



Basingstoke Canal Canoe Club: Task/Role Descriptions

- 1 Chairman
- 2 Secretary
- 3 Treasurer
- 4 Membership Secretary
- 5 Committee Member
- 6 Quartermaster / Boat Manager
- 7 Child Protection Officer
- 8 Coaching Officer
- 9 Training Officer
- 10 Youth Co-ordinator
- 11 Youth Representative
- 12 Paddle Power Representative
- 13 Safety Officer
- 14 Pool and Polo Representative
- 15 Club Trip / Activity Organiser
- 16 Hasler & Flat Water racing Co-ordinator
- 17 Newsletter & Public Relation Officer
- 18 Bank Co-ordinator
- 19 Volunteer Co-ordinator

Task/Role Description: **Chairman**

Responsible to: **Club Committee**

1. Co-ordinate and lead the development of all club activity
2. To uphold the constitution and rules of the club ensuring that the club follows the standards and principals set out by the National Governing Body
3. Support and monitor key volunteers thus ensuring the well being and development of all club members
4. Chair regular committee and all general club meetings
5. Represent the club with the National Governing body and other organisations
6. Act as one of three signatories authorised to sign club cheques

Task/Role Description: **Secretary,**

Responsible to: **Club Committee**

1. Provide up to date records of regular club committee and of annual meetings, including decisions and actions.
2. Maintain archive records of club activities, but excluding those which are the specific responsibility of other committee members,
3. Co-ordinate and distribute correspondence to and from the club including internal information and for decision making
4. Act as a contact point for members of the public and other canoeing organisations
5. Act as one of three signatories authorised to sign club cheques.
6. Deputise for the Chairman when required



Basingstoke Canal Canoe Club: Task/Role Descriptions

Task/Role Description: Treasurer

Responsible to: **Club Committee**

1. Maintain up to date and archive records of all financial transactions
2. Collect subscriptions and all other money due
3. Pay bills as necessary
4. Ensure that cash and cheques are deposited promptly in the club's bank or building society accounts
5. Report regularly to the committee on the club's financial status,
6. Prepare year-end statements of accounts to present to the auditor and to the club membership
7. Arrange for the annual accounts to be audited
8. Provide financial planning and forecasting statements as required by the club
9. Act as one of three signatories authorised to sign club cheques

Task/Role Description: Membership Secretary

Responsible to: **Club Committee**

1. Issue new members with club welcome pack;
2. Talk to, and / or provide details, and information regarding the canoe club, and activities to prospective members.
3. Send renewal notices out to existing members.
4. Update database with relevant members details
5. Ensure coaches, committee members have update information on members as necessary.
6. Maintain confidentiality of club member's details, and ensure the safe keeping, and disposal of all personal information, in compliance with the Data Protection act.
7. Provide club information to relevant authorities, e.g. BCU, as requested.
8. Promote the canoe club through events, advertisements, and local councils etc.,
9. Maintain archive records of club membership
10. Report regularly on membership matters to the club committee and to the annual meeting,

Task/Role Description: Committee Member

Responsible to: **Club Committee**

1. Attend and participate in regular club committee meetings and all general meetings
2. Progress actions as agreed at relevant club meetings

Task/Role Description: Quartermaster / Boat Manager

Responsible to: **Club Committee**

- 1 To support the committee in the effective management of the boat house
- 2 To produce and maintain a list of club equipment and it's condition
- 3 To manage and support the repairing of club equipment
- 4 To develop a club replacement policy with support from the club committee
- 5 To attend committee meetings when requested



Basingstoke Canal Canoe Club: Task/Role Descriptions

Task/Role Description: Child Protection Officer

Responsible to: **Club Committee**

1. Acts as support and a point of contact for all Club Child Protection and Child harassment issues. Liases externally when required
2. Maintains Club focus on all Equity Policies affecting youth.
3. Maintains and supports codes of conduct procedures within youth membership
4. Co-ordinates both voluntary and formal CRB disclosures for volunteers and coaches respectively

