

HXCC Committee – Roles & Responsibilities

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.

Secretary

- 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.

Vice Chair

- Works in partnership with the Chair to ensure his responsibilities are met and deputises where necessary.
- Assists the Secretary with the administration of membership and boat storage fees.
- Ensures that club continues to meet Top Club status.
- Responsible for special projects as required.

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.

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.

Competition

- Helps and inspires members to compete and champions competitive aspects of the sport within the Club and at committee.
- Proactively encourages positive competition (including encouraging parental involvement).
- Actively pursues and ensures members who compete have access to appropriate coaching.
- Maintains an active diary of competitive events and work with the marketing rep to publicise these.
- Ensures Club competitive events are run safely and in accordance with governing bodies rules.
- Represents the Club at Regional Slalom Meetings, ACM's and meetings for other canoe discipline as required.

Coaching (*) *(Post holder 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.

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.

Welfare Officer (formerly Youth Co-ordinator)

- Provide information and advice on child protection within the Club and promote a child focus.
- Ensure that the Club adopt and follow the BCU Child Protection Policy and procedures and promote awareness of the BCU Codes of Conduct and Paddlesafe documents within the Club.
- Assist the Club to implement appropriate recruitment and screening procedures including being a confirmation signatory, verifying recruitment and screening procedures.

- Receive information from Club volunteers, children or parents and carers who have child protection concerns, recording these and responding appropriately as set out in Club / BCU policies.
- Advise the Club about appropriate training opportunities for coaches and volunteers based on the BCU Recommended Training Requirements.
- Undertake the Sports Coach UK Safeguarding and Protecting Children workshop or equivalent and the BCU/Child Protection in Sport “Time to Listen Workshop” that has been developed specifically for Club Welfare Officers.
- Proactively gains feedback and involve parents/guardians in their child’s participation.

The post holder should not be the coach or volunteer with direct responsibility for co-ordinating or delivering junior programmes at the Club.

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.

Access & Environment

- Maintains quality access at the Club site.
- Liaises with residents to inform them of all activities planned at the Club.
- Co-ordinates the maintenance of the White Water Course.
- Builds partnerships with the BCU Access Officers to maintain and support BCU activities.
- Works with others in the wider community to further access for canoeing.
- Works with others in the wider community to encourage a cleaner river environment.
- Ensures members are educated about Access and Environment issues.

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.

Volunteer Co-ordinator (*)

- Get to know all club volunteers and potential volunteers and be their main contact.
- Ensure that all volunteer jobs have a Role Outline.
- Supervise and oversee the role of other volunteers, including their paperwork.
- Coordinate the implementation of the volunteer recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the committee to organise social and recruitment events for volunteers.