

Committee Members Roles and Responsibilities

Executive Officers

Chairperson - Director

The Chairperson's responsibilities include:

- Chairing all meetings.
- Attending County meetings.
- To ensure all committee members are able to carry out their jobs.
- Ensuring the general smooth running of the club.
- Is an executive member of the committee.
- Committee vote and casting vote.

Vice Chairperson - Director

The vice-chairperson's responsibilities include:

- Chairing all meetings in the chairperson's absence.
- Undertaking all roles and responsibilities of the chair in their absence.
- To assist with the smooth running of the club.
- To help promote the club and the sport of archery.
- Is an executive member of the committee.
- In the absence of the Secretary to writing agendas and minutes for meetings.
- Committee vote

Secretary - Director

The Secretary's responsibilities include:

- Writing agendas and minutes for all meetings.
- Maintaining the clubs mailing list.
- Submitting membership forms to Archery GB.
- To hold and maintain the up to date database of club members.
- Publicising the club.
- Is an executive member of the committee.
- Committee vote.

Treasurer - Director

The Treasurers responsibilities include:

- Maintaining the clubs budget.
- Producing up to date balances at committee meetings.
- Producing annual balances for the AGM.
- Arranging an annual audit of the club accounts.
- To ensure that club equipment is adequately insured.
- Deciding (with the committee) what to spend the club budget on.
- Is an executive member of the committee.
- In the absence of the Secretary to writing agendas and minutes for meetings
- Committee vote

Officers

Equipment Officer

The Equipment Officer's responsibilities include:

- Maintaining all the club equipment.
- Performing 6 monthly stock takes.
- Ensuring the container remains clean and organised.
- Ensuring there is adequate stock of target faces for all club target days.
- Deciding (with the committee) what equipment to purchase each year.
- Committee Vote

Safeguarding and Welfare Officer

The Safeguarding Officers responsibilities include:

- Receiving and acting upon any reported concerns.
- Ensuring the Archery GB child and vulnerable adult policy is adhered to.
- Acting as first point of contact for club members on matters relating to the welfare and safety of vulnerable children and adults.
- Advocating the importance of Child and vulnerable adult's protection to all members.
- Committee vote.

Competitions Officer

The Competitions Officers responsibilities include:

- Organising internal club competitions.
- Organising any open competitions hosted by the club.
- To Publicise external tournaments to members, if appropriate, collect and send entries, publicise target lists and results.
- Encouraging club members to take part in local and national competitions.
- Arranging club teams for competitions and supporting the club members in the process.
- Committee vote.

Records Officer

The Records Officer's responsibilities include:

- Inputting all scores shot by club members in the club's database.
- Maintaining an accurate list of club records.
- Arranging member's classification awards.
- Committee vote.

Coaching Officer

The Coaching Officer will be the senior coach for the club, responsibilities include:

- Co-ordinating all club coaches.
- Developing a coaching course for the club.
- Bringing in new coaching opportunities.
- Committee vote.

Website and Social Media Officer

The Website and Social Media Officers roles and responsibilities include:

- Managing the content of the club's website.
- Delegate additional responsibilities to other club members in support of maintaining the website.
- Committee vote

Fundraising and Development Officer

The Fundraising and Development Officers roles and responsibilities include:

- To raise funds on behalf and for The Club.
- Delegate additional responsibilities to other club members in support of this role.
- Committee vote

Health and safety Officer

The Health and Safety Officers roles and responsibilities include:

- To advise the club on best practice for health and safety matters, in relation to all aspects of the club equipment, recourses and procedures.
- To ensure the clubs risk assessment is up to date at all times.
- Delegate additional responsibilities to other club members in support of this role.
- Committee vote

Assistant Treasurer

The Assistant Treasurers responsibilities include:

- Supporting the treasurer in maintaining the clubs budget.
- Supporting the treasurer in producing up to date balances at committee meetings.
- Supporting the treasurer in producing annual balances for the AGM.
- Supporting the treasurer in arranging an annual audit of the club accounts.
- Supporting the treasurer in ensuring that club equipment is adequately insured.
- Supporting the treasurer in deciding (with the committee) what to spend the club budget on.
- Committee vote

Assistant Equipment Officer

The Assistant Equipment Officers roles and responsibilities include:

- Supporting the Equipment Officer in maintaining all the club equipment.
- Supporting the Equipment Officer in performing 6 monthly stock takes.
- Supporting the Equipment Officer in ensuring the container remains clean and organised.
- Supporting the Equipment Officer in ensuring there is adequate stock of target faces for all club target days.
- Supporting the Equipment Officer in deciding what equipment to purchase each year.
- Committee Vote

Catering and Social Officer

The Catering and Social Officers roles and responsibilities include:

- Manage, maintain and store the club thermos and other catering equipment.
- Provide and stock the supplies for club snacks.
- Provide and stock a tournament snack box for club members who are at single tournaments.
- Committee vote.

Ordinary Committee Officer

The Ordinary Committee Officers roles and responsibilities include:

- Supporting any of the officers of the club in their duties.
- Committee vote.