresses at the server. This email address is confidential and is only known by the National Secretary and their predecessors.

### Annual update of the CMA Handbook

- A new version of the Handbook is uploaded each year in May to the CMA website.
- During the course of the year changes may be made to the Handbook following decisions made at the Executive/AGM meetings. Keep a working copy and update the changes as and when they are made – this is far easier than having to review all the minutes at the end of the year. Do this in Word.
- Early April send out the updated version to the Executive for their comments – if there are a few changes highlight these in yellow so that the Executive can see instantly what has changed. If the handbook is undergoing a major revamp draw their attention in an email to the main changes. Give them two weeks for any comments.
- Beginning of May – convert the Handbook to pdf. Go to the website where documents are uploaded – remove the previous year's handbook and upload the new one.

### AGM

- At the AGM or very soon afterwards it will be known which branch will be hosting the following year's AGM and who the main contact will be in respect of organisation. Let the membership know the date and venue so that they can work around this when preparing their events for the following year. Liaise with the Executive and host branch to ensure that facilities are in place to meet the requirements of the event; and that a wider weekend programme is in place.
- Obtain a list of accommodation from the host branch around the end of November and send this to members.

Suggested email:

To CMA Members and Supporters

Our National AGM next year is on the weekend of \_\_\_\_\_ with the AGM meeting being held on \_\_\_\_\_ in the afternoon. The venue is \_\_\_\_\_. Further details will follow about the programme for the weekend in due course but in the meantime the \_\_\_\_\_ Branch who are hosting the weekend have put together a list of accommodation local to the venue should you want to stay over and make your own arrangements. The list is below. There will be sleeping accommodation available for both men and women in the church.

- Second week in January – inform branch secretaries by email of the venue for the meeting, and give them a deadline date for receipt of proposals including nominations for the Executive. The deadline must be no later than two months before the AGM. Send a copy of that email to the Executive, National Officials and Branch Chairs.

Suggested email to Branch Secretaries:

To Branch Secretaries,  
Notification of CMA Annual General Meeting 201  
Invitation to Submit Proposals

CMA's National AGM, hosted by \_\_\_\_\_ Branch, will be held at \_\_\_\_\_ at 1.30 p.m. on Saturday \_\_\_ April 201\_. Please inform your branch members of this date.

Papers for the meeting will be sent out around the third week of March.

Proposals for the AGM, with signatures of Proposer and Seconder, should be supplied in writing to me NOT LATER THAN \_\_ February 201\_\_. This will allow time for me to circulate them for discussion. Please e-mail the proposal in the first instance and send the written copy direct to my home address. Anything posted to the PO Box can be delayed for about two weeks before it reaches the National Administrator who will then have to forward it on to me. In addition using the PO Box will mean that additional expense in postage costs will be incurred by CMA.

Our constitution states that there shall be a minimum of five and a maximum of eight National Executive Members. There are currently eight elected members and of those \_\_\_\_\_ are due to retire after their three year periods. It is open for all two/three/four to stand for re-election should they be proposed and seconded. There are therefore \_\_\_\_\_ posts for which candidates may be proposed for election.

As usual the AGM will form part of a fellowship weekend between Friday evening and Sunday lunchtime.

**This communication has been distributed to Branch Secretaries only who are responsible for informing other branch officers and all branch members of this invitation for proposals.**

Suggested email:

To Branch Chairs, National Executive and National Officials

I sent the below message to the branch secretaries today.

(The below message will be the message that was sent to the Branch Secretaries)

- Receives proposals for the meeting and informs the Executive of their content and advises on their impact on the Constitution and Rules of the CMA.
- Early February – email the Executive and branch officials asking for their reports. Set a deadline of about six weeks before the meeting which will give you a few days in which to chase any late comers. Note – Chairman, Treasurer and Merchandise will not be providing reports as they will give these in person at the AGM.

Suggested email:

To National Executive and National Officials

I will be sending out the agenda for the 201\_ AGM in March 201\_ and will need your annual reports by no later than \_\_\_\_\_.

If this is the first time that you are writing a report and you have any queries or need a format to assist you, please let me know in good time.

Thanks

- Once the deadline for proposals expires, prepare agenda
- Not less than one month before send out to the membership – the agenda, draft minutes and weekend itinerary along with the Executive and National Official Reports. (Due to the large amount of information send this out in three emails.)

Suggested emails:

To CMA Members and Supporters

I attach the following documents:

1. Agenda for the National AGM.
2. Minutes of the 201\_ AGM which are still "draft" until accepted or otherwise at the forthcoming AGM together with a list of members who attended the 201\_ AGM.
3. Programme and Information for the weekend

The reports will be sent in separate emails.

To CMA Members and Supporters

I attach a copy of the National Officials' Reports for the 201\_ AGM.

The Merchandise report will be given at the AGM.

To CMA Members and Supporters

I attach a copy of the reports for the National Executive apart from the Treasurer's report as Rob Urand will give his report at the AGM.

- Arranges for the meeting to be chaired, administered (e.g. tellers) and minuted.
- Liaise with the host branch regarding worship, microphone and ensure notice boards are in place.
- Liaise with the Membership Secretary to ensure that voting slips are prepared with the names of those proposed for election to the Executive.
- Following the meeting prepares a draft set of minutes first for approval by the Executive and then to send out to the members. The minutes will remain in draft format until they are approved at the next AGM.
- Ensures that the Constitution and Rules of CMA are updated following any changes made by the AGM and that changes are communicated to the membership (e.g. through Chainlink).

#### Stationery

- It is the Secretary's responsibility to keep the stationery and send this out to officials on request.
- Ensure that as soon as supplies are becoming low (not too low) that this is brought to the attention of the Executive (particularly the National Treasurer) and an order is placed for the items that are low. In general we will use the printer that we have previously used provided that their quote is reasonable as they will already have templates for what we require.

#### Trade Marks

- Ensure awareness of the dates that the registration of the trade marks expire and that arrangements are made to renew these in plenty of time

## National Treasurer

### General:

- Receipts: Posting receipts of cheques/cash in the books, and sending a paper receipt and 'thank you' to the donors, or an email 'thank you'. Ensure there is backing paperwork for each item received.
- Paying in: Regularly paying into the bank cheques and cash received.
- Payments: Paying invoices promptly, using cheques, requiring signature from second official. (Internet Banking usually only requires one signature, so isn't as good from a control/risk/audit perspective. Avoid making cash payments, for the same reason). Check payroll information as it is received monthly from Stewardship. Posting payments in the books. Ensure there is backing paperwork/invoice for every payment made.
- Bank statements: Reconciling bank statements as received and posting details of standing orders and other receipts appearing on them into the books.
- Gift Aid Declarations newly received: make sure the person is entered on the 'donors' tab on the spreadsheet, with a 'Y' against his/her name in the Gift Aid column. Check back on the donors tabs of the five previous years to see if that name is already there, with donor income against it, if so, mark the Gift Aid column with a 'Y' and add a yellow background to that cell, so it will be easy to spot when trawling through for unclaimed Gift Aid (\*See the Early Feb task below). Keep all Gift Aid Declarations in a separate file in an alphabetical surname order. (HMRC may want to see this file at some time!)

### Monthly:

- Record, post and process Membership Subs cheques as received from Membership Secretary at individual donor level on the 'donor' tab, and at total level in the books. This will provide the background info for making the next Gift Aid claim from HMRC.
- Record and file Gift Aid Declaration forms received (see above).
- Record, check, and send to donor's bank any standing order forms received.

### National Executive Meetings:

- Prepare current snapshot figures for the meeting, and highlight any emerging potential problems or items worthy of note. Show how our monthly General Fund income is measuring up against our budgeted monthly figure of £3,600.

### November:

- At the latest, provide independent examiner with previous year's accounts, in AGM format, also in Charity Commission format, plus all backing paperwork.
- Also provide him/her with a blank Independent Examiner's report, for him/her to sign if satisfied with the accounts. Review, discuss and resolve any issues raised by the auditor during the audit process.

### January:

- Prepare previous year's accounts for submission to Charity Commission by end of January. (Also Annual Report, Independent Examiner's report, and Annual Return for the charity). File away audited paperwork for the previous year, and keep for 7 years, then destroy.

### Early February:

- Check the last five years donor receipt tabs to pick up any retrospective Gift Aid Declarations\* which would allow any donations by those people over that period to be reclaimed from HMRC. If any found, then put in a claim so that the proceeds can get into the current financial year before it closes (HMRC take 3 to 4 weeks to process our claim and produce a cheque (or latterly a credit to our bank account). \*Marked in yellow on the 'Y' box

### End February:

- Send request to all branch treasurers, Ladies of CMA and Biker Church treasurers asking them to complete an enclosed form showing their opening and closing balances for the financial year about to end on 31st March. They should also summarise their main income and expenditure headings with amounts alongside on the same form for the year about to end on 31st March. A second form records details of gift aided donors to branch funds, so I can reclaim the tax for the branch. Lastly a copy of a Gift Aid Declaration Form in case they need to get some signed. Deadline for all this to be back is usually the date of the forthcoming National AGM.

### March:

- Prepare for year end. Ensure there are no outstanding issues; pay away all monies held on behalf of others (e.g. gifts received for third parties). Keep an eye on the Income and Expenditure schedule of the General Fund as it builds towards the year end, look for any anomalies, and answer any potential questions arising when comparing with last year's figures. Start to put together the year-end report and schedules, slotting the figures in as they crystallise.

### End March:

- Gradually construct next year's Excel file for the CMA books so it can start to be used in April. Carefully carry final year end balances forward to new file as opening balances.

### Early April:

- Complete the P35 Employer Annual Return (substitute) for the tax year just ended, and send back to Stewardship for them to lodge with the tax authorities.

### April:

- Complete year end accounts, analysis and explanations so that the treasurer's report and schedules for the National AGM can be compiled.
- Receive and check the year end returns from Branch Treasurers. Keep a note of which branches have supplied figures and which branch figures are outstanding. Look through the Branch Gift Aid returns and raise any problem issues with the Branch Treasurer now, so that this does not cause a delay to the main Gift Aid claim when compiled in May.
- Receive the CMA Merchandise accounts for the year, check them through, and incorporate them into the treasurer's year-end report for the National AGM.
- Attend AGM with comprehensive Treasurer's report to explain to the members, and invite questions (anticipate and research those questions which might be generated by anyone looking at the figures in the Treasurer's report, so you are ready to answer them at the meeting).

### Early to mid-May:

- Chase up those Branch Treasurers who have not sent in their year-end returns, initially by email, then if still no response, by telephone. Every treasurer should send in a response, although not all will want Gift Aid recovered for the branch.

May:

- Start to gather the half yearly Gift Aid claim information together. This will comprise the data from the donors' sheet for the second six months of the financial year just ended, plus a whole year's data received from the branches for the financial year just ended.
- Complete the various Excel sheets templates for the new financial year, so that they are self-updating from the basic Payments and Receipts postings.

May/June:

- Once all the previous year's Gift Aid information is in from the branches, put together a claim to HMRC for that, and for the income into National Funds for the period October to March of the previous financial year. Post it off to HMRC; it usually takes them three to four weeks to send us the cheque/credit our account.

Early July:

- Pay balance of National Rally marquee and equipment hire. Take chequebook, paying in book and plastic money bags to the rally, to make payments (assuming there is cheque signatory there), and pay in rally cash received from gate bookings. Prepare cheque for National Chairman to present to World Horizons representative at the rally.

July:

- Having received the Gift Aid recovery from HMRC, draw cheques payable to each branch for their share of the tax recovered; all based upon the original claim.

Late July:

- At the National Rally pay any items needing payment, and receive various monies and cheques.

Early August:

- Analyse the National Rally figures and produce a result with backing analysis to present to the National Executive.

September:

- Get previous year's books together for audit, instead of leaving it to December or January. Get to auditor by third week in September.

Early October:

- Gather the half yearly Gift Aid claim info together, covering donations to National Funds from 1st April to 30th September. This will comprise the data from the donors' sheet for that period. Check the results and be careful to separate Bible Fund, Publicity Fund, and General Fund items. Submit claim to HMRC by the end of the month if possible. The credit or cheque should be received from HMRC about four weeks after submitting the claim.

## National Administrator

National Communications: Manages the PO Box and the admin@bike.org.uk electronic post-box. PO Box: Ensures the smooth and continued running of the PO Box: monitoring delivery of mail. Review of mail from the PO Box and its distribution to appropriate officers and branches, operating discretion as required.

### Duties:

1. Record all mail received and the date forwarded and to whom, itemising type of mail and amount of any cheques, in case any loss of mail.
2. Some letters, usually from inmates of prison are addressed to a person and can be forwarded unopened.
3. New membership applications come from branch chairmen with completed workbook and payment. Application, cheque and workbook should be forwarded to the "Responsible Executive Member's Primary Contact".
4. Membership renewals and Supporter Applications should be sent to the National Membership Secretary with the cheque.
5. Orders for Members' CMA Patches forward to the National Chairman with the cheque.
6. Merchandise orders with the cheque forward to the National Merchandiser.
7. Donations should be forwarded to the Treasurer.

'Admin' E-Mail: Liaising with CMA's Webmaster to ensure the smooth and continued running of the admin e-mail account. Ensuring that messages are regularly collected and passed on to officers and branches, operating discretion as required. In each case supplies membership information where requested, answers or forwards (e.g. to the National Chairman, National Executive or National Officers) enquiries about CMA and its activities as appropriate; and forwards information about events to branches or membership as appropriate.

## Membership Secretary

### DAILY TASKS

- All membership renewal forms received to be processed
  - Record new expiry date, and any change of details on CMA database
  - Make new membership card
  - Post to member with a compliments slip
- Any new membership applications received to be processed.
  - New record made on database
  - Membership number allocated from list
  - Membership card made
  - Welcome letter produced
  - Post to new member with a recent copy of Chainlink
  - Any new Gift Aid signatures – copy form for your file (keep original with cheques and post to Treasurer on a weekly basis)
- All cheques received to be recorded on the back of the renewal form and entered into the renewals record.
- All forms to be filed.
- Respond to all enquiries received via phone or e-mail.

### WEEKLY TASKS

- Any church renewals received to be recorded and new church certificate issued.
- Post cheques with a copy of the weekly renewals record to CMA national treasurer, together with all new Gift Aid signed forms.

### MONTHLY TASKS

- Reconcile expense slip, tally and send expenses receipts for the month to Treasurer.
- Prepare and e-mail to branch chairs renewal lists, together with reminders for those due to lapse shortly.
- Send out a reminder letter and renewal form to any affiliated church due to lapse.
- Reconcile Standing order list with lapsed members and remind Branch Chairs to process renewal forms for members/supporters with standing orders.

### CHAINLINK – 3 times per year

- Produce and e-mail mailing lists to printers:
  - Membership (only one copy per married couple)
  - Affiliated churches, other organisations, and our donors
  - Branch chairs (they have an individually selected allocation)
  - Receive all surplus copies for sending out to new members, or any branch requesting additional copies.

## QUARTERLY TASKS

- Maintain and update the Executive, Officials and Branch Officials lists.
- Update Branch Officials lists both online and on spreadsheet when information supplied from National Secretary and/or Branch Chairmen.
- Maintain branch details on website.
- Reconcile Executive and Branch Officials list with website and check that all Officials are fully paid up current members.
- Notify Branch Chairs of any Officials with lapsed membership.
- Maintain and produce document templates for CMA UK, as required.

## YEARLY TASKS

- Prepare Membership Secretary annual report
  - Report on the following statistics:
    - Total membership numbers
    - Membership numbers by branch
    - Male/female members analysis
    - Report losses/gains on last year on all the above
- Attend the CMA National AGM with:
  - Membership lists printed copy for members to sign in
  - All other records on laptop for reference if required
  - Produce voting slips as required
  - Process renewals and issue membership cards as required at AGM.
  - NB. All reference to 'member' also includes 'supporter' and 'youth'

## Chainlink Editor

### **1      Introduction and Scope**

The following notes outline the steps to be taken to produce an issue of the CMA UK's Chainlink Magazine. All actions are the responsibility of the Editor, unless stated otherwise.  
This does NOT include detailed instructions on how to use the software application used to produce the magazine.

### **2      Process**

- 1      Chainlink is produced using the QuarkXPress8 software application.  
The Editor holds the master copy (cd) of the software and a printed copy of the user manual. In the event of the software needing to be reloaded:
  - the cd should be used to load the "base" version
  - access the QuarkXPress website to download updates to the cd version
- 2      Prepare the "empty" shell for the next edition of the magazine.
- 3      Collate items for inclusion.
  - these will generally be sourced from the Executive, UK membership and third parties
  - ensure receipt of the Chairman's and National Secretary's items
- 4      Upon receipt of items for inclusion, confirm receipt. The standard confirmation email to the contributor is :

This confirms receipt of your email with (x) item(s) for consideration for inclusion in the next edition of Chainlink magazine. If it is not included in the forthcoming edition, it will be held over for a future issue, unless we hear from you requesting otherwise.
- 5      Ensure that all material is suitable for inclusion.
- 6      Where possible and appropriate, ensure that suitable photos / images are available with each item. It is Chainlink practice for a photo of the contributor to accompany their item.
- 7      If advertising material is received :
  - a. verify that it is suitable and is in a useable format
  - b. ensure that advertising fees are paid (payment should be received with the material)A copy of the current CMA UK Advertising Policy is attached for reference (Appendix A)
- 8      One month before the deadline date for submission of material, issue a reminder to CMA UK members / supporters (via the National Secretary).
- 9      Select suitable images for the front and rear covers (pages) of the magazine.
- 10     "Build" the magazine:
  - The magazine is produced in one of two sizes (28 or 32 pages, including covers)
  - The front and back covers are in colour (gloss coated 200gsm paper)
  - Internal pages are mono (gloss coated 115gsm paper)
  - CMA and magazine information, and the contents list, are on page 2
  - The Chairman's item is always on page 3

- The formatting of all other pages (from page 4 to the final page before the rear inside cover) is at the discretion of the Editor
  - If a contributor requests that their item(s) should be in colour, the costs will be paid by the contributor (prices to be obtained from the printer : see Appendix B)
- 11 When the completion date (final configuration) for the issue is known, contact:
- a. the printer to make them aware of the requirement to plan the printing and distribution of the magazine. (Appendix B holds the current printer information).
  - b. the CMA UK Membership Secretary to ensure that the distribution address lists are sent to the printer in time for the fulfilment (folding, packing and distribution) to be carried out.
- 12 When the magazine has been finalised, print a copy and check ALL items (even the regular, "unchanging", pieces) to ensure
- a. quality of content e.g. is it "readable"? (i.e. does it make sense?)
  - b. correct formatting
  - c. accuracy of detail (e.g. dates of events)
  - d. clarity of images
  - e. grammar
  - f. spelling
  - g. all required material / information has been included
- 13 Make any necessary amendments to the format / content.
- 14 Repeat the review / amendment process until the desired quality product is achieved.
- 15 Collate a "pack" for the printer. This will usually be a CD/dvd with the following :
- Magazine file
  - Folder containing images
  - Printed (draft) copy of the magazine, as per the final amended version
- 16 Send the pack to the printer.
- 17 Verify with the printer (via telephone / email) that the package has been sent.
- 18 When the printer has formatted the magazine, they will send a proof copy to the Editor by post.
- 19 Verify that the quality is as required and that ALL items are correct; there may (probably will) be things that were missed in the verification process above.
- 20 If any amendments need to be applied, contact the printer to have them implemented. Dependent upon the scale of change, it may require a revised full proof copy to be re-sent, or an email of the changed page(s) may suffice.
- 21 When the final approval is given, the printer will produce the magazine and issue copies, as per the distribution lists supplied by the CMA UK Membership Secretary.
- 22 Following completion, make back-up copies and archive all relevant material.
- 23 Restart the cycle for the next issue.

