

Stafford and Stone Canoe Club

Committee Terms of Reference



Purpose of the Committee

The Committee of Stafford and Stone Canoe Club shall conduct the affairs of the Club in support of the club's main objective, "To Promote the Sport of Canoeing".

Role of the Committee

The Committee shall ensure compliance with the rules and regulations defined in the **Stafford and Stone Canoe Club Constitution**.

The Committee shall ensure that the club is affiliated to British Canoeing and that it complies with their membership requirements.

In addition to conducting the general affairs of the Club, the Committee shall ensure compliance with British Canoeing **Clubmark** requirements and shall take the main responsibility for delivery of the Actions identified in the Stafford and Stone Canoe Club Development Plan.

Composition of Committee

The Constitution defines the process for election of Officers and General Committee.

The principle Officers of the club shall be President, Chair, Vice-Chair, Treasurer and Secretary. Other Officers of the club shall be Welfare Officer(s), Clubhouse and Site Officer, Publicity Officer and Coaching Officer. Election of Officers shall take place at a general meeting of club members.

General Committee members shall also be elected at a general meeting or by co-option.

The Junior Representative(s) shall be elected by Junior club members.

Individual Committee Roles and Responsibilities

Full descriptions of Job Roles and Responsibilities are detailed in the club document **Committee Roles and other Non-Committee Positions**. Some roles within the club may be shared.

Coordinator roles are assigned by the Committee and may be filled by Committee or other members of the club. The following Coordinator roles are available: - Volunteers, Health and Safety, Members Boat Store, Clubhouse Security, Equipment, Social Events, Fundraising, Website, Catering.

The names of all Club Officers and Coordinators shall be communicated to club members and displayed in the clubhouse.

Committee Meetings

At least 6 committee meetings shall be held annually. Meetings will be held in the clubhouse. The schedule of meeting dates shall be agreed by the elected Committee.

The Committee shall, at the first meeting after its appointment, fix its quorum.

The Secretary shall ensure that Minutes are taken at all meetings and that these are promptly issued to all Committee members. All Club members should be informed of important Committee decisions.

Review of Committee Terms of Reference

The Terms of Reference document shall be reviewed annually by the Committee at the first meeting after its appointment.