



TCA Committee Job Description

Role Title: Clubmark Quality Co-ordinator

Role Description: To maintain records to meet British Canoeing requirements for annual appraisal as an endorsed affiliated club.

Responsible to: Chair, Vice Chair, Committee and members

Key Tasks:

- Maintain spreadsheet of coach activities and qualifications
- Liaise with Welfare Officers to ensure DBS records are up to date
- To act as contact point with British Canoeing
- Create, maintain and update **Activity Programme/Quality of delivery Tamar Canoe Association**
- Agree with committee, document and manage **Club Priorities Annual Targets**
- Adhere to Data Protection Act principles
- Share details with committee of documentation presented to British Canoeing annually.
- Ensure key information and certification is passed to Webmaster for inclusion on website

Liaison: British Canoeing, TCA committee members

Time Commitment: Average 1 hour per month.

Allowable Expenses:

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM