

# Job Descriptions and Responsibilities

## Chair

- Chair all meetings of Committee & Membership
- Write introduction to club newsletter
- Answer club written & website enquiries when required
- Hold casting vote in the event of a hung vote in committee
- Act as focal point for all SPS activities
- Represent club locally, regionally and nationally when required
- Act to resolve any conflict or breach of club policies & rules
- Provide yearly report at the AGM
- Organise for committee meetings and write agendas.
- Motivate and enthuse the membership

## Vice Chair

- Supports the Chair and deputises when the Chair is not available
- Monitors and reports to committee on the progress towards achieving 'Our Plan'
- Chairs annual planning meeting(s)

## Treasurer

- Review bank account signatories and send in new mandate forms if required due to change of committee members
- Receive all incoming funds from club staff & members in relation to membership fees, courses, water fees, pool sessions, donations and any other income sources
- Make regular (weekly) deposits of club income (cash & cheques) into the club bank account
- Maintain accurate electronic (spreadsheet) record of club accounts showing all income & expenditure
- Settle all club bills & invoices
- File copies of all receipts for expenditure. All receipts should be cross referenced against the electronic (spreadsheet) record of club accounts
- Check bank statement against electronic (spreadsheet) record of club accounts and closing off the month figures
- Produce regular summary of accounts to present to committee at each committee meeting
- Process all expense reimbursement requests from club staff who have made expenditure on behalf of the club
- Close of end of year accounts and create accounts report for AGM

## Secretary

- Maintain club document store, take minutes at meetings
- Ensure Club records and personal details are kept in a safe and secure environment
- Maintain Club insurance policies and pass to treasurer for payment

- Complete BCU affiliation form to then be passed to club treasurer for payment
- Act as central hub for all club information and provide required information to other club staff in connection with club business upon request
- Deal with correspondence and external relationships
- Acts as Company Secretary for Shropshire Paddlesport Ltd

## Membership Secretary

- Accept membership application forms & fees via Spond
- Maintain list of members and report to committee via Spond
- Ensure data security is maintained
- Work with communications officer to ensure effective communication with members

## Coach Coordinator

- Chairs monthly coaches meeting
- Establish and maintains coaching rota for Saturday sessions
- Coordinates all bookings requiring coaching cover at the Club
- Co-ordinate the development of aspiring, new & existing coaches
- Co-ordinates skills development programme for all members
- Co-ordinates annual external course programme, takes bookings for members and passing payment to treasurer
- Co-ordinates annual pool session programme, minimum of 10 sessions
- Liaison with Schools and Colleges

## Health & Safety Officer

- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety
- Ensure all accidents are correctly reported in accordance with the BC guidelines
- Ensures risk assessments for Club house based activities are complete and relevant

## Welfare Officer

- Liaise with BCU to carry out DBS checks on new club coaches.
- Maintain record of a club coaches BCU membership, DBS checks & first aid course attendance.
- Liaise with coaching officer to ensure only approved coaches operate
- Act as high visible focal point for all club harassment and protection issues, overseeing and managing all complaints
- Ensure compliance of all BCU & SPS Welfare Policies, Guidelines & Rules
- Organise First Aid and Safeguarding courses for new & existing coaches
- Promote disability paddling and facilities at the Club

## Facilities Officer

- Organise a stock take and general clean up of the club house.
- Co-ordinate maintenance of club boats, equipment (incl trailer) and building.
- Present the club member equipment and building related requests to the committee

- To work with the committee to improve the club's equipment and discuss the purchase of new equipment and the sale of any surplus.
- Maintain a register of club boats and tag new ones.
- Liaise with the Secretary in arranging the clubs boat & equipment insurance

### Recreational Trips Officer -> Multi-Craft Lead

- Co-ordinate a minimum of ten varied recreational trips per year
- Liaise with Senior Coach to ensure adequate coach / leader cover on all trips
- Ensure risk assessments for all trips are carried out
- Liaise with club coaches & committee to formulate annual club programme prior to start of season
- Maintain online and notice board programme to reflect additions/changes/cancellation to proposed events
- Liaise with Communications Officer to ensure good promotion of forth coming events in newsletters, website, etc

### Communications Officer

- Develop the communications strategy and present to committee
- Maintain the club's website
- Publish the club's periodic newsletter
- Manage the social media & respond to messages
- Answer emails sent to [enquiries@shropshirepaddlesport.org](mailto:enquiries@shropshirepaddlesport.org)

### Quality Coordinator

- Monitor and review the quality documents which are published on the website
- Work with members when the documents need updating
- Complete the online quality mark form in November and ensure that we meet the standard by working with other members of the committee

### Youth Representative

- A specific remit to represent junior section of club (under 18 years) and put forward request on behalf of juniors at Committee meetings
- Support and organise events and trips suitable for juniors
- Monitor provision of junior equipment & kayaks and put forward any request to the Committee

### Catering Officer

- Co-ordinates the tuck shop / fridge, ordering produce as required
- Co-ordinates catering activity for events, including catering volunteers and ordering of stock
- Produces monthly income / expenditure report for the committee

### Merchandise Officer

- Sources other club merchandise eg T Shirts, Prizes, etc
- Produces monthly income / expenditure report for the committee

## CRT Liaison Officer

- Is the point of contact with CRT
- Promotes the Club, its aims and aspirations to CRT
- Feedback to the committee activities of CRT that may have an impact on the Club

## Race Co-ordinator

- Follow the detailed standard operating procedure for running the annual race

## Paddle to Nature Coordinator

- Chair paddle to nature meetings
- Coordinate annual programme of activities
- Liaise with outside organisations

## ShePaddles Coordinator

- Liaise with Paddle UK in relation to all things ShePaddles
- Ensures the club runs trips which are in line with ShePaddles

## Training Coordinator

- Access ClubHouse and review the coaches records to see if they are up to date
- Arrange the annual First Aid training with Phil Hadley.
- Determine how we can maintain the safeguarding training for coaches

## Contracts and Services Coordinator

- Ensure we are getting the best deal for electricity
- Ensure that the BT broadband contract is reviewed regularly
- Ensure that the serviceable equipment in the building, Heating, Air Source Heat Pump, Effluent Pump and Disabled Stairlift are regularly serviced.