Task/Role Description: Coaching officer

Responsible to: **Club Committee**

1. Act a central point for all matters involving coaching and training in the club
2. Support and advise the Training Officer and Youth / Paddlepower co-ordinator in order to achieve the above
3. Ensure that relevant records associated with club coaching/training are maintained
4. Advise and support resolution of reasonable adjustments that may be required for paddlers with health or disability issues. Coordinate and ensure all coaches and training staff are aware of needs around paddlers with issues with health or disability
5. Report regularly on coaching matters to the Club / Sub Committee and the annual General Meeting

Task/Role Description: Training Officer

Responsible to: **Club Committee**

1. Develop, co-ordinate and communicate training packages that match the development needs of club members
2. Maintain relevant records associated with club training
3. Report regularly on training matters to the Club / Sub Committee and the annual General Meeting

Task/Role Description: Youth Co-ordinator

Responsible to: **Club Committee**

1. Plan and coordinate Youth activities
2. Report regularly to the club committee,
3. Work with the Youth Representative & Youth Committee
4. Work with the Paddle power Co-ordinator

Task/Role Description: Youth Representative

Responsible to: **Club Committee**

1. Act as a representative voice on club issues affecting youth paddlers. Report regularly to the club committee
2. Provide information on youth activity to all Junior paddlers
3. Encourage participation of Juniors in both and Regional and Club events
4. Act as a role model for youth paddling in the club



Basingstoke Canal Canoe Club: Task/Role Descriptions

Task/Role Description: **Paddle Power Representative**

Responsible to: **Club Committee**

1. Plan and co-ordinate Paddle Power activities
2. Report regularly to the club committee,
3. Work with the Youth Representative & Youth Committee

Task/Role Description: **Safety Officer**

Responsible to: **Club Committee**

1. Maintains club policies on safety
2. Maintains log and ensures that all safety inspections are undertaken appropriately on all club equipment
3. Advises the committee on issues requiring resolution with safety
4. Supports coaches on the development of risk assessments on club activity

Task/Role Description: **Pool and Polo co-ordinator**

Responsible to: **Club Committee**

1. Plan and coordinate Pool and Polo activities and training
2. Report regularly to the club committee.
3. Liases with Pool manger at swimming pool.
4. Organise Polo matches.
5. Organising coaches to support pool activitie

Task/Role Description: **Club Trips / Activity Organiser**

Responsible to: **Club Committee**

1. Take responsibility for the co-ordinating club's trips
2. Prepare all trip needs in advance.
3. If appropriate to the activity, identify and work with other coaches in the preparation and running of the activity.
4. Provide feedback to the club on the organisation and degree of success of the relevant club activities.
5. Make sure all trips have risk assessment's resolved.

Task/Role Description: **Hasler & Flat Water Racing Co-ordinator**

Responsible to: **Club Committee**

1. Coordinate the marathon racing and training programme.
2. Maintain relevant records associated with club marathon activities
3. Coordinate the arrangements for specific marathon activities
4. Report regularly on marathon matters to the club committee and to the annual meeting



Basingstoke Canal Canoe Club: Task/Role Descriptions

Task/Role Description: Newsletter & Public Relation Officer

Responsible to: **Club Committee**

1. Coordinate the production of a club newsletter
2. Support and co-ordinate public relation needs

Task/Role Description: Bank Co-ordinator

Responsible to: **Club Committee**

1. To greet and introduce newcomers.
2. Ensure participants are aware of rules and safety policies, codes of conduct within club handbook
3. Organise allocation of boats and equipment if they require rationing
4. Arrange enrolment into Paddlepower and/or taster sessions. (Collecting money, consent forms, health and disability, checking eligibility etc)
5. Advise any occasional paddlers (who does not wish to participate in Paddlepower or a formal training session of the limits of travel and to stay within the area of other paddlers.

Task/Role Description: Volunteer Co-ordinator

Responsible to: **Club Committee**

1. Act as the main contact for all volunteers
2. Cooperate the implementation of the volunteers recruitment, training and support plans for members and parents
3. Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club
4. Ensure all volunteers are clear on their responsibilities through role descriptions
5. Liaise with volunteer organisations and Canoe England to provide access to coach, official, and volunteer opportunities for club members
6. Ensure volunteers are trained and supported appropriately including vetted through the Criminal Records Bureau if working with children and vulnerable adults
7. Encourage and promote all volunteering roles and opportunities within the club
8. Ensure club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions