

Goring Gap Boat Club Committee

The Rules of the club state:

The officers of the Club shall be the President and the committee. The Committee shall be elected at each Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire but shall be eligible for re-election provided they have not been a member of the committee for five consecutive years.

18. *The Committee shall consist of:-*

*Chairman
Honorary Secretary
Honorary Treasurer
Captain of Rowing
Captain of Boats
Regatta Chairman
Social Secretary
Membership Secretary
+ up to 5 other members*

The Committee shall assign specific responsibility for the following additional areas to person(s) chosen from the above:

Welfare, Safety Advisor, Publicity & PR, and non-sliding seat boats.

Meetings of the Committee may be convened by any Committee member and seven shall be a quorum.

19. *The Committee shall manage the affairs of the Club in accordance with the rules of the Club and define the duties of the several officers who shall in all respects be subject to the control of the Committee. In the event of the President retiring, the main Committee shall appoint a replacement.*

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The Role of the President

(Version 0.1 - 26 November 2010)

An honorary position appointed by the committee to a person who has made a significant contribution to the club.

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Roles of committee members

(Version 0.1 - 25 November 2010)

All committee members are expected to:

- Act as the 'face' of the club in any interactions with club members, potential members, course participants, and external agencies.
- Play a full and active part in the activities of the club, supporting GGBC events and encouraging others to attend.
- Attend committee meetings and participate in discussions, contributing views, providing feedback from club members, taking responsibility for specific actions and reporting back as required.
- Respond in a timely manner to emails and requests for information, advice, feedback etc.
- Carry out identified duties according to post undertaken and/or contribute to sub committees and/or working groups as necessary.

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In addition, committee members may take on the following specific duties:

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Duties of the Chairman

(Version 0.1 - 25 November 2010)

1. Provide overall leadership and management of the club
2. Manage committee meetings and oversee the work of committee members to ensure tasks are completed.
3. Manage the Annual General Meeting
4. Represent the club at all levels
5. Ensure that planning and budgeting for the future is carried out effectively and in accordance with the wishes of the members

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Duties of the Honorary Secretary

(Version 0.1 - 25 November 2010)

Provide support for the Chairman in ensuring the smooth functioning of the committee:

1. Arrange committee meetings, set dates, book venue, draft agenda and send details to committee members
2. Take minutes at meetings and circulate to committee
3. Maintain effective records and administration
4. Deal with club communication and correspondence

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Duties of the Honorary Treasurer

(Version 0.1 - 25 November 2010)

1. Responsible for the day to day handling of the Clubs' accounts and liaising with the GGBC Accountant at the end of the financial year (30 September) in order that the accounts are prepared in a timely manner for the AGM in November.
2. Arranging/keeping up to date the four required signatories - normally Treasurer, Chairman and two other committee members.
3. Keeping the electronic books up to date in terms of all credits and debits
4. Keeping the paper records of all receipts and bank statements up to date.
5. Keeping the Clubs' Insurances up to date
6. Working on the Regatta committee to agree income projections and budgets for expenditure
7. Looking after the cash flow (income and expenditure) at the regatta which includes arranging floats and banking takings

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Duties of the Captain of Rowing

(Version 0.1 - 28 November 2010)

1. Organise a programme of rowing activities for all club members.
2. Arrange appropriate coaching sessions as required.
3. Organise courses for members and potential members as required.

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Duties of the Captain of Boats

(Version 0.1 - 28 November 2010)

1. Ensure all club boats are maintained in a suitable condition for rowing.
2. Keep a record of all club boats and suggest new purchases or disposal of boats in order to maintain an appropriate stock of boats to meet club members needs.
3. Co-ordinate working groups to carry out maintenance as required.

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Duties of the Regatta Chairman

(Version 0.1 - 28 November 2010)

1. Provide overall leadership and management for the organisation of the regatta.
2. Liase with the Club Chairman regarding arrangements for the regatta.
3. Organise volunteers to take on identified tasks for the regatta.
4. Provide reports and feedback to the Committee regarding the regatta.

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Duties of the Social Secretary

(Version 0.1 - 17 November 2010)

1. Organise a range of social events throughout the year such as – venue to watch the Boat Race, Picnic at Henley Regatta, BBQ's at Clubhouse
2. Arrange catering at club events such as Round the Island Heads, Santa Row
3. Encourage people to meet for drinks & chat at a 'Club Night' – Thursday nights are popular to meet at the pub in Whitchurch
4. Organise one larger annual event and/or annual dinner
5. Raise money where possible through social events to contribute to club funds

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Duties of the Membership Secretary

(Version 0.1 - 25 November 2010)

1. Ensure an effective process for dealing with membership applications
2. Maintain records of club members

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Duties of the Welfare Officer

(Version 0.1 - 25 November 2010)

Act as the point of contact for any issues regarding child protection or protection of vulnerable adults

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Duties of the Safety Advisor and the Safety Advisor's Deputy

(Version 0.3 - 26 October 2010)

1. Maintain the GGBC Committee's awareness of British Rowing's safety requirements.
2. Identify the major areas of risk and prepare and maintain risk assessments, e.g. for:
 - a. Club sessions
 - b. Children on club premises or at club events
 - c. The regatta (this is the responsibility of the Regatta Safety Officer)
 - d. Any other activity or event where there are significant risks
3. Draw the Committee's attention to medium and high risk situations with potentially serious consequences requiring action
4. Keep the safety notice board updated
5. Check and maintain the club's First Aid boxes and safety equipment every 3 months
6. Test life jackets every 6 months
7. Complete and submit the British Rowing Safety Audit by 31st December each year
8. Encourage all members to look critically at the club's activities, the presence/absence and condition of equipment and the locations in which they take place or are used and draw the committee's attention to any safety issues requiring attention
9. Promote safe practices
10. Remind members of the need to report incidents on the British Rowing website
11. Report to the GGBC Committee

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Duties of the Publicity & PR Officer

(Version 0.1 - 25 November 2010)

1. Produce regular reports of club activities and circulate to local media; newspapers, radio, TV, parish magazines, websites etc. and nationally (e.g. Explore rowing)
2. Develop promotional material for use by club members.
3. Arrange timely promotion of club activities, in particular the regatta.
4. Investigate the possibilities of sponsorship for the club

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