

# AVALON ARCHERY CLUB



## **Roles and Responsibilities of Club Officers, Committee Members, and Key Holders**

It is essential that those who are elected to be Officers of the Club and those who are elected/co-opted onto the Club Committee are actively, collectively and effectively involved in the management and development of the Club.

The responsibilities below give an indication of "What is involved" in the various roles. However, in practice there may be some adjustment and role swapping to meet the Club's and individual's circumstances. The important point is that all members of the Committee work together to ensure all bases are covered and that the responsibilities are shared so as not to overburden a few individuals.

### Chair:

- Support the efficient running of the club
- Chairing regular committee meetings and Annual General Meetings (AGM)
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Communicating with all members within the club
- Being actively involved in creating and following a Club Development Plan
- Representing the club at local and regional events
- Assist the club to fulfill its responsibilities to safeguard children at club level
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

### Secretary:

- Being the first point of contact for club enquiries including AGB, GWAS, SCAA and Locally generated issues
- Attending and Organising key Club meetings (AGM, EGM and Committee etc) including; distributing Calling Notices, producing Agendas and co-ordinating requests for inclusion and discussion
- Arranging representation at external meetings including AGB, GWAS, SCAA and locally generated issues where necessary
- Taking and promptly distributing minutes
- Delegating tasks to club members
- Dealing with all general correspondence
- Attending to affiliation issues including prompt registration of new members and renewals with AGB/GWAS/SCAA
- Maintaining up to date records and reference files

- Maintain current membership list, adding new member enquiries, reviewing periodically, advising Committee of numbers regularly.
- Oversight of the delegated function regarding the Waiting List – as detailed below.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

#### Treasurer:

- Managing the club's income and expenditure in accordance with club rules
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Ensuring insurance is up to date and relevant
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Liaising with Sports Centre Manager, timely block booking of venue (indoor/outdoor changeover) and any ad hoc event bookings and courses agreed by the Committee
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

#### Welfare & Safeguarding Officer:

- Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
- Assist the club to implement its safeguarding children and vulnerable adults plan at club level
- The first point of contact for everyone where concerns about a children's or vulnerable adults' welfare, poor practice or abuse are identified
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the club's best practice guidance/code of conducts within the club
- Represent welfare on the club's management committee
- Ensure adherence to the club's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

#### Waiting List – Delegated Function

- Organise Beginners, Tasters, Refresher courses in liaison with the Club Committee, coaches and members to agree numbers, dates, availability, promote courses to those on the waiting list, allocate places (ensuring

deposit paid), ascertain from participants any information required by coaches.

#### Committee Members (without Portfolio)

- Attend Committee meetings
- Provide active support to the Club Officers
- Accept and carry out delegated activities
- Provide input to guide the club
- Assist with maintenance of club equipment
- Carryout outdoor range maintenance: Periodically spraying weed killer on key range marks for waiting line, shooting line and target spots.
- Provide feedback from club members
- Maintain and Review Club Facebook page

#### Key Holders:

- Responsible for the safe keeping of the keys to the Club's Storage Container and Storage Cupboard.
- At least one Key Holders must be present at the start of each Club session to 'open up' and at the end to ensure the Club's storage is securely locked.
- Key Holders may not transfer or lend their Club keys to another person without the approval of the Committee.
- In the event Emergency Contact details of a member are required to access them and make contact with the nominated Next of Kin. This is dependent on member having 'luggage label' on their kit bag