

TAMAR CANOE ASSOCIATION

COMMITTEE ROLES AND RESPONSIBILITIES, 2023 - 24

Role	Committee Member 2023 - 23	Responsibilities
Chair	Emma Lock (in post until AGM 2024)	<p>THIS POST IS MANDATED BY THE CLUB CONSTITUTION.</p> <ul style="list-style-type: none"> • Chair committee meetings and general meetings in accordance with the Constitution. • Assist the Club Secretary to produce meeting agendas. • Act as an ambassador for the Club. • Lead the committee in making decisions for the benefit of the whole Club. • Ensure the Club is represented at Paddle UK regional meetings as appropriate.
Vice-Chair	Mike Short (in post until AGM 2024)	<p>THIS POST IS MANDATED BY THE CLUB CONSTITUTION.</p> <ul style="list-style-type: none"> • Chair committee meetings and general meetings in accordance with the Constitution if the Chair is unavailable. • Assist the Club Secretary to produce meeting agendas. • Act as an ambassador for the Club. • Lead the committee in making decisions for the benefit of the whole Club supporting the Chair. • Ensure the Club is represented at Paddle UK regional meetings as appropriate.
Secretary	Ina Nicks (in post until AGM 2024)	<p>THIS POST IS MANDATED BY THE CLUB CONSTITUTION. ELECTED FOR A TWO YEAR PERIOD, EVERY “ODD” YEAR.</p> <ul style="list-style-type: none"> • Act as the first point of contact for the Club and committee and manage communications. • Manage the Club’s administrative duties. • Develop and control the Club’s governing documentation. • Produce minutes of committee meetings and general meetings. • Organise committee meetings and general meetings in accordance with the Constitution. 🗳️ <p>Collect membership forms and maintain the Club membership database.</p>

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Treasurer	Hilary Winsor (in-post until AGM 2024)	THIS POST IS MANDATED BY THE CLUB CONSTITUTION. <ul style="list-style-type: none"> • Manage, account for and report on the Club's finances in accordance with the Finance Policy. • Manage the Club's bank accounts. • Collect income and ensure prompt payment for Club expenditure. • Arrange for regular review in accordance with the Finance Policy.
Membership Secretary	Phil Thorn (in-post until AGM 2024)	THIS POST IS MANDATED BY THE CLUB CONSTITUTION. <ul style="list-style-type: none"> • Collect membership forms and maintain the Club membership database.

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Club Welfare Officer (CWO)	Emma Lock/Claire Stevens In post until AGM 2024	<p>THIS POST IS MANDATED BY PADDLE UK. ELECTED FOR A ONE YEAR PERIOD.</p> <p>Paddle UK guidance: <i>The CWO should be well known in the Club and have a strong child focus. The CWO needs to be accessible to and approachable for children and young people but not the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the Club. The CWO will be required to attend an approved Safeguarding and Protecting Children workshop and the Paddle UK "Time to Listen" workshop.</i></p> <ul style="list-style-type: none"> • Provide information on safeguarding issues • Ensure the Club is compliant with statutory requirements, BC policies and local council procedures • Act as point of contact for any welfare concerns raised by members, parents or the public • Manage any concerns in accordance with legislation and appropriate procedures • Manage and record safeguarding training required and undertaken by Club members • Manage and record members' DBS disclosures and checks <p>TRAINING • The CWO must complete 'Time to Listen' training • The precursors to this are the basic safeguarding training (e-learning provided by Paddle UK) • Safeguarding and Protecting Children. (details of where to find these are online) • They must also ensure that this training is kept up to date as required by Paddle UK • Additional accredited training completed outside of your paddle sport role (mandatory safeguarding training for teachers, carers, nurses, etc.) is beneficial and should be evidenced. CWOs are frequently used as a point of contact for discipline or conduct issues that do not fall under safeguarding and therefore should understand the relevant club processes for dealing with complaints to appropriately signpost these.</p>
Club Safety Officer	Peter Crago In post until AGM 2024	<p>THIS POST IS MANDATED BY PADDLE UK. ELECTED FOR A ONE YEAR PERIOD.</p> <ul style="list-style-type: none"> • Promote a culture of safe practice within the club • Advise on matters of safety for the club and all club activities • Maintain and review the club's Safety Policy

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Youth Officer	Nick Early In post until AGM 2024	THIS POST IS MANDATED BY PADDLE UK. ELECTED FOR A ONE YEAR PERIOD. <ul style="list-style-type: none"> • Act as the main contact for potential or existing junior members • Plan and coordinate activities for junior members and potential members • Support the Coaching and Volunteer Coordinator in organising Paddlepower activities • Promote volunteer opportunities within the Club to young people • To liaise with the CWO to support safeguarding activities as appropriate.
Senior Representative	Jim Scott In post until AGM 2024	ELECTED FOR A ONE YEAR PERIOD.
Coaching and Volunteer Coordinator	Peter Crago/ Allen Willows In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD. <ul style="list-style-type: none"> • Audit and keep records of coaching/first-aid qualifications and coaching updates • Organise, with other coaches, training programmes for summer and winter sessions • Organise courses for appropriate qualifications • Coordinate UKCC updates and transfer modules • Organise coaching forums as required • Organise volunteers • Oversee volunteer logbooks
Equipment Officer	Adrian Endacott In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD. <ul style="list-style-type: none"> • Arrange for maintenance and repair of equipment to ensure availability for Club activities • Check equipment regularly according to the Club's Safety Policy • Source new equipment, when approved by the committee according to the Finance Policy • Maintain an inventory of Club equipment and record loans to members.
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Website Editor & IT Coordinator	Mike Short In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD. <ul style="list-style-type: none"> • Maintain website • Obtain website content from other members • Keep up to date login details for committee for all applications used by the Club
Pool Session Coordinator	Adrian Endacott In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD.
Junior Representative	Matthew Early In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD. <i>The AGM may also elect a junior member of the Club to represent the views or concerns of young members to the Committee. This Youth Representative will not sit as a formal member of the Committee and will not be entitled to a vote in Committee decisions.</i>
Newsletter & Media	Esther Slater In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD
Events Coordinator	Kellie Summerfield/Alison Dunbar In post until AGM 2024	OPTIONAL POST. ELECTED FOR A ONE YEAR PERIOD