## **Appendix A Advertising in Chainlink: Policy (2013)**

### **1 General**

- We will include a limited amount of advertising in each issue of Chainlink
- There will be a **maximum** equivalent of two pages of advertising in each issue.
- Individual adverts may be placed on different pages of the magazine (i.e. there will **not** be a specific "classified adverts" section).
- The location of an advert in the magazine will be at the discretion of the editor
- Advertisers will **not** be able to specify the location of an item in the magazine
- Adverts will be placed for two consecutive issues
- (we usually have three issues per year: Spring / Summer / Winter: issue dates are not fixed)

### **2 Priority of Placement**

- In the event of demand exceeding capacity, the placement of an advert in the magazine will be prioritised as follows:
  - 1 Adverts placed by members
  - 2 Adverts placed by Christian organisation
  - 3 Bike-related adverts
  - 4 Other
- If the space allocation is full, priority will be given to existing item (i.e. those that have still to be published for the second of their two entries)

### **3 Subjects and Content**

- Adverts should be for suitable subjects including:
  - events
  - products (e.g. biking accessories)
  - services (e.g. insurance / legal / recovery)
  - accommodation (e.g. hotels / b&b's / hostels) business (e.g. printing / accountancy) etc.
- Adverts for individual "items for sale" (bikes, tools, clothing, etc.) will **not** be accepted
- Advertising material must **not** include words or images that may cause offence, or be perceived to have the potential to do so The Chainlink editor will have the final say in such matters
- The advertiser is fully responsible for the content of the advert
- Chainlink editorial is not responsible for errors originating from the advertiser's material (spelling, etc.)
- If a CMA member submits advertising material on behalf of a third party, they must accept all responsibility for the content

### **4 Material**

- All items must be submitted in their final format; i.e. text graphics and or image(s) must be as the advertiser requires them to be displayed.
- The magazine is produced in mono (black and white), with internal colour pages being an exception. Note: where this happens, the additional cost of printing is fully covered by a donor.
- Any advertisement submitted with coloured text or images will be printed in black and white
- Costs will not be refunded / reduced if the advertiser has not taken this into account
- All material should be submitted by email to [chainlink@bike.org.uk](mailto:chainlink@bike.org.uk) or cd / dvd to Editor: Chainlink, c/o Pentire Solutions Ltd, 4 Queens Crescent, Burgess Hill, West Sussex, RH15 9EU. Include contact details of sender (telephone AND email)
- Receipt of material will be acknowledged, with information about placing (see Priority of Placement, above)
- If there is a (potential) problem with the material / content, the sender will be contacted as soon as this is identified
- Each advert in the magazine will be "boxed" when placed
- Material received after the closing date for submissions for an issue will **not** be accepted
- Submission dates for forthcoming issues are in each edition and also emailed to members

## 5 Size and Costs

- There are three sizes of advertisement (related to an A4 page size). The following shows the costs for **two issues** (showing CMA members' discounted costs)
  - Eighth page £50 (members: £ 35)
  - Quarter page £75 (members: £ 52)
  - Half page £100 (members: £ 70)For the cost of placement in more than two issues email the editor ([chainlink@bike.org.uk](mailto:chainlink@bike.org.uk)) with the requirements to obtain information
- Payment must be received, and funds cleared, before advertising material can be inserted into the magazine: Payment by cheque to CMA (UK). Cheque to be sent to the address given above for emailed items or with cd / dvd material.
- There will be no refund following the retraction of an advertisement by the advertiser following the first issue
- If an advert is removed by the editor (e.g. upon request of the National Executive), a refund of 30% may be given

This policy will be reviewed regularly by the Chainlink editor and the National Executive. If you have any comments or queries relating to any of the information above, please contact the Chainlink editor ([chainlink@bike.org.uk](mailto:chainlink@bike.org.uk)).

## Appendix B : Printer (2013)

Barnwell Print Ltd  
Dunkirk Industrial Estate  
Aylsham  
Norfolk  
NR11 6SU

Tel: 01263 732767  
Contact Richard Pryor (email: [richard@barnwellprint.co.uk](mailto:richard@barnwellprint.co.uk))

Costs (due for revision mid 2013):

800 copies

Printing:	28 page issue (24 pages text / 4 pages cover)	£805.00
	Run on (additional copies) per 100 copies	£ 23.00
	32 page issue (28 pages text / 4 pages cover)	£935.00
	Run on (additional copies) per 100 copies	£ 27.00
Fulfilment		£195.00
Distribution	Cost variable, dependent upon carriers' costs at time of issue.	

