



## Goring Gap Boat Club

### Committee Roles & Responsibilities

(v2.0 Draft, Last updated Jan 2023 by Cttee Members, Next Review Date: Nov 23)

#### Background

**Club Rules:** The Rules of the club (update November 2022) state:

16. *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.*

17. *The Committee shall consist of: Chairman, Secretary, Treasurer, Captain of Rowing, Captain of Boats, Site Manager, Membership Secretary and up to 5 other members. The Committee shall assign specific responsibility for various roles to each of the persons on the Committee. The number of Committee members is defined by the number of roles required and may vary depending on the requirements of the Club each year. Meetings of the Committee may be convened by any Committee member and seven shall be a quorum.*

*Committee roles may be shared by 2 members. Where they are shared, in the event of a vote, each role carries only one vote and shall only count once towards a quorum.*

18. *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.*

19. *The Committee may from time to time appoint from among the members such Sub-Committees as they deem necessary or expedient and may depute or refer to them such powers and duties of the Committee as the Committee may determine. Such Sub-Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.*

20. *The Committee shall have the power to make arrangements for local institutions to enjoy the amenities of the Club and the power to co-opt a responsible member from any such institution on to the Committee.*

21. *The Committee shall from time to time make, repeal and amend all such bylaws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management of the Club. All such bylaws and regulations shall be binding on the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.*

22. *Those members of the Club who are appointed by the Committee to supervise training sessions shall be regarded for their period of duty to be ex officio officers of the Club.*

**Overarching responsibilities of individual Committee members:** All Committee members are expected to:

- Act as the 'face' of the club in any interactions with club members, potential members, course participants, 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
- Take on one or more of the roles listed below along with their associated accountabilities.



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## **The Role of the Honorary President for life**

An honorary position appointed by the Committee to a person with extensive knowledge / experience of the club to support and advise the Committee and act as mediator for any problems that are difficult to resolve, or individual grievances from members.

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## **Duties of the Chairperson**

Provide overall leadership and management of the club.

1. Manage Committee meetings and oversee the work of Committee members and sub-groups/working groups to ensure tasks are completed;
2. Manage the Annual General Meeting;
3. Represent the Club at all levels;
4. Ensure that planning and budgeting for the future is carried out effectively and in accordance with the wishes of the members
5. Ensure that the member's views on the facilities and services provided by the Club are periodically surveyed and reviewed by the Committee
6. Maintain the following Club Documents: [GGBC 5 Year Plan](#)

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## **Duties of the Secretary**

Provide support for the Chairperson in ensuring the smooth functioning of the Committee.

1. Arrange Committee meetings, AGM and EGM, set dates, book venue, prepare agenda. Collect reports from officers for attachment to minutes. Build agenda.
2. Take minutes at meetings, circulate to Committee and display approved draft to members
3. Ensure compliance with relevant legislation and club rules, bringing to the attention of the Committee any updates required.
4. Maintain effective records and administration, including the club calendar, Committee roles, club handbook and rules. Maintain knowledge base and historic documents.
5. Ensure compliance with relevant legislation and club rules including taking the lead on GDPR compliance.
6. Control and disseminate mail sent to 'the club', and mail addressed to 'the Secretary'.
7. Maintain the following Club Documents: [GGBC Website](#); [Club Rules](#); [GGBC Club Handbook](#); [Club Contact Details](#); [GGBC Committee Roles & Responsibilities](#); [Committee Meeting Agenda & Minutes](#); [AGM/EGM Agenda & Minutes](#); [Privacy Policy](#); [GDPR Plan & GDPR Compliance Assessment](#); [British Rowing Membership](#)



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## Duties of the Treasurer

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.

1. Responsible for all liaison and communication with the bank and for the efficient administration of the Club's bank accounts including maintaining up to date signatory approvals
2. Keeping the electronic books up to date in terms of all credits and debits
3. Keeping the paper/digital records of all receipts and bank statements up to date.
4. Reporting on a monthly basis to the Committee details of expenditure vs budget and cashflow together with current account balances and upcoming commitments
5. Keeping the Clubs' insurances up to date
6. Work in collaboration with Chairperson and Captain of Boats to ensure that all necessary fees and licenses (e.g registering the boats and licensing the pontoons) are paid by the due date.
7. In collaboration with the Captains of Boats and Rowing and the Site Manager maintain a register of the Club's Assets.
8. Ensure that the Club has in place and operates to an agreed set of controls and procedures for approval of expenditure and commitment of club funds. Make sure these processes are communicated to and understood by the membership.
9. Maintain the following Club Documents: [Final Year Accounts](#); [GGBC Ltd Company Accounts](#); [Club Insurance Schedule](#); [Club Budget & Outlook](#); [GGBC Gift Aid Form](#); [GGBC Expense Claim Form](#)

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## Duties of the Captain of Rowing

Responsible for ensuring, personally or through delegated volunteers, that a programme of rowing activities is made available for all club members and ensuring that on-water activities take place in a fun and safe environment.

