



Roles of Committee Members

1. Chairperson

- Chair all meetings of Committee & Membership
- Attend Seven Sisters Country Park Management Committee Meetings
- Write introduction to club newsletter
- Answer all club written & website enquiries
- Hold casting vote in the event of a hung vote
- Act as focal point for all CVCC activities
- Represent club locally, regionally and nationally when required
- Act to resolve any conflict or breach of club policies & rules
- Provide yearly report at the AGM

2. Vice Chairperson

- Deputise & assist the Chairperson, Treasurer & Secretary in their roles and cover for them in event of absence
- Arrange Club Annual Equipment & Boat Insurance
- Co-ordinate & maintain all club website content (non technical)
- Maintain & Co-ordinate Club Notice Board Content

3. Treasurer

- Review bank account signatories and send in new mandate forms if required due to change of committee members
- Receive all incoming funds from club staff & members in relation to membership fees, courses, come & try it, pool sessions, donations and any other income sources
- Make regular deposits of club income (cash & cheques) into the club bank account (held with RBS)
- Maintain accurate electronic (spreadsheet) record of club accounts showing all income & expenditure
- Settle all club bills & invoices (generally via post/cheque with covering letter) – Barn Rent, BCU Affiliation
- File copies of all receipts for expenditure. All receipts should be cross referenced against the electronic (spreadsheet) record of club accounts
- Check bank statement against electronic (spreadsheet) record of club accounts and closing off the month figures
- Produce regular summary of accounts to present to committee at each committee meeting
- Process all expense reimbursement requests from club staff who have made expenditure on behalf of the club
- Make coach reimbursement payments – (names and amount to be provided by coaching officer)
- Get accounts independently audited at the end of financial year
- Close of end of year accounts and create accounts report for AGM

4. Secretary

- Accept membership application forms & fees from new & renewing members
- Process application forms transferring information into club membership database
- Pass membership subscription payments to club treasurer
- Send out welcome packs & information to new club member
- Send out membership renewals to club members at start of club season
- Complete BCU affiliation form to then be passed to club treasurer for payment
- Act as central hub for all club information & member detail storage and provide required information to other club staff in connection with club business upon request

- Ensure membership application forms are available from Barn office (re-stock)
- Record accurate minutes of all club meetings and committee meetings

5. Welfare Officer

- Liaise with BCU to carry out CRB check on club coaches & committee members
- Maintain record of a club coaches BCU membership, CRB check & first aid
- Liaise with coaching officer to ensure only approved coaches operate
- Act as high visible focal point for all club harassment and protection issues, overseeing and managing all complaints
- Ensure compliance of all BCU & CVCC Welfare Policies, Guidelines & Rules
- Organise first aid courses for new & existing coaches

6. Equipment Officer

- Organise a stock take and general clean up of the barn.
- Responsible for maintenance of club boats and equipment.
- Present the club member equipment related requests to the committee
- To work with the committee to improve the club's equipment and discuss the purchase of new equipment and the sale of any surplus.
- To have a good knowledge of equipment and to show a presence at the club and be able to service the equipment.
- Maintain a register of club boats and tag new ones.
- Liaise with the Vice Chairperson in arranging the clubs boat & equipment insurance

7. Events Co-ordinator

- Originate and organise six social events per year; these to include an annual AGM dinner, the Big Splash summer water-based day, Women's Development Day and other non water-based occasions – such as Bike rides, walks, slide/film evenings, pub quizzes, paint-balling etc.
- Liaise with club coaches & committee to formulate annual club programme prior to start of season
- Maintain online and notice board programme to reflect additions/changes/cancellation to proposed events
- Liaise with Club Editor & Vice Chair to ensure good promotion of forth coming events in newsletters, website, etc

8. Volunteer Co-ordinator

- Maintains coaching rota through online rota, email and notice board system
- Monitors coaching cover and arrange for cover where necessary - This may involve emailing, calling & writing to club coaches to encourage support and volunteers
- Ensure ready supply of coaching sheets are available in club office
- Regularly collect coaching sheets from club office
- Calculate re-imburement payments per coach and inform treasurer of what payment need to be made to each coach
- Co-ordinate the development of aspiring, new & existing coaches

9. Club Editor

- Edit and produce "Throwline" newsletter four times a year.
- Be responsible for online edition of "Mini-Throwline" or "Newline" for the more gossipy ephemeral stuff with links to 'Facebook' etc

10. Junior Representative

- A specific remit to represent junior section of club (under 18 years) and put forward request on behalf of juniors at Committee meetings
- Support and organise events and trips suitable for juniors
- Monitor provision of junior equipment & kayaks and put forward any request to the Committee.