

### **Role: Club Chair**

Responsible to: Club committee and club members

Role purpose: To ensure an efficient and well managed club

Commitment: 2 – 4 hours per week plus committee meetings

#### Main Tasks

- Chair committee meetings and AGM's in accordance with the clubs policy
- Assist the club secretary to produce the agendas
- Act as an ambassador for the club
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Ensure the club is represented at Canoe England regional meetings

#### Skills required

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Background in management is desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others

### **Role: Club Secretary**

Responsible to: Club committee through the chairperson

Role purpose: To ensure the organisations communications function efficiently

Commitment: 2– 4 hours per week plus committee meetings

#### Main Tasks

- Act as the first point of contact for the club or committee and ensure prompt communication exists internally and externally from the club or committee
- Deal with or delegate all of the administrative duties for the club or committee
- Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- Ensure that all members have a copy of the club handbook, insurance details and officers contacts
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings

#### Skills required

- Knowledge of the club and committee is essential
- Similar experience in this role is desirable
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others

### **Role: Club Treasurer**

Responsible to: Club committee through the chairperson

Role purpose: To produce accounts and monitor finances to ensure the club remains solvent

Commitment: 1 – 2 hours per week plus committee meetings

## Main Tasks

- Ensure efficient financial running of the club and be responsible for the finances including invoices, bills, payments, subscriptions and memberships
- Produce a budget for the club
- Be responsible for the collection of monies and keep up to date records of accounts including receipts
- Provide regular reports to the committee
- Audit the books annually and produce a report for the AGM with the honorary auditors report

## Skills required

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money
- Similar experience in accounts is desirable
- Knowledge of spreadsheets

## **Role: Club Welfare Officer**

Responsible to: Club committee through the chairperson, club members

Role purpose: To act as a source of advice about safeguarding and protecting children and others, promote good practice and coordinate action within the club upon receipt of any concerns or referrals

Commitment: 2– 4 hours per week plus committee meetings

Detailed responsibilities of the Club Welfare Officer:

### 1. Policy and Procedures

- To provide information and advice on child protection within the Club and promote a child focus
- To ensure that the Club adopts and follows the BCU Child Protection Policy and Procedures
- To promote awareness of the BCU Codes of Conduct and Paddlesafe documents
- To implement recruitment and screening procedures within the club
- To be a confirmation signatory, verifying the identity of individuals completing disclosures

### 2. Referrals

- To receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it
- To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate
- To follow the BCU Responding and Reporting Concerns flow chart
- To ensure that the referral is confirmed in writing using the BCU Safeguarding and Protecting Children Report Form

### 3. Education and Training

- To advise the club about appropriate training for coaches and volunteers based on the BCU Recommended Training Requirements
- To advise the Club about Child Protection training opportunities

### 4. Knowledge

- The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and

Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB) and an awareness of local inter-agency child protection procedures

- They should understand the BCU Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport
- Awareness of Equity issues and Child Protection
- Understanding of poor practice and abuse – behaviour that is harmful to children

#### Skills required

The Club Welfare Officer should:

- Be well known in the club and have a strong child focus
- Be accessible to and approachable for children and young people but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club
- Be a member of the Club or an individual member of the BCU
- Undertake the Sports Coach UK Safeguarding and Protecting Children workshop or equivalent training programme
- Be committed to attending the British Canoeing Time to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC

#### **Role: Club Safety Officer**

Responsible to: Club committee through the chairperson

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety

Commitment: 1 – 2 hours per week plus relevant committee meetings

#### Main Tasks

- Assist the club to put in place policies and implementation plans for safety issues
- Act as the first point of contact for club members, volunteers, young people and parents for any issue concerning safety
- Ensure any accidents are correctly reported in accordance with the BCU guidelines
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis

#### Skills required

- Organised and knowledgeable about Health & Safety
- Able to do basic administration and maintain records
- Good analytical skills with the ability to solve problems logically
- Able to ensure policy and procedures are implemented effectively
- Able to carry out & produce risk assessments