

GENERAL DUTIES

All Committee members are required to attend meetings regularly and, with other members of the Committee, to be responsible for arranging and delivering the functions of the club.

SPECIFIC FUNCTIONS

CHAIR

To organise and chair Committee meetings and the AGM; to be a contact and spokesperson for the club; to ensure that the functions of the club are delivered and that the officers of the Committee carry out their duties.

SECRETARY

To notify the times and dates of all meetings to those required to attend; to prepare the agendas for Committee meetings and for the AGM or any EGMs; to ensure proceedings and decisions are recorded and distributed prior to the following meeting.

TREASURER

To be responsible for all financial matters of the club including making and accepting payments, keeping records of all transactions, managing any surpluses and deficits; producing balance sheets for each Committee meeting and advising on actions to be taken.

COMMITTEE MEMBER 1 AND COMMITTEE MEMBER 2

To work alongside the three main officers to run promote and grow the club and to ensure that the best interests of the members are represented at committee meetings

CO-OPTION

As the needs of the club dictate in year, from time to time the Committee may decide to create a new position to meet additional demands on the club or the Committee without the need for an AGM or EGM. The description of any new post will be provided to all members.

FUTURE ROLES THAT THE CLUB MIGHT CONSIDER WORTHWILE TO APPOINT

Head coach: *to ensure that all training organised by the club is carried out to guidelines provided by the BTF; to act as mentor and guide to all other club coaches; to organise teams to represent the club throughout the year; to ensure that coaches adhere to the agreed fee collection process;*

Events co-ordinator: *to organise all club competitions and races; to manage the club's assets and equipment including the purchase of new and replacement equipment.*



Roles of Officers

Resources and equipment co-ordinator: to manage and organise the club's assets and equipment including the purchase of new or replacement equipment.

Kit officer: to source suppliers of club kit to ensure value for money; to manage the club's stock of kit so that members have access to appropriate items during the year; to advise the Committee on new designs and items as the need arises.

Publicity officer: to publicise the activities of the club externally; to encourage new members; to secure media coverage for the club and its activities and achievements.

Membership secretary: to receive applications for membership and keep a record of all members; to accept and record all payments for membership through the best system for the STC each year.

Social secretary: to arrange regular social activities for club members and in particular the annual awards dinner.

Website and communications officer: as appropriate to commission the design and maintenance of the club's website; to disseminate news of events, activities, social gatherings and upcoming activities to all members; to produce more detailed newsletters for the club.

Junior co-ordinator: to encourage young people to participate in the sport; to organise the coaching and activities for juniors; to communicate with parents about sessions and events.

