

APPENDIX 1

JOB DESCRIPTIONS Committee and Club Officers

President / Chairman

The Chairman is responsible to the Members for the overall running of the Club. This includes ensuring that the Club meets its objectives, manages its financial affairs, convenes its meetings, and he/she ensures that the other Officers and Committee members carry out the duties delegated to them.

The Chairman shall:

- (a) oversee the day-to-day running of the Club through delegating tasks to the relevant members of the Committee, or to any other appropriate member of the Club;
- (b) have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. He/she shall have the deciding vote in all such meetings. Should the Chairman be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting. The Chairman shall have the casting vote in the case of a tied vote;
- (c) be an ex-officio member of all sub-committees of the Club;
- (d) represent the Club to official bodies and the media;
- (e) present the annual report to the AGM;
- (f) appoint and establish or disband such other committees or sub-committees as he/she or the Committee deem necessary.

Secretary

The Secretary shall:

- (a) maintain a register of the members of the Club;
- (b) give notice of meetings of the members and the Committee;
- (c) record and maintain the records of minutes of those meetings;
- (d) ensure the Club membership of British Fencing (BF) is up-to-date; and provide a copy of the calendar of Club events and competitions each season to GUE for onward transmission to BF.
- (e) keep a record of all correspondence to and from the Club;
- (f) organise the AGM or EGMs;

- (g) book the venues;
- (h) draw up and issue the calendar for the season;
- (i) compile and issue newsletters;
- (j) maintain the Club archive and library;
- (k) maintain a list of Club property and trophies (the list of Club equipment to be maintained in liaison with the Club armourers).

Treasurer

The Treasurer shall:

- (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (b) develop and implement control procedures to minimise the risk of financial exposure;
- (c) ensure that bills are paid and cash is banked in a timely manner;
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made, including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters;
- (g) make the accounts available to the Honorary Auditor prior to the AGM or when instructed by the Committee;
- (h) ensure all subscriptions are collected and accounted for;
- (i) ensure all grants are accounted for;
- (j) give a brief financial report at every Committee meeting;
- (k) co-ordinate any sponsorship;
- (l) oversee other money-making activities.

Ordinary Members (i.e. 4 Committee members without any specific role)

Ordinary Members shall:

- (a) undertake any duties or responsibilities delegated to them by the Committee;
- (b) represent the views of the Club members to the Committee;
- (c) assist the officers of the Club in their duties.

Beginners' Secretary

The Beginners' Secretary shall:

- (a) be responsible for ensuring that coaches are available to coach beginner fencers and shall ensure that their names, details and money are taken by the Club. He/she will ensure that beginners and intermediate fencers are progressing and that they are being included in Club social activities;
- (b) compile / maintain a list of interested / prospective beginners and pass the information to the Club Secretary to maintain the membership list;
- (c) ensure that there will be sufficient coaches for a session/course;
- (d) issue joining/welcome packs;
- (e) collect the fees and pass to the Treasurer;
- (f) ensure suitable kit is available.

Competition Director / Fixtures Secretary

The Competition Director (and/or seconded/nominated helpers) shall:

- (a) be responsible for the technical organisation of competitions organised by the Club;
- (b) ensure that the rules are adhered to; they cannot agree to any departure from the rules except in circumstances in which it would be impossible to apply them;
- (c) check entries;
- (d) draw up poule sheets and DE tables according to the competition / match rules;
- (e) allocate referees;
- (f) supervise the start and progress of the event;
- (g) examine and resolve complaints;

- (h) check and disseminate results;
- (i) be responsible for disciplinary matters;
- (j) record and forward results to the Media Officer and Club Secretary.

Musketeers' Secretary

The Musketeers' Secretary shall:

- (a) compile / maintain a list of prospective / current Musketeers and pass the information to the Club Secretary to maintain the membership list;
- (b) liaise with the coaches to establish a coaching structure and ensure that there will be sufficient coaches available for each session/course;
- (c) issue joining/welcome packs;
- (d) collect the fees and pass to the Treasurer;
- (e) ensure suitable kit is available.

