



NSWERA Governance Manual

SMC Position Description - Document No. 7.4.7

Position Title

Ride Administration

Position Purpose

Ensure the field administration of NSWERA endurance rides is managed efficiently and effectively by coaching ride secretaries and providing a documentation package and a database computer.

Principle Accountabilities & Performance Indicators.

Procedures and Documentation

Liaise with the SMC, ride organizers, and others in developing and defining the administrative procedures and documentation for conducting and recording the results of an affiliated endurance event. Ensure the latest versions of all procedures and documents are entered in the Procedures Manual, and where appropriate, posted on the website.

KPI – Masters of all documents in the Procedures manual and only the latest versions in use.

Administration Pack

Ensure ride secretaries have all of the documents they need by defining the contents of, and overseeing the distribution of an administration pack.

KPI – Up-to-date administration pack forwarded to ride secretaries one week before ride.

Database Computer

Ensure efficient collection and transfer of ride data to the central database by overseeing the coaching and support of ride secretaries and the circulation of database computers that are loaded with the latest information.

KPI – Timely and trouble free update of ride data in Database.