



ROLES & RESPONSIBILITIES

SCOPE

This document sets out the roles and responsibilities for individuals taking on posts with the Pentland Canoe Club. Additional posts can be added to depending on the requirements of the Club.

INTRODUCTION

The Club's Constitution requires the Club to have the following office bearers: Chair, Secretary, and Treasurer. To ensure that the Club is compliant with legislation for safeguarding, a Wellbeing & Protection Officer is also an officer bearer within the Club structure. These four roles are the core officials of the Club.

To assist with the efficient and effective operations of the Club, individuals may be asked to volunteer for certain roles. Depending on the role, some of these may only be undertaken by an elected Board. In all cases, the individuals must be a current member of the Club.

CORE ROLES

The core officials of the Club are:

- Chair
- Secretary
- Treasurer
- Wellbeing & Protection Officer

These officials are required to be Board members of the Club.

The Chair and the Treasurer should not be the same person. The Chair, Secretary and Treasurer should not normally be directly related to each other.

The Wellbeing and Protection Officer may be a separate role or undertaken by one of the other core officials.

The roles and responsibilities are detailed in Table 1.

Table 1: Core Officials Role and Responsibilities

Roles	Purpose	Main tasks
Chair	To lead the Club to achieve the overall aims and objectives undertaking a range of duties for the overall management of club affairs.	<ul style="list-style-type: none"> • Provide leadership on all aspects of the club from training, trips, fundraising and social activities. • Strategic planning and key decision-making duties. • Delegating, leading, and motivating club volunteers towards club goals/objectives. • Uphold the club constitution and terms of conditions of Paddle Scotland affiliation. • Ensuring an understanding of the legal responsibilities of the club to which the Club complies. • Lead in the enforcement of the club’s code of conduct. • ensure Board and Members meetings are held. • Chair regular Board meetings and the Annual Members Meeting. • In conjunction with the Secretary ensure the club is represented at local and regional events as appropriate. • Act as the main spokesperson of the Club
Secretary	Responsible for the main administrative duties for the Club, ensuring that communications are dealt with and arranging Board and Members meetings and to keep minutes of these.	<ul style="list-style-type: none"> • Act as the focal point for Club correspondence. • Deal with correspondence as appropriate. • Arranging Board and Members meetings and to keep minutes of these. • Progress Actions from Board meetings. • Record any resolutions passed out with board meetings. • be the first contact of all inquiries. • attending meetings to represent the club. • Keeping up to date with paddlesport initiatives and grant aid opportunities • Submit funding applications. • Ensure affiliation fees to other organisations are paid. • Maintain the Paddle Scotland database for the Club details. • Maintain Club email addresses. • Prepare and send regular update to members

Roles	Purpose	Main tasks
Treasurer	Responsible for managing, recording, and reporting on the Club's finances an annual report, which has been.	<ul style="list-style-type: none"> • Managing the club's income and expenditure and its assets and liabilities • Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Board. • Producing an end of year financial report • Identifying a suitable individual to independently review the annual accounts. • Regularly reporting back to the club Board on all financial matters • Depending on the type of legal structure reporting back to the relevant body as required. • Efficient payment of invoices and bills • Proposing amendments to annual subscriptions and other fees as appropriate • Ensuring cash and cheques that the club receives • Keeping up to date financial records • Arranging handover or succession planning for the position • Taking responsibility for personal conflicts of interests and declaring, recording, and managing these appropriately
Wellbeing & Protection Officer	Responsible for ensuring that there is Wellbeing & Child Protection Policy and that this implemented	<ul style="list-style-type: none"> • Ensure the Club is compliant with statutory requirements, National Governing Policies, and local council procedures. • Ensuring the Club Policy is up to date, that it is clearly displayed (if possible), that volunteers who may have access to children are aware of the policy, have read and understood it. • ensuring that all aspects of the policy are adhered to by the Club. • Manage and record safeguarding training required and undertaken by Club members. • maintaining a register of youth or affiliate member and have a contact name and details available in case of emergencies. • checking that all adults with regular access to children have been appropriately vetted and maintaining records of these. • Manage and record members' DBS disclosures and checks. • Act as point of contact for any welfare concerns raised by members, parents, or the public. • Manage any concerns in accordance with legislation and appropriate procedures.

Roles	Purpose	Main tasks
		<ul style="list-style-type: none">notifying the appropriate authorities of any concerns on child welfare raised by club volunteers or by the child.

OPERATIONAL ROLES (AS RQUIRED)

The Board may seek and appoint other volunteers from with the Club to perform other roles. These need not be Board Members, unless otherwise stated. These could include:

- Membership Secretary (Required to be Board Member)
- Facility Officer
- Equipment Officer
- Press/ Marketing Officer
- Events Organiser (Novices)
- Swimming Pool Co-ordinator (Aug – March)

The roles and responsibilities are detailed in Table 2.

