

## Committee roles - duties

### Secretary

1. To prepare agendas for committee meetings, AGM and any Special General Meetings.
2. To minute committee meetings, AGM and any Special General Meetings.
3. To assist the Club Chair in the smooth handling of club business.
4. To oversee the Club email account, handle telephone, email & club website enquiries and ensure they are routed to the appropriate person.
5. To keep the list of club members email addresses up to date, including removing details of lapsed/former members after an appropriate period according to GDPR, or at the request said former members, whichever is sooner.
6. To disseminate club information/announcements to members.
7. Attendance at committee meetings, including brief reports where required.
8. Assist the Chairman in strategic planning of ongoing club development.
9. Alongside the Treasurer Liaison with colleges for renting the field and sports hall

### Treasurer

1. Creating and maintaining the club's annual budget
2. Working with other club officers to generate and collect funds
3. Collecting membership fee payments
4. Collecting insurance remittances
5. Arranging Insurance
6. Managing collection of target fees
7. Ensuring accurate and up-to-date records of all club income and expenditure
8. Payments to third parties
9. Alongside the Secretary Liaison with colleges for renting the field and sports hall
10. Prepare and issue invoices
11. Manages the club's bank account
12. Issue payment reminders to coaches
13. Seeking approval of the club's committee for major expenditures
14. Preparing financial statements ahead of the Annual General Meeting
15. Reporting on the club's financial performance at the club AGM

### President

1. To chair committee meetings in the absence of the club chairperson
2. To captain the President's team at the Millennium shoot
3. To be the voice of reason/calm/wisdom if committee/AGM discussions get heated
4. Attendance at committee meetings, including brief reports where required.
5. Assist the Chairman in strategic planning of ongoing club development

## Chairperson

1. Presides over the AGM
2. To make sure the meeting runs in an orderly fashion and doesn't deviate from the agenda.
3. To make certain that the person who has the floor has the attention of committee members attending.
4. To discourage any unnecessary chit-chat and keep the socialising either before or after the meeting.
5. To make certain that all officers and attending members at the time to make their report and answer any questions.
6. To give the person minuting the meeting time to record the minutes without interruption.
7. To thank the host or the person arranging the meeting
8. Attendance at committee meetings, including brief reports where required.
9. To discuss club strategy and put forward ways in which the club should develop with the committee members

## Club Captain

1. Fixtures list draft to be ready for Spring committee meeting (suggest "for discussion at the first committee of the new year")
2. Co-ordinate inter-club shoots with respective Club captains.
3. Responsible for nominating a field captain for club & tournament days to ensure relevant AGB & club guidelines
4. Ensure safety of both archers and spectators using guidelines laid down, or delegation thereof to nominated field captain of the day.")
5. Deciding voice on issues raised on the field (i.e. scores, dress code, behaviour, safety issues, etc). with the help of the other club officers.
6. Produce a keyholders list
7. Attendance at committee meetings, including brief reports where required
8. Assist the Chairman in strategic planning of ongoing club development

## Head coach

1. To develop a broader coaching team of trained experienced archers.
2. To develop/maintain a coherent coaching strategy to nurture new archers.
3. To organise & oversee beginner's courses, taster sessions and have-a-go's.
4. Support & encourage new beginners to ensure fresh members are coming through the club.
5. Attend and Report to committee when required.
6. Assist the Chairman in strategic planning of ongoing club development

## Records officer

1. The record officer shall be responsible for the accurate recording of all scores made by shooting members of all club members.
2. Ensuring that Archers who have direct membership to Archery GB that they need report their scores to KAA if they want them recorded.
3. Ensure Archers know how to record and ensure they are collected.
4. Attend and Report to committee at regular meetings.

