



Solihull Canoe Club Committee Terms of Reference

Purpose of the Committee

The Committee of Solihull Canoe Club (the “Club”) shall conduct the affairs of the Club in support of:

- the Club’s charitable objective: “the promotion of community participation in healthy recreation by providing facilities for canoeing within Solihull Metropolitan Borough”; and
- the Club’s vision: "Empowering everyone to achieve their full potential in the sport of canoeing, both competitively and recreationally."

Role of the Committee

- The Committee shall ensure compliance with the Club’s Constitution.
- The Committee shall ensure that the Club is affiliated to Paddle UK and that it complies with its affiliation requirements.
- The Club is a registered charity. Elected committee members will be trustees of the charity and shall ensure the Club complies with charity law and Charity Commission requirements.
- The Committee shall conduct the general affairs of the Club.
- The Committee shall adopt and review, at least annually, a Development Plan and shall take the main responsibility for delivery of the Club Development Plan.
- The Committee shall conduct its business in accordance with the Club’s values.

Composition of Committee

The Constitution defines the process for election of the Committee at the Club’s AGM.

The Constitution provides that there should be at least five Committee members and not more than twelve members.

The principal officers of the club shall be the Chair, Treasurer and Secretary. Other Officers shall be the Vice-Chair, Welfare Officer(s), Coach Coordinator, Trip Coordinator, Membership Secretary, Health and Safety Officer and/or such other positions as the Committee may decide from time to time are required.

In accordance with the Club’s constitution, other members of the Club may be co-opted by the Committee.

Individual Committee Roles and Responsibilities

Full descriptions of job roles and responsibilities are detailed in the club document “Committee Job descriptions”. Some roles within the Club may be shared and some Committee members may fulfil more than one role.

The names of all Committee members shall be communicated to Club members and displayed in the clubhouse and on the website.

Committee Meetings

At least 4 Committee meetings shall be held annually. Meetings will be held via zoom or at a venue suggested by the Chair or Secretary.

The Secretary shall ensure that reasonable notice is given of meetings and that minutes are taken at all meetings and promptly issued to all Committee members. Minutes (excluding any confidential items) will be circulated to members once approved by the Chair.

All Club members should be informed of important Committee decisions.

Review of Committee Terms of Reference

The Terms of Reference will be reviewed by the Committee at least every two years.

They were last reviewed in May 2026.