## Fasttrack Prayer Co-ordinator

- Maintain a list of branch prayer coordinators and others interested in receiving CMA prayer requests etc, adding, deleting and amending email contact details for those individuals and maintaining them as a group on CMA's Fasttrack email account.
- Arrange cover for holidays and other periods when it will not be possible to access the Fasttrack email account.
- Check – as a minimum daily – for new prayer requests which may arrive via a link on the CMA UK website, by emails sent direct to the Fasttrack account, or (exceptionally) by text message from persons requesting prayer for themselves or others.
- Prayerfully reflect on whether the request is appropriate for circulation to CMA's prayer network, considering the gravity of the situation and its relevance to CMA's ministry and membership.
- Be alert to the possibility of scams targeting CMA and its members.
- Correct the prayer request's spelling and grammar if necessary prior to sending.
- The prayer coordinator should pray into the situation themselves prior to sending.
- Delete any personal information such as email addresses and telephone numbers, unless the sender explicitly requests them to be given.
- Wherever possible combine multiple prayer requests into a single email, to reduce the number sent.
- Send the prayer request email out to the CMA Branch Prayer Coordinators group using the "bcc" function so that email addresses remain confidential.
- Respond, if possible, to any queries arising from the prayer requests.
- Circulate, using the same guidelines, updates and reports of answered prayer.
- Provide a report to the executive prior to CMA UK's AGM.
- Encourage CMA's prayer ministry by ensuring that each branch has a prayer coordinator.

## Merchandise Officials

The main aims of CMA UK Merchandise are to provide a service to CMA members and supporters and to produce enough profit to donate money to National funds on an annual basis.

Merchandise officers need to be computer literate, fairly proficient in Microsoft Excel and be capable of learning other software programs. A grasp of basic business principles is also essential.

Access to a van or similar transport is beneficial as this reduces Merchandise's costs.

The main roles are:

- Ordering Stock
- Displaying/Updating Stock on Website & Database
- Processing Orders (come in via post, email and occasionally Facebook)
- Dispatching/Posting Orders
- Stock Control
- Selling Merchandise at a stand at major CMA events (National Rally, AGM, Ladies Conference, other rallies)
- Accounts/Finance

### **Ordering Stock:**

The stock is ordered with the following in mind: quality, value for money and sale ability (how likely it is to sell). The standard margin should be 33% (if you purchase for £3, then minimum sale price should be £4 however if the purchase price and RRP allows for more than 33% then it is advisable that the highest fair price be charged to ensure enough profit to pay back to National Funds). Negotiation is a key part of this role.

We use a number of suppliers however regularly check for better pricing.

List of Suppliers:

- U-Name it Promotions - T-shirts, Sweatshirts, Mugs, Travel mugs, Motorcycle side stand pucks, pens, etc
- W O Lewis (badges) - Pin Badges inc. Year bars
- CMA (USA) – International patch badges, Car magnets, Flags, Neck Buffs, Vest extenders, Belt Buckles, Coasters
- Atlantis Badges - All Patches
- Normanton Screenprint - All Stickers
- Metamorphosis - Large leather cross, Small leather cross, Leather key fobs, Leather Belts

### **Displaying/Updating Stock on Website & Database**

Once stock arrives, this is checked to ensure that it is correct and complete. This is added to the Excel database and the Stock Control Database (Averasell) which gives it a product code and a barcode. Take a high quality photograph of the product. The item is then added to the website (through the Admin function) with the attached image. When a product/size/colour sells out, these needs to be updated on the website to ensure that the stock on the website is up to date.

## **Processing Orders (come in via post, email and occasionally Facebook) & Dispatching Orders**

When orders are received, the order is given an order number, entered into the physical order book and the items need to be packaged (from the boxes of stock) and posted. This should be done as soon as possible (usually 3 days) as the orders received through the PO Box can take up to 6 weeks. The payment is banked (with the order number as reference). On a monthly/quarterly basis, the order book records are entered into the Excel database to keep the records up to date. Currently, the postage receipts are kept and paid back to Merchandise officers annually. (Previous Merchandise officers have noted that using cash from Merchandise funds often caused confusion so this was deemed the best option). On the rare occasion that items have become unavailable, contact is made with the customer for them to choose an alternative or process a refund.

## **Stock Control**

Averasell (Barcode System) - This is currently only used to show what is sold at events, it still needs some work to be used for whole stock control. An Excel Database is used to manage stock levels, all purchases and sales (orders and events) are entered into the database. This is a great tool to work out profit margins and which items sell best. It's also extremely useful to determine which items to put on sale, etc. The ongoing Stock Control (using the Excel database) makes the annual stock take much easier as it's more of a check against the records.

On occasions when items vary in price (due to fluctuations in costs/world market), the Excel Spreadsheet needs to be manually updated (the formulas will not work) to reflect the correct pricing.

## **Selling Merchandise at a stand at major CMA events (National Rally, AGM, Ladies Conference, other rallies)**

Preferably, the Merchandise stand should be erected the day before the start of the event to ensure everything is priced and barcoded effectively (physical stock and both databases). This can take considerable time. A huge part of Merchandise is finding new ways to display stock to keep it fresh and highlight products to remind members/supporters what is available.

Items are then scanned through Averasell, to keep a record of all sales and payment taken). Taking down the stand at the end of the event is important to ensure it is packed correctly for easy access at a future date.

Currently, only fuel costs incurred to and from an event are claimed (this is not claimed as mileage).

## **Accounts/Finance**

Merchandise annual accounts are closed on March 31st and need to be compiled immediately as these need to be checked/audited prior to the AGM (usually mid-end April) by the Treasurer. Once the cashbook (this is a record of money in and money out and confirmed against bank statements) and year on year summary (in the Excel database) has been completed the accounts can be produced purely from the Excel spreadsheet as all the purchases, sales and profits should tally from the regular updating of the spreadsheet.

All cheques require two signatories.

**On a final note:**

Merchandise is a very fulfilling role and can be administratively quiet for several months of the year however during the busy months it can take up a considerable amount of time.

The negotiation of sales and the preparation during the run-up to rallies/events is vital to the success of Merchandise. Regular updating of the database when new products arrive and after an event is time-consuming and cannot be ignored.

Finally, it is important that whoever runs Merchandise has somewhere to store the products and display units in a dry environment.

## Safeguarding Co-ordinator

- Ensure annual membership of Churches Child Protection Advisory Service (CCPAS) is maintained.
- Arrange DBS checks through CCPAS as appropriate (the criteria have changed frequently over the last couple of years).
- Ensure own DBS check through CCPAS is done every three years.
- Keep up to date with frequently changing legislation and recommendations regarding DBS checks.
- Identify a Deputy Co-ordinator and arrange their DBS check through CCPAS every three years.
- Complete annual review of CMA Safeguarding Policy and Guidelines on or about 1<sup>st</sup> June.
- Inform National Exec and Branch Chairmen periodically of training opportunities provided by CCPAS. It is currently a 'Facing the Unthinkable' seminar. See <http://www.ccpas.co.uk/TrainingFtU.html>
- Ensure that Branch Chairmen are aware of their responsibility for Safeguarding matters within their branch. CMA Handbook page 15.

### Tracts Officer

1. Write tracts for CMA. There are already different tracts and to most people they will be new when handing them out.
2. Review the tracts for layout from time to time to ensure that the pictures are up to date.
3. For any new tracts that are written obtain approval from the Executive for publishing.
4. Liaise with Claire at Apostle Design regarding layout and printing.
5. Obtain authorisation from the National Treasurer for printing costs.
6. When stocks are starting to get low order a new supply in good time
7. Send out tracts to branches when requested - the charge is £5 per 100 tracts to cover printing costs.
8. Take tracts to the AGM and Rally for branches to purchase.
9. Encourage branches to use the tracts.

## Webmaster

- Design, build and maintain the CMA website and its database.
- Maintain the CMA mailing lists and redirections.
- Keep all source files (web pages, database table files, shell scripts etc. under source control (RCS)).
- Liaise with the Exec over changes to the website or mailing lists.
- Liaise with our ISP when there are issues with the web server or mail system.
- Add new users to the officials' login as required (this needs to be formalised).