

# Stafford and Stone Canoe Club



## Committee Roles and other Non-Committee Positions

The roles of President, Chairman, Vice-Chairman, Secretary, Treasurer, Welfare Officers, Clubhouse and Site Officer, Publicity Officer, Coaching Officer and Junior Representative are elected positions.

All other Coordinator positions are appointed by the S&SCC Committee.

Job Roles and Responsibilities  
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## **President**

By convention the appointment of President is designated rather than volunteered. The President is the formal figure head of the Canoe Club. The President is required only to show the club in good light, and attend formal evenings. Presidents may attend committee meetings at their discretion.

## **Chairman**

The Chairman is the driving force for the club having executive decision on the direction of the club after consultation with the committee. The chairman is likely to have a global plan that they would like to implement, designed to take the club forward, and should use the committee and the club members to help this process.

The Chairman will preside at all General Meetings of the Club and at all General Meetings of the Committee and be responsible for guiding the activities of the Club in accordance with the Constitution and general policy as expressed by the majority of members in General Meeting. The Chairman produces and presents a report to all meetings.

The Chairman is the chair at S&SCC Committee Meetings. The Chairman sets the meeting dates and leads meetings through use of a pre-arranged agenda.

The Chairman acts as an ambassador for the club and ensures the organisation is represented at British Canoeing regional/national meetings

## **Vice Chairman**

The Vice Chairman is required to attend (and stand-in and Chair meetings when the Chairman is unavailable) S&SCC Committee Meetings. The Vice Chairman should support the Chairman where appropriate in the on-going development of the club and will deputise for the Chairman whenever necessary.

The Vice Chairman will manage the S&SCC Development Plan, ensure its implementation and provide information for publication in the club newsletter.

## **Secretary**

The Secretary is the first contact person for S&SCC and responds to communication, internally and externally, as appropriate.

The Secretary deals with, or delegates, all of the administrative duties for the club.

The Secretary manages the Membership of the Club, keeping an up-to-date database of all members and former members including contact details and appropriate personal information for adults and juniors. The club Secretary is therefore also charged with mass communication with club members when necessary.

The Secretary ensures new members are issued with a new member's welcome pack.

The Secretary ensures that membership, boat storage and key applications and renewals are promptly administered and that all monies received are recorded. Monies and records are passed to the S&SCC Treasurer at least monthly.

The Secretary ensures agendas are sent out to all committee members in advance of meetings and is required to attend and take minutes, for the S&SCC General and Committee Meetings. Minutes

should be kept on record and published, in a timely manner, including a summary for Facebook and club notice boards.

The Secretary, or designated other Committee member, shall be responsible for keeping copy of all S&SCC and Clubmark documentation.

### **Minutes Secretaries**

The club may appoint Minutes Secretaries to take minutes at S&SCC meetings.

### **Membership Secretary**

The club may appoint a Membership Secretary to manage the running of the membership and be responsible for the collection of fees. It will be their responsibility to maintain the Membermojo online system.

### **Treasurer**

The Treasurer is required to attend and report to committee meetings, and is responsible for the club's on-going income and expenditure, making sure all records are kept up-to-date for all items to help ensure the club remains solvent. The Treasurer maintains and produces detailed accounts, to satisfy HM Revenue & Customs, and an end of year (1<sup>st</sup> September to 31<sup>st</sup> August) report for the S&SCC Annual General Meeting. The annual accounts are to be submitted to an independent auditor for approval. The Treasurer produces a budget for the club.

The Treasurer monitors and/or receives all monies due to the Club and ensures they are promptly deposited with the Club's bankers.

The Treasurer ensures insurance cover is maintained including clubhouse and contents cover. The Treasurer liaises with the Equipment Coordinator/s to maintain a list of club assets and valuations.

### **Assistant Treasurer**

The club may appoint an Assistant Treasurer to provide assistance as required to the Treasurer.

### **Club Welfare Officer** (This position is subject to a DBS Check)

The Welfare Officer may attend committee meetings, and has responsibility for ensuring all members of the S&SCC, particularly Children and Vulnerable Adults, are aware of the process to ensure a safe and secure environment for all. The Club Welfare Officer should be well known in the club and have a strong child focus. The Club Welfare Officer needs to be accessible to and approachable for children, young adults and vulnerable adults but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the Club or an individual member of British Canoeing and have their contact details and a clear photo of themselves in a prominent location within the club building. The designated person should have undertaken the 'Sports Coach UK Safeguarding and Protecting Children' workshop or an equivalent training programme (copies of certificates should be provided to the Clubmark Coordinator). They must also be committed to attending the 'Time to Listen Workshop' that has been developed specifically for Club Welfare Officers with the NSPCC. This will support them in this important role.

