



Updated October 2014

Committee Job Descriptions

The Club Committee is drawn from the membership, and all qualified coaches are also on the committee. The committee includes the following officers. Those marked * are in the constitution, the others may be varied from time to time:

*Chairperson **

- To call, arrange and chair meetings.
- To arbitrate in the case of disputes between members
- To liaise with the local community
- To produce a monthly newsletter including information on trips and courses

*Secretary **

- To maintain a list of members and their email addresses
- To liaise with the national and regional BCU, forwarding information to the full Committee as necessary
- To take minutes at Committee meetings and the AGM, and circulate these to all committee members
- To advertise the club's activities as necessary

*Treasurer **

- To keep accounts of payments to and from the club
- To produce an annual report on finances for approval at the AGM
- To agree and set hire rates for equipment for non-Club members

*Welfare Officer **

- To be point of contact for all Child Protection and welfare issues
- To ensure all coaches have the correct training and are familiar with Club welfare procedures

*Safety Officer **

- To ensure trip planners and risk assessments are completed for all official club trips and sessions
- Responsible for ensuring Club activities and kit are safe and fit for purpose

Equipment Officer

- To conduct regular equipment inspections and audits. To produce an annual report on equipment.

- To be first point of contact for members wishing to borrow Club equipment

Training Officer

- To arrange and organise the club's coaching programme and courses.
- To produce an annual report on coaching activities

Enrolments

- Responsible for the Club membership roll and maintaining records of addresses, emails and contact numbers and emergency contact details for all members plus simple medical notes as appropriate. This information to be made available to coaches if paddlers are being coached by them on Club Courses

Web-master

- To create and maintain the Club's website, ensuring information is kept up to date and data protection legislation is followed

Youth Co-ordinator

- To represent the junior members of the club at committee meetings and to promote their interests.

The names and contact details of the current officers are shown on the Club website