

## Warrington Rowing Committee Structure and Job Descriptions

**Updated: 27<sup>th</sup> Aug 2014**

This document sets out the roles and responsibilities of committee and other support required to effectively run the club. It should not be considered as cast in tablets of stone, but any significant alteration to committee roles is likely to require constitutional change. It is recognised that all support for the running of the club is voluntary and individuals who freely give their time may have specific skills or areas of interest that need to be best aligned to these roles. It should be a goal of the club to share out activity so no individual is overburdened, and continue to improve the effectiveness of committee and all those involved.

Officers required on the committee as detailed by our constitution;

- President
- Chair
- Vice-Chair
- Captain
- Secretary
- Treasurer

Other non-constitutional committee roles

- Membership Secretary
- Safety Advisor
- Lead Coach
- Junior Coordinator
- Welfare Officer
- Volunteer Coordinator
- Men's & Women's Vice Captains
- Junior Representative
- 3 General Committee Members

In 2013-14 the committee has attempted to focus on managing club activity through the development of three subgroups:-

Operations  
Strategy  
Funding

This is a new approach and has yet to develop fully but its aim is to minimise detail discussion and decision making in committee meetings and give a smaller group of members focus and autonomy to make progress. It is suggested that committee members contribute into no more than two sub-groups.

Non-committee roles (but should report back to the committee at appropriate times)

- Regattas & Entries Coordinator
- Warrington Regatta & Head Event Organiser
- Facilities Manager
- Equipment Manager
- Social Secretary
- Sponsorship Secretary
- Club Clothing Secretary
- Press Officer

- General tasks which need volunteers

## Officers required on the committee as detailed by our constitution

### President

- The President will chair the Annual General Meeting

### Chair

- Responsible for guiding the activities of the Club in accordance with the Constitution
- Ensure direction of club is in line with Club Development Plan
- Chair committee meetings
- Ensure that all members of the Committee & Non-committee roles carry out their responsibilities.
- Attend sub-committees and other organising groups within the Club.
- Present a full report of the year's activities at the AGM.

### Vice-Chair (from Sept'14)

- Responsible for deputising for the Chairperson if absent
- Support the Chairman and club with agreed areas of focus which **might** include:-
  - School & university liaison
  - Contact and relationship with government bodies / local council
  - Marketing of the Club including recruitment strategies
  - Coordinate the running of explore rowing courses

### Club Captain

- Strategic role in overseeing all club members and their rowing needs.
- Liaise with all coaches with regard to the training programs and crew selection
- Oversee club attendance at racing events and prepare a yearly schedule of possible events for all sections to attend.
- Develop and maintain the club timetable.
- Coordinate and manage the introduction of new members
- First point of contact for external club queries

### Treasurer

- Be responsible for safeguarding the Club's financial assets
- The retention and maintenance of the accounting records.
- Make the Committee aware of any foreseen financial difficulties.
- Examine any discrepancies of accounts being reported to the Committee.
- Prepare a monthly Statement of Income and Expenditure
- Prepare the annual accounts for the AGM.
- Prepare an annual budget plan and control / monitor spend against this as agreed by the Committee.
- Ensure that funds are used in the best interest of the Club and its members e.g. investigate alternative cheaper utility suppliers
- Review financial regulations and seek benefits related to club activity – gift aid registration and control.
- Ensure the collection of membership, entry & trailer fees is robust – all members paying what is due in a timely manner (may require an assistant to handle the administration & liaison with membership secretary)
- Monitor and settle the Club's subscriptions to appropriate governing bodies
- Arrange suitable club insurance, and circulate policy documentation to secretary

### Club Secretary

- Handle all general correspondence with third parties and within the Club.
- Maintain the mailing list for all members by liaising routinely with the membership secretary.
- Arrange meetings as directed by the Chairperson
- Advertise meetings to membership
- The taking, keeping and distributing of minutes of meetings.
- Retain current and archived copies of all club formal + general documentation i.e. Constitution, Club Mark, Insurance Policy, Safety Documents, Training Plans, Minutes from all meetings etc.
- Act as central point of contact to send emails to club membership.

- Prepare a quarterly Club newsletter for circulation to all members.

## Other non-constitutional committee roles

### Membership Secretary

- Process new membership applications, ensuring membership forms accurately completed.
- Maintain a master list of all membership, categorised by squad. Update routinely with additions or any leavers.
- Manage the process of communicating membership rate changes.
- Provide treasurer with information to ensure standing orders or any annual payments are paid on time and to the correct tariff.
- Maintain secure membership details (hard and database copy) in accordance with the data protection act.
- Monthly analysis of membership numbers to be reported to committee.