1. Ensure session managers and coaches are recruited, trained and assigned as required;
2. Ensure club rowing sessions are effectively administered through FitClub;
3. Ensure courses are arranged for members and potential members as required;
4. Organise club managed rowing events - e.g. March Mad Dash, GGBC Explore Rowing races – and encourage and support club participation in other rowing events as appropriate (eg Explore Rowing);
5. Work with Safety Advisor to ensure safety measures are in place and being followed at all times including: (a) ensuring that all new members receive a formal Club Induction and rowing competency evaluation, (b) up-to-date records are kept of members' fitness to row and those who are authorised for out-of-hours rowing;
6. In collaboration with the Captain of Boats and the Treasurer, plan and arrange the purchase and disposal of boats so that the club's fleet matches the needs of the members;
7. Support the Captain of Boats to ensure a maintenance programme that maintains the fleet and its associated equipment in a fit and safe state and so that they are ready for planned events
8. Maintain the following Club Documents: [Rowing Guidelines](#); [GGBC British Rowing Explore Boat Hire arrangements](#); [OOH Authorised Rowers List](#); [Session Managers & Coaches List](#); [Approved Safety/Coaching Drivers List](#); [Approved Trailer Drivers List](#); [5 Year Fleet Strategy \(with Captain of Boats\)](#)



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## Duties of the Captain of Boats

Responsible for ensuring, personally or through delegated volunteers, that the club has an appropriate fleet to support its activities (and resources) and that all club rowing boats and related equipment and all non-sliding seat boats (e.g. punts) are maintained in a suitable condition for use.

1. **Equipment Register:** Maintain a record of all the club's insurable assets (boats, equipment, floating pontoons/landing stages and associated gangplanks) and assigned Boat Numbers (NB The Register is used by the Treasurer when insuring the club's assets and for compiling the Club's balance sheet)
2. **Equipment Purchase and Disposal:** In collaboration with the Captain of Rowing and Treasurer maintain a strategy for the size and mix of the club's boats and associated equipment and arrange the purchase and disposal of boats so that the club's fleet matches the needs of the members
3. **Equipment Maintenance:** In collaboration with the Captain of Rowing, organise a volunteer-supported maintenance programme that maintains the club's boats and associated equipment in a fit and safe state and so that they are available to support the club's activities.
4. **Equipment storage:** Liaise with the Site Manager to ensure that the club's needs for storing, maintaining and protecting the club's boats and associated equipment are met
5. **Equipment safety:** Support the Safety Advisor in the preparation of the Safety Audit as it relates to the club's boats and associated equipment
6. **BR Touring Boats:** Ensure, through a delegate, that these are made available for rental as required under the terms of the agreement with British Rowing and that rentals are effectively managed.
7. Maintain the following Club Documents: [GGBC Boat & Equipment Inventory](#); [Boat EA Registrations](#); [5 Year Fleet Strategy \(with Captain of Rowing\)](#)

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## Duties of the Membership Secretary

Ensure to execute against an effective process, compliant with club rules and relevant legislation (eg GDPR) for administering club memberships, the on and off-boarding of club members, and payment of membership, racking and EA fees, as applicable..

1. Maintain records of club members (contact details, emergency contacts, membership renewals, etc.) in a safe and secure manner;
2. Ensure membership enquiries and applications are responded to promptly and efficiently to deliver a great experience;
3. Ensure new members are "onboarded:" membership payment is set-up, initial payments are received, records are created, the Captain of Rowing is advised (so that they can arrange Club Induction and rowing competency evaluations), members are added to the appropriate distribution lists, etc.;
4. Ensure departing members are "offboarded:" membership fee payment arrangements are cancelled, membership records are updated (including deleting data in accordance with data retention rules), members are removed from distribution lists, etc.;
5. Administer the collection of membership dues and racking / EA fees from members as applicable;
6. Maintain the following Club Documents: GGBC Membership Booklet; GGBC Full Membership Form; GGBC [Guest](#) Membership Form; Membership Database; Member Emergency Contacts



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## Duties of the Safety Advisor

Ensure that the Club complies with all required and appropriate safety policies and processes.

1. Maintain a Club Safety Plan & Rules in line with [British Rowing RowSafe guidance](#) <sup>1</sup>.
2. Maintain a Club Emergency Response Plans (see RowSafe 3.3) to describe how the club will deal with emergencies and other incidents to minimise the harm that they would otherwise cause.
3. Maintain the GGBC Committee's awareness of British Rowing's safety requirements and draw the Committee's attention to medium and high risk situations with potentially serious consequences requiring action;
3. Keep the safety notice board updated with relevant advice and guidance;
4. Conduct equipment checks in line with the agreed Safety Plan (First Aid boxes, Safety equipment, Life jackets, etc.);
5. Complete and submit the British Rowing Safety Audit by the stated deadline each year;
6. Actively promote safe practices and 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;
7. Encourage members to report all incidents on the British Rowing website as required (<http://British Rowing Incident Reporting>).
8. Maintain the following Club Documents: GGBC Safety Plan and Safety Rules, GGBC Emergency Response Plan, GGBC Risk Assessment, Incident Reporting Guidance, Emergency Contact Procedure

