

Club Guidance on Committee Structure

Introduction

A well-structured committee is essential for the effective running of a sports club. The committee is responsible for making decisions that affect the club's overall direction and operations. It is also responsible for ensuring that the club is managed in a compliant and accountable manner. One of the main aims of a committee is to ensure members have a positive experience within the club.

Having a structure in place helps clubs manage the operation of their club efficiently and effectively by sharing resources and working as a team to support one another. It is recommended to keep roles manageable to avoid volunteer burnout and encourage a mix of skills and experience to encourage diverse thoughts and perspectives.

This guidance provides an overview of the key considerations for establishing and maintaining a strong committee structure for your sports club.

Committee Roles and Responsibilities

The specific roles and responsibilities of committee members will vary depending on the size and complexity of the club. However, some common roles include:

- **Chairperson:** The chair leads the committee and is responsible for ensuring that meetings are conducted effectively.
- **Secretary:** The secretary takes minutes of meetings, maintains club records, and handles correspondence.
- **Treasurer:** The treasurer is responsible for managing the club's finances.
- **Child Wellbeing & Protection Officer (CWPO):** Leading their club or organisation in the wellbeing and protection of children & young people and vulnerable adults
- **Other Committee Members:** Other committee members may have specific responsibilities related to the club's activities, such as membership, coaching, officials, volunteering, fundraising, social media/website, marketing, health & safety, equipment, school-club links, competition/events, disability and EDI (equality, diversity & inclusion)

Committee Structure

The structure of the committee should be designed to reflect the needs of the club. In some cases, a simple structure with a few key committee members may be sufficient. However, larger clubs may need a more complex structure with subcommittees to handle specific areas of responsibility.

Committee Recruitment and Selection

Committee members should be recruited from within the club membership. They should have the skills and experience necessary to fulfil their roles effectively. It is also important to ensure that the committee is representative of the club's membership.

Committee Training and Development

Committee members should receive training on their roles and responsibilities. They should also be given opportunities to develop their skills through workshops, conferences, and other training programs including Child Protection, First Aid, Equalities and Club Development.

Committee Meetings

Regular committee meetings are essential for effective communication and decision-making. Meetings should be well-planned and conducted in a timely manner.

Committee Feedback

It is always a good idea to seek feedback from club members to gauge on whether members feel the committee is meeting the club's needs. This can be done through various formats from an informal face to face discussion to an online survey.

Additional Considerations

In addition to the above, sports clubs should also consider the following when establishing and maintaining a strong committee structure:

- **Diversity:** The committee should be diverse in terms of age, gender, ethnicity, and experience.
- **Inclusion:** The committee should be inclusive and welcoming to all members of the club.
- **Transparency:** The committee should be transparent in its decision-making and accountable to the club membership.
- **Skillsets:** Before deciding what roles your clubs requires, make a list of all the tasks and responsibilities that your club needs to fulfil and to allow the club operate.
- **Life Cycle:** For volunteers often there four stages to consider when thinking about your current committee – starting the role, midpoint, leaving club and/or starting a new role
- **Engaging New Volunteers:** It is always good to try bring in new people to your committee with different skills, views, experiences and perspectives

Conclusion

A strong committee structure is essential for the effective running of a sports club. By following the guidance in this document, clubs can ensure that their committees are well-structured, effective, and accountable.