

# BOLTON CANOE CLUB

## COMMITTEE ROLES AND RESPONSIBILITIES, 2020 - 21

Role	Committee Member 2020 - 21	Responsibilities
<b>Chair</b>	<b>Steve Tinsley</b> (in post until AGM 2021)	<p><b>THIS POST IS MANDATED BY THE CLUB CONSTITUTION. ELECTED FOR A TWO YEAR PERIOD, EVERY "ODD" YEAR.</b></p> <ul style="list-style-type: none"> <li>• Chair committee meetings and general meetings in accordance with the Constitution.</li> <li>• Assist the Club Secretary to produce meeting agendas.</li> <li>• Act as an ambassador for the Club.</li> <li>• Lead the committee in making decisions for the benefit of the whole Club.</li> <li>• Ensure the Club is represented at British Canoeing regional meetings as appropriate.</li> </ul>
<b>Secretary</b>	<b>Steve Thomas</b> (in post until AGM 2021)	<p><b>THIS POST IS MANDATED BY THE CLUB CONSTITUTION. ELECTED FOR A TWO YEAR PERIOD, EVERY "ODD" YEAR.</b></p> <ul style="list-style-type: none"> <li>• Act as the first point of contact for the Club and committee and manage communications.</li> <li>• Manage the Club's administrative duties.</li> <li>• Develop and control the Club's governing documentation.</li> <li>• Produce minutes of committee meetings and general meetings.</li> <li>• Organise committee meetings and general meetings in accordance with the Constitution.</li> <li>• Collect membership forms and maintain the Club membership database.</li> </ul>
<b>Treasurer</b>	<b>To be elected at 2020 AGM</b> (in-post until AGM 2022)	<p><b>THIS POST IS MANDATED BY THE CLUB CONSTITUTION. ELECTED FOR A TWO YEAR PERIOD, EVERY "EVEN" YEAR.</b></p> <ul style="list-style-type: none"> <li>• Manage, account for and report on the Club's finances in accordance with the Finance Policy.</li> <li>• Manage the Club's bank accounts.</li> <li>• Collect income and ensure prompt payment for Club expenditure.</li> <li>• Arrange for regular review in accordance with the Finance Policy.</li> </ul>

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<b>Club Welfare Officer (CWO)</b>	To be elected at 2020 AGM	<p><b>THIS POST IS MANDATED BY BRITISH CANOEING. ELECTED FOR A ONE YEAR PERIOD.</b></p> <p><i>British Canoeing guidance:</i> The CWO should be well known in the Club and have a strong child focus. The CWO needs to be accessible to and approachable for children and young people but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the Club. The CWO will be required to attend an approved Safeguarding and Protecting Children workshop and the British Canoeing "Time to Listen" workshop.</p> <ul style="list-style-type: none"> <li>• Provide information on safeguarding issues</li> <li>• Ensure the Club is compliant with statutory requirements, BC policies and local council procedures</li> <li>• Act as point of contact for any welfare concerns raised by members, parents or the public</li> <li>• Manage any concerns in accordance with legislation and appropriate procedures</li> <li>• Manage and record safeguarding training required and undertaken by Club members</li> <li>• Manage and record members' DBS disclosures and checks</li> </ul>
<b>Club Safety Officer</b>	To be elected at 2020 AGM	<p><b>THIS POST IS MANDATED BY BRITISH CANOEING. ELECTED FOR A ONE YEAR PERIOD.</b></p> <ul style="list-style-type: none"> <li>• Promote a culture of safe practice within the club</li> <li>• Advise on matters of safety for the club and all club activities</li> <li>• Maintain and review the club's Safety Policy</li> </ul>

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Role	Committee Member 2020 - 21	Responsibilities
Youth Officer	To be elected at 2020 AGM	<p><b>THIS POST IS MANDATED BY BRITISH CANOEING. ELECTED FOR A ONE YEAR PERIOD.</b></p> <ul style="list-style-type: none"> <li>• Act as the main contact for potential or existing junior members</li> <li>• Plan and coordinate activities for junior members and potential members</li> <li>• Support the Coaching and Volunteer Coordinator in organising Paddlepower activities</li> <li>• Promote volunteer opportunities within the Club to young people</li> <li>• To liaise with the CWO to support safeguarding activities as appropriate.</li> </ul>
Coaching and Volunteer Coordinator	To be elected at 2020 AGM	<p><b>OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD.</b></p> <ul style="list-style-type: none"> <li>• Audit and keep records of coaching/first-aid qualifications and coaching updates</li> <li>• Organise, with other coaches, training programmes for summer and winter sessions</li> <li>• Organise courses for appropriate qualifications</li> <li>• Coordinate UKCC updates and transfer modules</li> <li>• Organise coaching forums as required</li> <li>• Organise volunteers</li> <li>• Oversee volunteer logbooks</li> </ul>
Equipment Officer	To be elected at 2020 AGM	<p><b>OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD.</b></p> <ul style="list-style-type: none"> <li>• Arrange for maintenance and repair of equipment to ensure availability for Club activities</li> <li>• Check equipment regularly according to the Club's Safety Policy</li> <li>• Source new equipment, when approved by the committee according to the Finance Policy</li> <li>• Maintain an inventory of Club equipment and record loans to members.</li> </ul>

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<b>Website Editor &amp; IT Coordinator</b>	To be elected at 2020 AGM	<p><b>OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD.</b></p> <ul style="list-style-type: none"> <li>• Maintain website</li> <li>• Obtain website content from other members</li> <li>• Keep up to date login details for committee for all applications used by the Club</li> </ul>
<b>Junior Representative</b>	To be elected at 2020 AGM	<p><b>OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD.</b></p> <p><i>The AGM may also elect a junior member of the Club to represent the views or concerns of young members to the Committee. This Youth Representative will not sit as a formal member of the Committee and will not be entitled to a vote in Committee decisions.</i></p>
<b>Events Coordinator</b>		<ul style="list-style-type: none"> <li>• <i>Not elected at recent AGMs</i></li> <li>• <i>This post has not been filled in recent years and organisation of individual events has been carried out by other officers and club members. It is not considered that the club's current level of activity is sufficient to warrant an overall co-ordinator, but this will be kept under review.</i></li> </ul>