5. Arranging Frostbite competition, posting scores within timescales (suggest scores responsibility be delegated to records officer, as it probably is in practice anyway).
6. Assist the Chairman in strategic planning of ongoing club development

#### For Records Collected

1. Record all members' scores on an individual record sheet
2. Update handicaps after each round recorded (if applicable)
3. Update classification of archer after each round
4. Check if any club record scores have been achieved at the end of the shooting season
5. Provide handicap details for any handicap shoots & inter-club shoots.
6. Record trophy winners for club shoots.
7. Issue classification badges as appropriate.
8. Update each archer's handicap at the end of season
9. Attend and Report to committee at regular meetings.
10. Yearly report to AGM
11. Notify AGM of Handicap Improvement Medal

#### Safeguarding Officer

1. To advise committee on how changes affect children and vulnerable adults
2. Attend and Report to committee at regular meetings.
3. To advise committee/members should issues arise
4. To notify authorities if required
5. Assist the Chairman in strategic planning of ongoing club development
6. Keep a record of club members with valid enhanced DBS registrations
7. Keep a record of club members with valid First Aid certificates.

#### Junior representative

1. To raise issues at committee on behalf of the junior members of the club.
2. To consider how committee proposals may affect junior members.
3. Attend and Report to committee at regular meetings.
4. To be the junior members' voice at AGM.
5. Assist the Chairman in strategic planning of ongoing club development

#### Trophy officer

1. To look after the trophies and medals
2. To order medals and trophies as required
3. To have trophies engraved following a tournament
4. Attend and Report to committee at regular meetings.
5. Assist the Chairman in strategic planning of ongoing club development

#### Maintenance team

In addition to their individual responsibilities, the equipment, building & field officers will form the core of the club maintenance team with the aim of co-opting other members with the necessary skills to maintain the club's archery equipment, the building and the 3 archery ranges.

### Equipment officer

1. Building/co-ordinating a team of members with the skills/knowledge to maintain the club's archery equipment.
2. Supply and set up archery equipment for have-a-go's (with help from other club members).
3. Check and maintain club's equipment assisted by club members with relevant skills & report to the committee on the defects & wear/tear of equipment, particularly where significant expense may be required.
4. Be responsible for adequate usable equipment for beginners' courses.
5. Obtain committee approval & then order equipment as needed.
6. Be part of the team that sets up home shoots.
7. Attend and Report to committee at regular meetings.
8. Assist the Chairman in strategic planning of ongoing club development.

### Building officer

- 1 Building/co-ordinating a team of members with the skills to maintain the Frank Pullen Building and car park (electrical, plumbing, carpentry, cleaning, etc).
- 2 Where we do not possess the necessary skills among our members, to engage contractors as required to maintain the building & services with the prior approval of the committee.
- 3 To take overall responsibility for building & facilities security.
- 4 Attend and Report to committee at regular meetings.
- 5 Assist the Chairman in strategic planning of ongoing club development

### Field officer

- 1 Building/co-ordinating a team of members with the skills to maintain the archery ranges and footpaths between the archery ranges (grounds maintenance, landscaping, carpentry, etc).
- 2 Where we do not possess the necessary machinery/skills among our members, to engage contractors as required to maintain/develop the ranges with the prior approval of the committee.
- 3 To take overall responsibility for maintaining the mower and other grounds equipment.
- 4 Attend and Report to committee at regular meetings.
- 5 Assist the Chairman in strategic planning of ongoing club development

### All committee members

1. To decide on which tournaments will be run
2. To ensure that all tasks related to tournaments are covered
3. To ensure make sure that there are enough people available to set up the field on club days and to get people involved
4. Attend and Report to committee at regular meetings.
5. Assist the Chairman in strategic planning of ongoing club development
6. To advise on issues relating to the Club constitution

### Range Captain Duties

1. Gather Archers to allow communication to members at the start of each shooting day.
2. Ask other committee members if they wish to say anything and introduce those that do
3. Ensure safety of both archers and spectators using guidelines laid down.
4. If an issue arises ensure that the Issue is entered in the Issues Book.
5. Ensure that unused equipment is returned to the club house.