

# Duddon Canoe Club

## Officials and their responsibilities and other roles for club members.

### **Executive**

Chair . To chair club meetings. Have an overview of club activities. Maintain and update the 'Club Mark' file. Represent the club at relevant meetings.

Secretary . Minute club meeting and deal with communications between the club, BCU, Canoe England and other outside bodies and individuals.

Treasurer . Keep a record club financial transactions, make payments, keep the committee informed of the financial position of the club and prepare annual accounts to the year end (31<sup>st</sup> May). To help the preparation of grant application as required.

### **General committee members and helpers.**

Welfare officer(s). Deal with any concern of members regarding welfare matters (Bullying etc.). Advise and deal with CRB checks, maintain a record of members CRBs and advice when updates are needed. Be the 'home contact' for trips away and keep copies of consent forms for unaccompanied juniors on club trips.

Quartermaster. Pool. Carry out bi-monthly checks on pool boats and equipment. Organize repairs /replacement as required.

Quartermaster. Docks. Ensure facilities and equipment are maintained in reasonable working order and arrange for repair and maintenance as required. Carry out annual audit of equipment and advise the committee of any requirements. Ensure records are kept of attendees, loans of equipment, accidents and incidents and repairs needed. Arrange for the periodic servicing of the loo. Liaise with the port authority, Barrow Council (land owners), Fishers (providers of electricity) and other site users as required. Keep a record of future activities at the docks eg. Power boat race dates, school / youth club use.

Pool Coordinator . Ensure payments are collected and forwarded to the treasurer and that 2 DCC coaches /experienced members are available as pool watchers for each session.

Coach coordinator. Keep records of club coach qualifications, oversee coaching activities and arrange a program to meet the needs and aspirations of members. Assess suitability of coaches to operate at the Docks.

Membership Secretary. Collect memberships and keep a data base of details. Forward e-mail addresses to 'club mail distributor'. Print and distribute membership cards. Provide the Junior section leader with list of junior members. Prepare membership detail for annual returns to the BCU.

Junior section leader. Keep records of junior members and distribute membership cards. Coordinate activities for juniors and organize a junior club committee.

Mail distributor. Act as the central point for e-mail distribution to members.

Social secretary. Arrange non canoeing activities.

Family rep. Represent the needs of family members, arrange family activities and club paddling days.\_\_\_\_

Publicity officer. Liaise with web site provider and keep it up to date. Contact other clubs, the local media and canoeing press as required.

Discipline reps, for sea, open canoe, kayak white water ,competition ----- coordinate activities for that discipline and with the coach coordinator arrange for specialist training/coaching as required. Keep members informed of events.

Ladies rep. organize / coordinate activities to encourage more female members to develop their skills and take part in more canoeing activities.

Volunteer coordinator. Support members and other helpers so they can provide effective help with club activities. Run the BCU volunteer awards.

Session helpers. Canoeing members to help with on water activities at pool and docks.

Kit supervisors. On club sessions be responsible for signing members in, removing dry kit from drying room and ensuring members return kit to the correct location after use.

Tuck shop organizer. Maintain supplies of tuck and drinks at the docks.

Club coaches. Take responsibility / assist with club activities.

These roles may be changed by the post holder following agreement with the committee.

Other posts may be added as need dictates.

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