Media Officer

The Media Officer shall:

- (a) be responsible for the maintenance of the website;
- (b) be responsible for the Club's PR;
- (c) liaise with the media and be responsible for the collection and co-ordination of press/media articles and releases; all releases except for league and internal Club competitions reports should be approved by the Chairman.
- (d) forward / distribute communications received through the website contact address;
- (e) ensure regular communication with Club members through a newsletter.

Senior Armourer (Electrical)

The Senior Armourer shall:

- (a) maintain a register of all Club equipment;
- (b) prepare a budget/costing for new equipment procurement or existing equipment replacement;

- (c) procure equipment for/on behalf of the Club (in all cases with the approval of the Committee);
- (d) maintain and repair, or arrange for the maintenance and repair of the Club's fencing equipment;
- (e) assist and advise Club members about the repair and maintenance of their personal equipment;
- (f) ensure that Club equipment is made available, in sufficient quantity, for Club nights, competitions and matches.

Steam Armourers

The Steam Armourer(s) shall:

- (a) assist the Senior Armourer;
- (b) maintain a register of all Club equipment;
- (c) ensure that Club equipment is made available, in sufficient quantity, for Club nights, competitions and matches;
- (d) maintain and repair, or arrange for the maintenance and repair, of the Club's fencing equipment.

Team Captains

The Men's and Ladies' Team Captains shall:

- (a) be responsible for organising Club competitions and matches against other clubs;
- (b) select Club members for the Club teams;
- (c) record results and individual achievements at matches and events;
- (d) liaise with the Media Officer prior to events to publicise the Club and the event;
- (e) liaise with the Media Officer to ensure that the event is recorded and reported immediately after the event;
- (f) liaise with the Club Armourers to ensure the transport and availability of Club equipment required for the event/competition;
- (g) present a report at the AGM of members' competitive achievements.

League Organisers

The League Organisers shall:

- (a) be responsible for the technical organisation of Club leagues;
- (b) at the start of the season supply and publish the league rules to the Committee for approval and dissemination to Club members;
- (c) ensure that the rules are adhered to; they cannot agree to any departure from the rules except in circumstances in which it would be impossible to apply them;
- (d) check the entries;
- (e) liaise with the Club Armourers to ensure that sufficient equipment is made available to run the events;
- (f) draw up the poule sheets according to the league rules;
- (g) supervise the start and progress of the event;
- (h) examine and resolve complaints;
- (i) check and disseminate results;
- (j) record and forward results to the Media Officer and Club Secretary.

Child Protection Officer

The Child Protection Officer shall:

- (a) have an understanding of, and support, the maintenance of a Child Protection Policy;
- (b) have an understanding of and appreciation of, the need for confidentiality;
- (c) have the ability to follow procedures and to know when to seek advice and not rely solely on his/her own judgement;
- (d) act as the contact person on matters relating to child protection at the Club;
- (e) ensure all persons working with children and young people at the Club are fully aware of what is required of them within the protocols of the Child Protection Policy / Code of Good Practice;
- (f) conduct the administrative work associated with processing information on new coaches / organisers / officials;

- (g) liaise closely with the Club's youth coaches, ensuring that agreed procedures for the prevention of risk are followed;
- (h) counsel / advise the Club on matters of policy relating to child protection.

Safety Officer

The Safety Officer shall:

- (a) be responsible for maintaining the Club's safety procedures;
- (b) bring to the attention of the Committee ways to improve safety;
- (c) present at the AGM a statement of the Club's safety record;
- (d) undertake risk assessments of venues where fencing is to take place.

Coaches Coordinator

The Coaches Coordinator shall:

- (a) organise the Club coaches' meetings;
- (b) establish and maintain a coaching structure;
- (c) establish and maintain a coaching policy within the Club;
- (d) establish a coaches' education programme;
- (e) promote an interest in coaching fencing;
- (f) advise the Committee on all matters relating to coaching.

21 June 2012

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