

## **HXCC Committee Roles & Responsibilities**

### **The following roles are due for election at the Club's AGM on 28th February 2009**

#### **Chair**

- Leads the club on behalf of the members and directs the continuous improvement of Halifax Canoe Club.
- Ensures the Club continues to meet its obligations to its members and the wider community.
- Represents the Club in the wider canoeing and local community and other forums for the benefit of the club and its members.
- Chairs the club's AGM and committee meetings.
- Inspires and motivates others to actively participate in canoeing and Club activities.
- Ensures all members adhere to the Club's policies and good practice
- Ensures all committee members fulfill their responsibilities.

#### **Treasurer**

- Ensures smooth running of the Club finances.
- Brings to the attention of the committee any financial irregularities.
- Report to Committee and AGM's our current spend and surplus.
- Pays bills timely, maintaining receipted accounts.
- Arranges for accounts to be independently audited yearly.
- Supports event organisers to ensure proper accounting.

#### **Equipment**

- Keeps a register of all Club equipment, ensures it is safe and fit for purpose.
- Maintains the equipment needed for the river (i.e. poles and wires).
- Manages the loan or hire of Club equipment, ensuring any fees due are collected.
- Manages the distribution of keys for the Club and maintains an active list of Club members who have keys and those paying for boat storage and at the Club.

#### **Secretary (1year only)**

- Acts as Company Secretary in all dealings with Companies House.
- Ensures sound administration of Club and that it adheres to its constitution and policies.
- Maintains the current set of policy documents and the archive of old documents.
- Arranges and minutes the AGM and Committee Meetings.
- Ensures all affiliations are up to date (e.g. BCU) and deals with correspondence for the Club.
- Pro-actively manages the administration of membership and boat storage fees at the due dates with the assistance of all members of the committee, bringing any unpaid dues to the attention of the committee and maintains an active list of Club members.
- Maintains a current safety record sheet for all paddlers (members) open to committee and coaches.

#### **Coaching (must be a current BCU qualified coach)**

- Leads and represents the Club's Coaching Panel.
- Maintains a register of the Club's coaches, including qualification status and key renewal dates.
- Liaises with all to ensure the correct coach is available for all HXCC activities.
- Ensures a development plan for coaches.
- Ensures members are educated about coaching issues.
- Pro-actively seeks new coaches from the membership and wider bodies.
- Maintains and encourage the Coaches Credit Scheme.
- Arranges and minutes Coaching Panel meetings.

#### **Committee Member**

Actively participate in the functioning of the committee, with no specific area of responsibility.

#### **Buildings**

- Ensures the building is fit for purpose (including disabled access), maintained and cleaned.
- In conjunction with the Health & Safety rep, risk assesses the building and yard.
- Maintains and improves security of the clubhouse and site.

#### **Marketing**

- Produces, edits and distributes the Club's newsletter.
- Advertises Club events to members and the wider community.
- Seeks positive press coverage for the Club and advises committee on any PR issues.
- Maintains and develops the Club's website.

#### **Young Persons Representative (1 year term of office only) Post holder should be under 18 at the time of their election**

- Proactively gains feedback from young member of the Club.
- Represents the interests of young people at committee.

#### **Health & Safety**

- Advises the committee of matters pertaining to health, welfare and safety.
- Ensures risk assessments are carried out and archived.
- Liaise with others to ensure best practice is followed.
- Ensures members are educated about health, welfare & safety issues.
- Records, monitors and implements remedial actions in the case of accidents.
- Is, or arrange for, an independent safety representative to oversee events at the Club site, identifies hazards, offers support and advice.