### Safety Advisor

- The management of all procedures and related documents regarding Health and Safety and Rowsafe.
- Update as required and communicate the club's general safety plan.
- Complete the on-line club annual safety audit on British Rowing web site.
- Complete an annual plan to resolve deficiencies identified in the annual safety audit.
- Update when required the Regatta & Head safety plans.
- Flag up any issues or problems which have an H&S implication
- Carry out equipment safety checks and record at 3 monthly intervals (e.g. life jackets, buoyancy aids, throw lines).

### Junior Coordinator

- Oversee the running of the Junior Section (see website for full description)
- Liaison with partner bodies (schools and youth clubs)
- Ensure Juniors are appropriately supervised at all times, including events away from the club.
- Ensure equipment used by juniors is safe and fit for purpose.

### Welfare Officer

- Coordinate Child and Vulnerable Adult Protection Policy
- Ensure Club equity policy is adhered to.

### Volunteer Coordinator

- Coordinate and encourage volunteer involvement.
- Support new volunteers.
- Support volunteer development identifying training needs, seeking relevant courses, encouraging and tracking attendance.
- Act as coordinator for volunteer activity at club events (head / regatta)

### Lead Coach

- Oversee coaching within the club to ensure this is carried out to a high standard at all times
- Ensure coaches are suitably qualified for the level of members they coach
- Ensure coaching is delivered according to the Club's safety and equity policies
- Assist the Captain with the coordination of Club coaching
- Advise on coaching programmes and training programmes

### Men's & Women's Vice Captains

- Act as first point of contact with the squad.
- Assist the coach in arranging training.
- Keep the Captain up to date with issues / progress etc.
- Arrange for substitutions within crews including coxes.
- Ensure we have good representation at Regattas.
- Encourage the crews to train hard and give them support with any problems.
- Galvanise all levels of the squad to ensure that everyone is working together.
- Act as a role model for the squad.
- Ensure that everyone has a good time!

**Junior Representative**

Represent the Juniors at Committee meetings.

- First point of contact with the junior squad
- Bring forward to the committee issues relevant to junior members and represent their interests
- Act as a role model for other junior members
- Help the committee in implementing practices / behaviours that safeguard juniors and ensure a safe and fun sporting environment is provided.

**General Committee Members**

- To communicate between the club members and committee for matters of concern that arise over the course of the year and to carry out additional tasks that do not fit within the specific remit of other members of the committee or to assist officers where needed.

## Non-committee roles

### **Regatta & Entries Coordinator**

Support the Captain by providing assistance in the following activities:

- Manage WRC entries and acting as the Administrator on BR online entries system. This can apply when entering other clubs events as well as managing our own.
- Maintain a list of winners for each regatta.
- Follow up race entry queries with race organisers.
- Produce trailer plan and organise for loading of trailer.
- Responsible for booking of vehicle or organising who is towing.
- Organise volunteers to unload trailer .
- Ensuring crews put their boats back together promptly.

### **Warrington Regatta & Head Event Organiser**

- Have overall control of Regatta & Head
- Order medals, prizes etc.
- Ensure all the tasks are completed as per the regatta handbook.
- Coordinate volunteers

### **Facilities Manager**

- The management of the building and surrounding environment within lease area.
- Recommend to the committee any repairs / new works.
- Undertake role of Project manager new build elements.
- To purchase such items for the maintenance and repair, up to and including a limit to be agreed by the Committee.

### **Equipment Manager**

- Responsible for the management of all the rowing equipment owned by the club ensuring that it is kept in safe working order.
  - Be the first point of contact should any damage occur to equipment and organising for the necessary repairs / replacement to take place.
  - Recommend to the committee the purchasing of new/replacement equipment.
  - Responsible for maintaining the Boat Log.
- Maintain a supply of regularly required boat and equipment parts. ( washers, rigger nuts and so on)

### **Social Secretary**

- Organise formal and informal social events through the year.

### **Funding & Sponsorship Secretary**

- Create, suggest ideas for fundraising and actively pursue these with volunteer help.
- Identify relevant grants that support club activity / equipment and apply
- Negotiate deals with potential sponsors.

### **Press Officer**

- Prepare and organise press releases & liaise with the local media.
- Prepare articles for the website.

### **Club Clothing Secretary**

- Organise the purchase of club kit / negotiate with suppliers.