

Leeds Canoe Club - Committee roles and responsibilities

Committee roles

These members attend the Club's committee meetings

Chairperson

- Arrange and chair the Club's Annual General Meetings
- Arrange and chair regular meetings of the Club's Committee
- Responsible for guiding the activities of the club in accordance with its articles and general policy as expressed by the majority to its members.
- Represent or arrange for the representation of the Club at British Canoeing regional level and at meetings of other organisations.
- Send out the Club's weekly email on current and future events
- Ensure changes to Club policies and processes are appropriately communicated to club members.
- Be the main point of contact for new and existing club members.
- Ensure a balanced program of events is available for club members

Secretary

- Responsible for the recording of minutes from the Club's Committee and Annual General Meetings
- Act as point of contact for British Canoeing and other organisations
- Arrange for our submissions to British Canoeing to maintain our Sport England club accreditation
- Review and update the Club's policies and procedures

Membership Secretary

- Responsible for membership renewal and maintaining an up to date membership list.
- Management of the Club's new starter waiting list for pool sessions

Treasurer

- Responsible for maintaining an up to date record of the Club's finances.
- Manage the Club's online bank account.
- They shall produce at the AGM balance sheets showing the financial state of the General funds, accompanied by the Auditors report.
- Cheques should have at least two signatories.
- Make the committee aware of any existing or potential financial or cash flow problems.

Training Officer

- Arrange a suitable program of coaching sessions throughout the year for members
- Manage the Club's summer River Aire river sessions
- Ensure the club maintains sufficient numbers of river leaders & coaches
- Arrange leader and coach training to recruit new leaders and coaches
- Manage the Club's leader remit process

Equipment officer

- Undertake an annual audit of the Club's equipment
- Arrange purchasing of any new equipment required by the Committee.

Volunteers co-ordinator

- Responsible for organising volunteers and training volunteers to help run events organised by the Committee
- Find volunteers to organise club weekend trips (Lakes (February), Scotland (Easter), Tryweryn (May/August), Goat Inn (October), Wales/Dart (November))
- Arrange Sunday club trips, ensuring sufficient leaders are available, and a balance is made for different ability levels of members

Non-Committee roles

These members may attend (but not required) the Club's committee meetings.

They should provide regulator update to the Chairperson

Social Secretary

- Organise a programme of social events.
- Organise the Club's Xmas party

Polo Representative

- Arrange entry in the Yorkshire league for the Club's polo team(s), arrange canoe polo training sessions

Welfare officer

- Responsible for acting as a source of advice about safeguarding and protecting children and vulnerable adults
- Is required to attend British Canoeing welfare courses

Web Site Administrator

- Responsible for the upkeep of The Club's website, social media and online booking system

Safety officer

- Responsible for providing safety advice for Club events which open to non-club members, such as Kirkstall Festival and Washburn releases
- Is required to attend British Canoeing Safety Training course

Paddle-ability officer

- The Paddle-ability officer shall help facilitate into paddle sport any member who feels they have special needs. T
- They should attend British Canoeing's Foundation Paddle-ability training course.

Junior Representative

- The Junior representative should feedback to the Committee the views of Junior members, and provide ideas of any Junior specific training or events that Junior members would like to have available.

Pool Officer

- Manage our weekly pool sessions at Armley leisure centre, ensuring volunteers are available to:
 - Maintaining pool session bookings
 - Collect pool fees on the night
 - Ensure sufficient coaches available
 - Ensure sufficient equipment is available to use