

Committee Role Descriptor: Chairperson

TITLE: Chairperson

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

- Enthusiastic
- Can communicate effectively
- Well organised and informed of all current/previous activities
- Has a good working knowledge of the sport, constitution, rules and roles of the Club Committee
- Prepared to make a regular time commitment.
- Is a supportive leader for all club members

MAIN DUTIES:

1. Manage committee and/or executive meetings, taking responsibility for the affairs of the club.
2. Manage the annual general meeting.
3. Oversee and guide all decisions by the executive committee and sub committees.
4. Liaise with the secretary, prepare and present the annual report.
5. Act as a facilitator for club activities.
6. Be familiar with the club constitution, club rules and NGB rules and regulations.
7. Ensure the planning and budgeting for the future is carried out in accordance with club members.

TIME DEDICATED TO ROLE:

The person fulfilling this role is likely to dedicate 3 to 4 hours of their time per week

BENEFITS OF ROLE:

This is the most prominent position within the club, so it's highly respected within the community and recognised with in various fields of work. As the main leader of the club, you'll have direct influence in the development of the club – it can be a challenging role however it has its rewards

Committee Role Descriptor: Secretary

TITLE: Secretary

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

- Approachable
- Ability to delegate
- Effective Communicator
- Prepared to make a regular time commitment

MAIN DUTIES:

1. Prepare register of member's names, addresses and contact telephone numbers – manage database
2. Prepare Medical Information and Consent Form
3. Check and ensure the facility booking is in order.
4. Ensure club is affiliated to Scottish Archery and keep JustGo Club Profile up to date
5. The Secretary would call all Club meetings
6. Club matters of a general administrative nature.
7. Record minutes of meetings, AGM and EGM and ensure copies are stored and accessible to committee members

TIME DEDICATED TO ROLE:

The person fulfilling this role is likely to dedicate 3 to 4 hours of their time per week

BENEFITS OF ROLE:

This is the most prominent position within the club, so it's highly respected within the community and recognised with in various fields of work. As the main leader of the club, you'll have direct influence in the development of the club – it can be a challenging role however it has its rewards

Committee Role Descriptor: Treasurer

TITLE: Treasurer

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

- Enthusiastic
- Can communicate effectively
- Well organised and informed of all current/previous activities
- Has a good working knowledge of the sport, constitution, rules and roles of the Club Committee
- Prepared to make a regular time commitment.
- Is a supportive leader for all club members

MAIN DUTIES:

1. Reporting to the committee on financial matters.
2. Arranging all accounts statements.
3. Collecting membership fees and paying bills on time.
4. Looking after all club finances.
5. Keep up-to-date records on all financial transactions.
6. Financial planning for club seasons.
7. Year-on monitoring of club finances.

TIME DEDICATED TO ROLE:

The person fulfilling this role is likely to dedicate 1.5 to 2 hours of their time per week

BENEFITS OF ROLE:

While you may already be experienced in field of finance, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the club, while undertaking a respected role.

Committee Role Descriptor: Child Wellbeing & Protection Officer

TITLE: Child Wellbeing & Protection Officer (CWPO)

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

- PVG Checked
- Approachable with friendly manner
- Good listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies

MAIN DUTIES – JOINT RESPONSIBILITY:

1. Ensure that the Child/Adult Protection policies and procedures are understood and adhered to by all members.
2. Establish and maintain the complaints procedures.
3. Attend through sportscotland Children's 1st CWPS and CWPO training
4. Be familiar with current child/adult protection legislation and The Children Act 1989.
5. Understand the NGB child wellbeing & protection policies, procedures, rules and regulations.
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. If unable to attend any executive committee meeting, a report/apologies should be sent to the secretary.

TIME DEDICATED TO ROLE:

The person fulfilling this role is likely to dedicate 1.5 to 2 hours of their time per week

BENEFITS OF ROLE:

Children are the future of badminton, so your role in safeguarding them within your club is crucial. You will get a great deal of satisfaction seeing how young players and the club develops. Most importantly you will aim to ensure that the club operates with in effective manner so your club can be recognised as a safe and welcoming environment for children.

WHY ROLE DESCRIPTORS?

Having job/role descriptions in place provides structure to committee by outlining responsibilities of each person and what is expected. Also ensures there are no confusions over who leads on certain areas within the organisation. Further to this, have a role descriptor helps with handovers and inducting new members on to your committee supporting a smooth transition between a change in personnel.

Please note that these are just templates can be edited and tailored to suit the needs of your own club

TEMPLATE – Build your own

Here are some potential areas to think about when building a template:

- Membership
- Coaching
- Officials
- Volunteering, fundraising, social media/website, marketing, health & safety, equipment, school-club links, competition/events, disability and EDI (equality, diversity & inclusion)

[TEMPLATE]

TITLE: [Type here]

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

- [Type here]

MAIN DUTIES – JOINT RESPONSIBILITY:

1. [Type here]

TIME DEDICATED TO ROLE:

[Type here]

BENEFITS OF ROLE:

[Type here]