The Welfare Officer of S&SCC should also ensure that the Event Welfare Officer chosen for each club event is an appropriate individual, and ensure coaches have the necessary training and are DBS Checked.

The Welfare Officer is required to register with British Canoeing and to attend a Sports Coach UK Safeguarding and Protecting Children workshop or equivalent and a sport specific Time to Listen workshop.

### **Secondary Welfare Officer** (This position is subject to a DBS Check)

The Secondary Welfare Contact is a member or coach of S&SCC, who has attended the Sports Coach UK Safeguarding & Protecting Children Workshop, within the last 3 years (copies of certificates should be provided to the Clubmark Coordinator). They need to be accessible to and approachable for children, young adults and vulnerable adults. They should be a member of the Club or an individual member of the British Canoeing, and have their contact details in a prominent location within the club building.

Ideally the Secondary Welfare Officer should be of a different gender to the Club Welfare Officer.

The Secondary Welfare Officer is required to register with British Canoeing and to attend a Sports Coach UK Safeguarding and Protecting Children workshop or equivalent and a sport specific Time to Listen workshop.

### **Clubhouse and Site Officer**

The Clubhouse and Site Officer is required to attend and report to committee meetings, and is responsible for coordinating the upkeep of the 'Donald Bean' Clubhouse and the rest of the S&SCC site, including the woodlands owned by the club. This means that they are the contact person for the clubhouse and site, and as issues come up they are the first to be contacted. The Clubhouse and Site Officer then contacts the necessary person/s to resolve the issue. The Clubhouse and Site Officer will oversee the upkeep of Health and Safety documentation in the 'Donald Bean' Clubhouse, and ensures the S&SCC Committee periodically reviews the risk assessments for its use.

The Clubhouse and Site Officer will be on the Alarm Callout List as a main keyholder.

### **Coaching Officer**

The Coaching Officer ensures that S&SCC provides a comprehensive and equitable programme of canoeing activity for all paddling members that supports the stated aims and objectives of the club.

The Coaching Officer: supports and liaises with S&SCC Club Coaches and Assistant Coaches, to ensure that a regular programme of sessions is delivered; maintains a database of Club Coach qualifications; convenes meetings as required (minimum of two per year); and coordinates Coach training, development and update opportunities - aiming to ensure financial and practical support for coaches to advance their coaching skills, knowledge and qualifications, in order to meet the needs and aspirations of the club

The Coaching Officer should ensure that all junior club members have completed, and annually updated, a copy of the S&SCC Junior Consent and Medical Information form. The Coaching Officer also ensures that all club policies and procedures related to coaching and coaching sessions are reviewed annually.

The Coaching Officer ensures coaches renew membership to British Canoeing to maintain their update status and ensures all coaches fulfil the British Canoeing Coach Update requirements.

The Coaching Officer will attend and report to committee meetings.

### **Publicity Officer**

The S&SCC Publicity Officer is required to attend and report to committee meetings, and ensure information of importance and interest is regularly contributed to the S&SCC Website and Facebook page. The Publicity Officer holds the details of local press and British Canoeing press officers to enable the club to publish appropriate articles. The Publicity Officer should be the Editor in the production of the S&SCC 'Gateline News' working with the webmaster to keep this online and current.

### **Webmaster**

The webmaster is responsible for the Maintenance of the club website. Keep it up to date and adding content. Working with the publicity officer to keep the articles for Gateline News relevant. The Website Coordinator will provide support to the S&SCC Committee. The Website Coordinator will attend and report to committee meetings, or report to a Club Officer.

### **Volunteer Coordinator**

The Volunteer Coordinator: coordinates the recruitment, training and opportunities for volunteers within the club acting as the main contact for all volunteers; ensures the implementation of the volunteers recruitment, training and support plans for members and parents; recruits volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club; ensure all volunteers are clear on their responsibilities through role descriptions; liaises with volunteer organisations and British Canoeing to provide access to coach, official, and volunteer opportunities for club members; ensure volunteers are trained and supported appropriately including vetting through the DBS if working with children and vulnerable adults; encourages and promotes all volunteering roles and opportunities within the club; and ensures club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions.

