



Committee Role Descriptions

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Chair - Role Description

Responsible to: the Club Committee and members.

Role purpose: to provide leadership and ensure an efficient and well managed club.

Commitment: As required

Main Tasks:

- Act as an ambassador for the club
- Chair regular committee meetings and the Club Annual General Meeting (AGM) in accordance with the club constitution.
- Work with the Club Secretary to produce agendas for meetings.
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- To ensure that club policies are delivered.
- Being actively involved in creating and following a Club Development Plan.
- Assist the club to fulfil its responsibilities to safeguard children at club level.



- Ensure an understanding of the legal responsibilities of the club.

Skills required

- Knowledge of the club is essential.
- Background in management is helpful (but not essential).
- Strong leader who can be objective.
- Confident and effective in communication.
- Enthusiastic and able to motivate others.



Vice Chair – Role description

Responsible to: Committee through the Chair

Role purpose: to support the Chair in the fulfilment of their duties, deputising for them when required

Commitment: 1 – 2 hours per week plus committee meetings (usually 3 or 4 a year)

Main Tasks:

- Ensure the culture of the club reflects its values
- Facilitate the strategic development of the club
- Enable the club to assess and manages its risks
- Support fundraising activities

Skills required:

- Good knowledge of the club and its operating context
- Experience of strategy development, execution and reporting, including risk management
- Strong leadership, management and communications



Secretary - Role Description

- Responsible to:** Committee through the Chair
- Role purpose:** To deal with the administration of the Club and ensure its legal obligations are met
- Commitment:** As required

Main Tasks:

- Ensure all formal meetings, including the Annual General Meeting, are effectively organised and minutes are recorded
- Maintain effective and up-to-date club membership records
- Act as the first point of contact for official enquiries to the club and ensure prompt communication internally and with external organisations
- Uphold the legal requirements of the club
- Ensure that all members have access to the club handbook, insurance details and officer's contacts
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings
- Deal with the membership renewal and with new membership applications
- Provide regular reports on membership numbers to the committee
- Maintain groups of members' email addresses to send out emails to the membership as a whole
- Circulate emergency contact and medical information of members to coaches
- Deal with or delegate all other administrative duties for the Club including:
 - Monitor the Club's constitution, proposing amendments as necessary
 - Draft Trustees' Report for AGM
 - File annual update, accounts and Trustees Report as required by the Charities Commission
 - Prepare annual affiliation application to Paddle UK and submit with calculated fee
 - Renew the Club's boat and buildings insurance
 - Deal with all property matters including business rates
- Be the main point of contact for Quality Club

Skills required

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Good administrative skills and competent with email
- Access to forms of communication and contactable
- Enthusiastic and able to motivate others



Treasurer - Role Description

Responsible to:	Committee through the Chair
Role purpose:	To produce accounts and monitor finances to ensure that the Club remains solvent
Commitment:	As required

Main Tasks:

- Ensure efficient financial running of the Club and take responsibility for the finances
- Produce an Income and Expenditure Forecast for the Club at least once a year after the previous year's actual figures have been finalised
- Be a signatory (along with other members of the committee) physically and online on the Club's bank and savings accounts
- Keep up to date records of accounts including receipts
- Set up new savings accounts as required
- Provide regular reports to the Committee
- Arrange for an annual examination of the accounts and produce a report for the AGM with the examiner's report

Skills required:

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money
- Similar experience in accounts is desirable
- Knowledge of spreadsheets
- Happy with online banking



Club Welfare Officer and Assistant Welfare Officer– Role Description

Responsible to: Committee through the Chair

Role purpose: Acting as a source of advice about safeguarding and protecting children and adults at risk, promoting good practice and for coordinating action within the club on receipt of any concerns or referrals.

Commitment: As required

Main tasks:

Policy and Procedures

- To provide information and advice on safeguarding and child protection within the Club and promote a child focus;
- To ensure that the Club adopts and follows the Paddle UK Child Protection Policy (SPC-P1), Safeguarding Adults Policy (SPC-P6) and procedures;
- To promote awareness of the Paddle UK Codes of Conduct and Paddlesafe documents;
- To implement safe recruitment and screening procedures within the Club;
- To be a confirmation signatory, verifying the identity of individuals completing disclosures (SPC-17 and SPC-G26).

Referrals:

- To receive information from Club staff, volunteers, children or parents and carers who have concerns about child protection or adults at risk and record it;
- To follow the Paddle UK Responding and Reporting Concerns flowchart (SPC-G3);
- To ensure that the referral is confirmed in writing using the Paddle UK Recording Concerns Report Form (ideally)(SPC-G4).

Education and Training:

- To advise the club about appropriate training for coaches and volunteers based on the Paddle UK recommended training requirements (SPC-G21);
- To advise the Club about Child Protection and Adults at Risk training opportunities.

Skills required:

- Awareness of the local statutory child protection network, including the contact details for the local Police and Children's Social Care Services, the role of the Local Safeguarding Children's Board (LSCB), where applicable, and the awareness of local inter-agency child protection procedures;
- Understand of the Paddle UK Child Protection Policies and Safeguarding Adults policies and procedures and the requirement to safeguard and protect children and adults at risk in sport;
- Awareness of equality issues, Child Protection and Safeguarding Adults at Risk;



- Understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.



Coaching Coordinator

Responsible to: Committee through the Chair

Role purpose: To organise a programme of coaching and provide support to club coaches.

Commitment: As required

Main Tasks:

- Ensure there is a comprehensive and equitable programme of canoeing activity that supports the stated aims and objectives of the Club
- Promote high quality coaching and actively encourage and support the Club's coaching team in their continued coach education and professional development
- Arrange, as appropriate, mentoring support for new and existing coaches within the Club
- Promote Club funding and support for coach development - aiming to ensure financial and practical support for coaches to advance their coaching skills, knowledge and qualifications, in order to meet the needs and aspirations of the Club
- Make appropriate representations on coaching matters to Paddle UK
- Ensure that all Club policies and procedures related to coaching and coaching sessions are reviewed annually
- Ensure coaches fulfil the Paddle UK coach update requirements
- Promote all of the above by holding regular meetings with the Club coaching Team.
- Access reports and records of coaching qualifications of members on Paddle UK's Just go portal

Skills required:

- Organised and knowledgeable about coaching qualifications and methods
- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to providing safe, ethical, effective and paddler focused activity



Health and Safety Officer – role description

Responsible to: Club committee through the Chair

Role purpose: To advise the club on the requirements, policies and procedures for all aspects of health and safety

Commitment: As required

Main Tasks:

- Assist the coaches to review policies and implement procedures for health and safety issues
- Act as the first point of contact for Club coaches, other volunteers, young people and parents, for any issue concerning health and safety
- Ensure all accidents are correctly reported in accordance with the Paddle UK guidelines
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis
- Keep up to date with the latest training requirements on health and safety from Paddle UK

Skills required:

- Organised and knowledgeable about Health & Safety (or willing to get up to speed on what is required)
- Able to do basic administration and maintain records
- Good analytical skills with the ability to solve problems logically
- Able to ensure policy and procedures are implemented effectively
- Able to carry out risk assessments



Volunteer Coordinator – role description

Responsible to: Committee through the Chair if a different person

Role purpose: To coordinate the recruitment, training and opportunities for volunteers within the Club

Commitment: As required

Main Tasks:

- Act as the main contact for all volunteers
- Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the Club
- Ensure all volunteers are clear on their responsibilities
- Ensure volunteers are trained and supported appropriately including being DBS checked where required
- Encourage and promote all volunteering roles and opportunities within the Club
- Ensure Club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions

Skills required:

- Enthusiastic and knowledgeable about the Club and volunteers
- Approachable and confident communicator
- Good organisation skills



Trip Coordinator – Role description

Responsible to: Committee through the Chair if a different person

Role purpose: To coordinate a programme of recreational trips

Commitment: As required

Main Tasks:

- Coordinate a programme of recreational trips suitable for members with different levels of experience and involving different types of water
- Support coaches and leaders organising trips
- Liaise with Secretary to send out emails about forthcoming trips

Skills required:

- Good knowledge of local waterways
- Good knowledge of club and coaching team
- Good administration and organisation skills
- Good communication and enthusiastic