



ROLES OF COMMITTEE MEMBERS

1. Chairperson

- Chair all meetings of Committee & Membership
- Attend ESCC Buzz Active meetings
- 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. 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 HSBC)
- 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 Co-ordinator)
- Get accounts independently audited at the end of financial year
- Close of end of year accounts and create accounts report for AGM

3. Secretary

- Maintain the CVCC website and online membership facility
- Maintain club online document store & minutes download section of website.
- Accept manual membership application forms & fees from those not joining via website.
- Pass manual membership fee payments to club treasurer
- 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
- Co-ordinate & prepare Agenda for committee meetings.
- Record accurate minutes of all club meetings and committee meetings

4. Welfare Officer

- Liaise with BCU to carry out DBS checks on new club coaches.
- Maintain record of a club coaches BCU membership, DBS checks & first aid course attendance.
- 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 and Safeguarding courses for new & existing coaches

5. Safety Officer

- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety
- Ensure all accidents are correctly reported in accordance with the BC guidelines
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis
- Keep up to date with the latest training requirements form British canoeing

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. Coach 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. Media & Fundraising Co-ordinator

- Edit & produce annual edition of "Throwline" club magazine.
- Be responsible for emailing 'Mail Chimp' newsletters to provide information on events & news.
- Manage CVCC social media presence and coordinate sharing approved comments, photos and videos of club activities.
- Act as lead in applications & contacting various organisations with a view to obtaining funds for purchasing equipment & courses.

10. Youth Officer

- 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.