The Volunteer Coordinator will attend and report to committee meetings, or report to the Secretary.

### **Health and Safety Coordinator**

The Health and Safety Coordinator advises the club on the requirements, policies and procedures for all aspects of Health and Safety to help ensure full implementation and compliance. The Health and Safety Coordinator will work closely with the Clubhouse and Site Officer and will either attend and report to committee meetings, or report to the Clubhouse and Site Officer.

The Health and Safety Coordinator is required to register with British Canoeing and to attend a British Canoeing Event Safety Workshop

### **Members Boat Store Coordinator**

The Members Boat Store Coordinator ensures the proper use of the Members' Boat Store, keeping an up-to-date plan of the boat spaces and, by liaison with the Secretary, ensure boat spaces are paid for. The Members Boat Store Coordinator will attend and report to committee meetings, or report to the Secretary.

### **Clubhouse Security Coordinator (including keys and fobs)**

The Clubhouse Security Coordinator ensures that the clubhouse security system is maintained and fully functioning, issues and regulates the use of club member keys and fobs (including payment of deposits) and will be on the Alarm Callout List as a main keyholder. The Clubhouse Security Coordinator will try to secure the return of keys and fobs when membership is not renewed and will ensure that fobs are disabled for all non-members. The Clubhouse Security Coordinator will attend and report to committee meetings, or report to the Clubhouse and Site Officer or the S&SCC Secretary as applicable.

### **Equipment Coordinator**

The Equipment Coordinator will maintain a record of all Boat Store, River & Slalom and Gym equipment and will liaise with the Clubhouse and Site Officer and Coaching Officer to manage the use, up-keep and replacement of such equipment where necessary. The Equipment Coordinator will also liaise with the Treasurer to help maintain a register of club assets and valuations.

The Equipment Coordinator will attend and report to committee meetings, or report to the Clubhouse and Site Officer or Coaching Officer as applicable.

### **Boat Store/River & Slalom/Gym Equipment Coordinators**

The club may appoint Boat Store/River & Slalom/Gym Equipment Coordinators to take specific responsibility for S&SCC Equipment.

The Boat Store/River & Slalom/Gym Equipment Coordinators will attend and report to committee meetings, or report to the Clubhouse and Site Officer or Coaching Officer as applicable.

### **Social Events Coordinator**

The S&SCC Social Events Coordinator plans a varied and interesting social calendar for the S&SCC Club Members to attend, with help and support from other club members and/or parents. The calendar of events should take into consideration times that suit a majority of club members, and provide activities for both juniors and adults. The Social Events Coordinator will attend and report to committee meetings, or report to a Club Officer.

### **Fundraising Coordinator**

The Fundraising Coordinator takes the lead role in fundraising and grant applications, working closely with the S&SCC Committee. The Fundraising Coordinator will attend and report to committee meetings, or report to a Club Officer.

### **Junior Representative/s**

The Junior Representative/s, may be elected or co-opted members of the S&SCC Committee. Junior Representative/s are expected to have good, current understanding of the impact that S&SCC Committee decisions have on the junior members of the club, and liaise with the committee to provide opportunities for all junior members.

Junior Representatives are limited to no more than two. Where more than one representative is appointed they should be of differing gender where possible.

### **Catering Coordinator**

The Catering Coordinator supports the S&SCC Committee to provide food and refreshments at club events. The Catering Coordinator sources the food and equipment needed to supply hot and cold food to the expected event numbers, and monitors the catering takings for each event, liaising with the Event Organiser and Treasurer, as required. The Catering Coordinator prepares the food in accordance with the Club Hygiene Guidance and ensures compliance from all supporting volunteers. The Catering Coordinator appoints a suitably experienced deputy when absent. The Catering Coordinator will attend and report to committee meetings, or report to a Club Officer.

### **Co-opted Committee Member**

For Clarification: Any Member of Stafford and Stone Canoe Club can be 'Co-opted' by the S&SCC Committee to assist in the running of S&SCC at any time during the year. This person(s) would be expected to attend committee meetings from this point onwards. The number of Co-opted Committee Members must not exceed 5.