

ROLES & RESPONSIBILITIES OF CLWB SYRFFIO DYFFRYN CONWY COMMITTEE

EXECUTIVE COMMITTEE POSTS

ROLE TITLE: CHAIR PERSON (EXECUTIVE COMMITTEE POST)

RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Take responsibility for managing the executive committee and the affairs of the club.
- Oversee and guide all decisions taken by the executive committee and sub committees.
- Oversee the work of all committee members.
- In conjunction with the secretary, prepare and present the annual report.
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Be completely familiar with the constitution, club rules and committee procedures.
- Liaise with the Treasurer and committee to ensure that funds are spent properly and in the best interests of the club.
- Help to prepare and submit any statutory documents that are required (e.g. grant aid applications/reports).
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Agenda discussed and confirmed with the Secretary.

ROLE TITLE: TREASURER (EXECUTIVE COMMITTEE POST)

RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Responsible for the club finances
- Deal efficiently and effectively with all invoices and bills
- Keep up to date records of all the financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all money received
- Attend committee meetings and present the budget report
- Prepare the end of year accounts summary
- In agreement with the committee plan the annual budget
- Monitor the budget throughout the year.

ROLE TITLE: CLUB SECRETARY (EXECUTIVE COMMITTEE POST)
RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- To be the 'principal administrator' for the club, dealing with club correspondence and distributing to relevant officers for response where required
- In conjunction with the Chair Person to prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Club Committee meetings on file and distribute copies
- To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
- To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- To ensure that all club members have a copy of the clubs details and officers contacts etc

COMMITTEE POSTS

ROLE TITLE: MEMBERSHIP SECRETARY
RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Receive and progress membership applications.
- Manage the club's subscription renewal process.
- Maintain an up-to-date list of all club members, recording status in respect of subscription.
- To identify any significant trends in changing membership. To report these to Officers and Management Committee members as appropriate and recommend any actions which should be considered.
- Liaise with the executive committee over current membership numbers and jointly develop proposals for annual renewal rates

ROLE TITLE: HEALTH AND SAFETY OFFICER
RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Assist the club to put in place policies and implementation plans for managing safety during sessions
- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety within the club
- Ensure all accidents and incidents are correctly reported in accordance with current guidelines, and help the club with analysis of near misses and accidents
- Ensure that the club's safe systems of work are employed by maintaining up-to-date risk assessments and associated policies
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis

ROLE TITLE: SAFEGUARDING & INCLUSION OFFICER

RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Implement the child protection policy and procedures of the club
- Encourage good practice by promoting and championing the child protection policy and procedures
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose
- Regularly report to the Club Committee
- Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.

ROLE TITLE: COMMUNICATIONS OFFICER

RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Develops and updates the club website.
- Make sure that the clubs website and other forms of social media contain up to date and correct information about the club.
- Be available to talk to/build relationships with the local and any other media
- Raise the profile of the club locally and further afield.
- Writes press releases for distribution to local papers, magazines websites etc.
- Responsible for the club branding.
- Creates merchandise and other promotional material including club clothing.
- Promote the club to the wider community in doing so attracts new members or sponsorship.
- Maintains and publishes the development structure.
- Publishes the weekly schedule of who is surfing when and where.

ROLE TITLE: SOCIAL SECRETARY
RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Organise and promote social events for all Club members
- Organise and coordinate bookings and manage attendance at events
- Organise the Club's Christmas event
- Assess the safety of proposed events and venues
- Liaise with committee members on social events
- In conjunction with the club communication officer, promote social events over the Club's social media and website

ROLE TITLE: FUNDRAISING OFFICER
RESPONSIBLE TO: The Club Management Committee

MAIN DUTIES:

- Organises and coordinates fund-raising activities
- Identifies grant and other fund-raising opportunities
- Fills in relevant grant application forms and follows through to award
- Works with other club committee officers to ensure grant money is appropriately spent
- Liaise with local business to obtain donations
- Liaise with committee members on fund raising
- In conjunction with the club communication officer, promote fund raising activities on social media and the club website

ROLE TITLE: HEAD COACH
RESPONSIBLE TO: The Club Management Committee

- To help club members maintain their enjoyment and reach their potential in a safe, structured environment.
- To assist in the planning, preparation, deliverance, and evaluation of the coaching programme
- Provide support and advice to the assistant coaches and club helpers
- Brief all relevant helpers, assistant coaches and surfers on the aims of the session.
- Assesses surfers against the club's development structure.
- Ensure that all coaches are well briefed about any special needs of the participants involved i.e. medical condition/disabilities etc
- To identify sport, recreation, and health initiatives and to oversee there the strategic planning and implementation
- To coordinate, deliver and promote relevant activities, classes and events, within the club membership
- To support, develop and manage coaches and volunteer staff
- To raise awareness of health and fitness issues and promote participation in surfing, particularly amongst underrepresented groups
- To Evaluate and monitor activities and projects
- To develop coaching and development opportunities
- To maintain link and work with national governing bodies (NGBs)
- To identify potential opportunities for external funding

ROLE TITLE: EQUIPMENT OFFICER
RESPONSIBLE TO: The Club Management Committee

- Keeps an inventory of equipment
- Maintains register of who has borrowed kit
- Ensures equipment is returned after use
- Keeps equipment container tidy