Table 2: Tasks for Additional Board / member roles

Roles	Purpose	Main tasks
Membership Secretary	To manage Club membership and to maintain membership records.	<ul style="list-style-type: none"> • Administer the Club’s membership applications and annual membership renewals. • Progress membership payments (joining and renewals) • Ensure welcoming emails sent (with website members area) • Work with Secretary to maintain Paddle Scotland Database • Maintain an up-to-date database of the current membership of the Club. • File the membership application forms. • Liaise with the Secretary to ensure the Paddle Scotland database for Club members is up to date. • Maintain a list of Ex-members (i.e. do not renew their membership). The name of the ex-member, the dates on which they joined and left the Club and one contact method need to be kept for a minimum period from the date of leaving the Club. • Provide regular updates to each Board meeting of new members who have joined since the last meeting. • Maintain and amend, if necessary, the membership categories and the membership benefits for each membership category – in accordance with any changes to policy made by the Board. • Send out renewal reminder to all existing members at least one month before the end of the current membership. • Set a renewals deadline date, encourage membership renewals, and progress late payments. • Accept and manage new and renewal membership payments and ensure that these are paid directly to the club bank account in a timely and frequent manner for bank deposit. • Ensure that all new applications are accompanied with a completed application form and the correct payment. • Provide membership updates to the Board as required.

Roles	Purpose	Main tasks
Facility Officer	To ensure the Club's stores are fit for purpose: safe & secure; maintained and kept tidy by users.	<ul style="list-style-type: none"> • Responsible for the equipment Stores at Scrabster, and the Thurso Leisure Centre. • Check regularly to ensure stores are secure Regularly inspect stores and arrange maintenance as required. • Arrange annual treatment of exterior surfaces. • Manages the distribution of keys for the club and maintains an active list of club members who have keys. Ensuring keys are returned when no longer required. • Reviews and recommends improvements to the stores. • Provide updates to the Board as required.
Equipment Officer	To ensure that the Club has appropriate equipment to deliver activities and is kept in a fit for purpose state through inspection and maintenance	<ul style="list-style-type: none"> • Maintain inventory database of equipment and ensures it is safe and fit for purpose. • Arrange annual testing of Buoyancy aids and record results at the start of the Summer. • Arrange inspections and maintenance at start of Summer, with the support of Board/members. • Arrange cleaning of equipment at end of the end of the Summer • Arrange equipment repairs as required. • Ensuring there are suitable spare available for maintenance. • Manages the loan or hire of club equipment, ensuring any fees / security deposits due are collected. • Provide updates to the Board as required.
Press/ Marketing Officer	To ensure the Club has a media presence which promotes the sport, Club, and recruits members.	<ul style="list-style-type: none"> • Seeks positive press coverage for the club and advises Board on any PR issues. • Prepares press articles (local press, canoeing press) as appropriate (eg events) • Maintains and develops the club's website and social media profiles. • Ensures the website is current. Tasks include regularly review website to ensure it is current; Prepare, with others, updates / new content for website and provide, to the secretary for changes to upload.

Roles	Purpose	Main tasks
Events Organiser (Novices)	To arrange suitable events / trips for novice paddlers	<ul style="list-style-type: none"> • Liaise with coaches and leader to deliver trips for new / novice paddlers. • Inform individuals of event and what they need. • Organise equipment for the event. • Arrange for payments to be collected and given to the Treasurer
Summer Evening Sessions Co-ordinator (March – Sept)	To co-ordinate the outdoor evening training sessions arrangements	<ul style="list-style-type: none"> • Arrange for the Risk Assessments and Operational Procedures to be reviewed and revised, as necessary. • Agree with the Board the day, times and start date of the sessions, ensuring these do not clash with the Yacht Club training days at Scrabster. • Liaise with the Pentland Firth Yacht Club on the use of the Club house. • Inform Scrabster Harbour on the dates and times of the sessions at the start of the season. • Arrange for briefing / training for coaches / helpers in advance of the start of the sessions and that the relevant documents have been circulated. • Arrange sessions to be advertised and members informed with details. • Coordinate with the Membership Secretary to ensure that all participants attending the sessions are current members or on a come & try session. • Provide updates are issued on information eg, cancellations due to weather. • Co-ordinate weekly bookings • Ensure coaches and helpers are available. • Arrange for the yacht club to be cleaned after use and ensure the building is securely locked • Ensure the equipment cleaned and returned to the stores • Arrange for entry equipment fees to be collected and given to the Treasurer. • Inform Pentland Firth Yacht Club and Scrabster Harbour trust when the weekly sessions are finished at the end of the year
Swimming Pool Co-ordinator (Aug – March)	To organise the annual winter pool training sessions	<ul style="list-style-type: none"> • Liaise with the pool management regarding pool training sessions. • Arrange for briefing / training for coaches / helpers in advance of the start of the sessions. • Book pool sessions Thurso Leisure Centre (submit booking form in September and December) each year.

Roles	Purpose	Main tasks
		<ul style="list-style-type: none">• Ensure the Information folder is updated (October and December)• Arrange pool sessions to be advertised and members informed with details.• Coordinate with the Membership Secretary to ensure that all participants attending pool sessions are current members or on a come & try session.• Advertise pool sessions as appropriate and provide updates on information, eg short notice pool closures.• Co-ordinate weekly bookings• Arrange for entry fees to be collected and given to the Treasurer.• Arrange ensure coaches and helpers are available.