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<sup>1</sup> The Safety Plans describe how members should act in particular circumstances in order to keep themselves and others safe. The Safety Rules specify the behaviours that the club requires of its members and any behaviours that it would find unacceptable



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## Duties of the Club Welfare Officer (CWO)

Support the club, and everyone affiliated with it, to create safe, inclusive environments and to respond to concerns and disclosures ensuring the club adopts and follows British Rowing Safeguarding and Protecting Children Policy and procedures and promoting awareness of the policy within the club.

*Notes: (1) While the CWO is a safeguarding focal point, it is the responsibility of the Committee, all members and visitors, to uphold our safeguarding policies and procedures in order to safeguard children and adults at risk.], (2) The CWO must not be someone involved directly in coaching or day-to-day running of any junior programmes so as to ensure any issues with those so involved can be escalated safely, (3) The CWO must be a registered member of British rowing, a membership the Club will fund if necessary.*

1. Gain an understanding of British Rowing policy on Anti-Bullying, Safeguarding and Protecting Children and keep up to date (ideally attending a Time to Listen Course following safeguarding training);
2. Make relevant club members, coaches and parents aware of the latest best practice in welfare issues identified by the national governing body (BR) and relevant legislation, organising relevant training for coaches and other club members as required, and ensuring Welfare information and appropriate forms and procedures are available on the Club website;
3. Act as the central contact point for all Club members for welfare issues;
4. Act as the Club contact with British Rowing regarding all welfare and safeguarding issues;
5. Ensure appropriate action is taken where concerns are raised
6. Administer any DBS checks the club requires
7. Maintain the following Club Documents: GGBC Code of Conduct, GGBC Anti-Bullying Policy, British Rowing Code of Conduct, British Rowing Safeguarding and Protecting Children, Completed DBS Checks

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## Duties of the Site Manager

Responsible for the maintenance and operation of the boathouse and surrounding site. Ensure the boathouse is kept in good working order, and is safe and secure, and co-ordinate further development of the site and facilities.

1. Point of contact for site access.
2. Ensure signage is fit for purpose and in good order.
3. Ensure all equipment and infrastructure, both inside and outside of the boathouse, is serviced, maintained, secure and safe to use.
4. Implement a security plan based on a risk assessment including: surveillance, access to keys and codes etc.
5. Organise and coordinate working parties (and outside contractors when required) to undertake maintenance, cleaning and repair work. Maintain a 10-year diary of foreseeable site and building maintenance activities by month
6. Ensure lease and planning conditions are adhered to.
7. Maintain a record of all the club's assets not included under Captain of Boats.
8. Work with the Boathouse Development lead to maintain and implement plans to develop the site and ensure the successful delivery of development work.
9. Maintain the following Club Documents: [Boathouse User & Maintenance Manual](#); [Boathouse Development Plan](#); [Site Inspection and Maintenance Schedule](#)



10. Maintain records of safety inspections and waste transfer notes.
11. Ensure boathouse supplies are replenished.

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### **Duties of the Boathouse Development Lead**

Responsible for maintaining and implementing plans to develop the site working closely with the Treasurer and the Site Manager.

1. Maintain and implement plans to develop the Boathouse and surrounding site
2. Maintain the following Club Documents: [Boathouse Development Plan](#)

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### **Duties of the Racking Manager**

Ensure the racking of private boats in the club's boathouse and the associated revenue and cashflows are managed effectively that maximises the value for the club and the amenity for club members

1. **Racking Members Liaison:** Liaise with those wanting to rack space at the Boathouse, answering enquiries, providing guidance, ensuring the required forms are provided and renewals are properly processed, and confirming that they want us to secure EA registration for them when this falls due.
2. **Racking Member Representative:** Liaise with the Captain of Rowing and Safety Advisor to ensure the needs of private rackers are taken into account and that they are added to the approved OOH rowers list.
3. **Racking & Racker Register:** Maintain a record of (a) all those renting racks from the club, and (b) all the privately owned boats racked in the club's boathouse and which racks are allocated to them.
4. **Racking suitability and access:** Liaise with the Site Manager to ensure that the racks available to rackers are properly maintained and accessible.
5. Maintain the following Club Documents: [GGBC Racking List](#)

### **Duties of the Communication Officer**

Responsible for internal and external communications.

1. Send a monthly newsletter following each committee meeting to inform members of upcoming events and notices.
2. Maintain other channels such as the website (pages and blog posts), facebook, Whatsap.
3. Write and send press releases as necessary.
4. Keep GGBC information up to date on the British Rowing website.
5. Keep the general notice boards in the boathouse up to date.
6. Provide input into a feedback loop for members to present their ideas and concerns.

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