

University of Ulster Jordanstown Canoe Club

Duties of Committee

President: The role of the President is to ensure an efficient and well managed club

Responsible to: Club committee and club members

Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- Act as an ambassador for University of Ulster Jordanstown Canoe Club.
- The President will preside at all general meetings of the club and at all meetings of the committee.
- He or she shall be responsible for guiding the activities of the club in accordance with its rules and general policy as expressed by the majority of its members.
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
- The President shall represent or arrange for the representation of the Club at CANI regional level and at meetings of other organisations.
- He/she shall ex officio (by right of office) be a member of any other committee of the Club.

Skills required:

- Knowledge of University of Ulster Jordanstown Canoe Club is essential
- Strong leader who can be objective
- Confident and effective in Communication
- Enthusiastic and able to motivate others

Secretary: The role of the Secretary will be to ensure the clubs communications function efficiently.

Responsible to: Club committee through the President

Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- Act as the first point of contact for the club and ensure prompt communication exists both internally and externally.
- Be responsible for the organisation of Club committee meetings and the recording of minutes relating to such meetings, including the AGM.
- He/she shall also be responsible for transmitting to members all information relating to club minutes and important correspondence.
- Ensure agendas are sent out to all committee members in advance of meetings
- Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- Ensure that all members have a copy of the club policies and officers contacts

Skills required?

- 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: The Treasurer will produce accounts and monitor finances to ensure the club, remains solvent.

Responsible to: Club committee through the President

Commitment: 1 – 2 hours per month plus committee meetings

Main Tasks:

- Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships.
- Produce a budget for the club.
- Be responsible for the collection of monies and keep up to date records of accounts including receipts
- He/she will be a signatory to all club financial accounts. Cheques should have two signatures.
- Provide regular reports to the committee
- The Treasurer must make the committee aware of any existing or potential financial or cash flow problems.
- Audit the books annually and produce a report for AGM showing the clubs financial state.

Skills required?

- Organised honest and trust worthy
- Able to keep records
- Confident about handling figures and money
- Similar experience in accounts is desirable
- Knowledge of spreadsheets

Coaching Officer: The coaching officer organise a programme of coaching and events for club members. He or She will be responsible for communicating all club activities to all club members.

Responsible to: Club committee through the President

Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- To ensure there is a comprehensive and equitable programme of canoeing activity that supports the stated aims and objectives of the club
- Promoting the benefits of further training for all Club members; and providing the Club with the relevant information.
- To promote high quality coaching and actively encourage and support UJCC's coaching team in their continued coach education and professional development
- To arrange, as appropriate, mentoring support for new and existing coaches within UJCC
- To promote and identify with 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 UJCC
- To make appropriate representations on coaching matters to the CANI Coaching Panel via the Local Coaching Organiser
 - Ensure regular reports are submitted to the club committee meetings
 - Ensure Paddlepower activities and star awards are planned and coordinated
 - To ensure that child protection policies are maintained throughout the club including at all events.
 - Ensure that all club policies and procedures related to coaching and coaching sessions are reviewed annually
 - Organise systems for the Club Coaching Team to discuss relevant coaching matters as appropriate
 - Ensure coaches renew membership to CANI to maintain their update status
 - Ensure all coaches fulfil the CANI Coach Update requirements
 - Facilitating the integration of the novice within the Club, and their access to relevant information and advice.
 - Ensuring that participating novices understand all aspects of a Club activity; paying particular attention to skill levels required, risks involved, and equipment requirements.
 - Advising the novice on their suitability for certain trips.
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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 activities

Health & Safety Officer: The health & safety officer shall be directly responsible for all aspects relating to members, coaches & leaders welfare.

Responsible to: Club committee through the President

Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- Ensuring all practices run in conjunction with the University of Ulster Sports Union and any Canoe Association of Northern Ireland health and safety policies
- Complete any accident report forms as required
- Along with the gear officer(s) ensure all equipment is of a necessary standard to ensure safe practice
- Report all failings in procedures to the committee and Sports Union.
- Updating Risk Assessments as required, submitting to the appropriate persons and uploading to the club file depository.
- Ensuring that the Club has sufficient trained First Aid cover at all events or activities.
- Ensuring sufficient First Aid equipment is provided or taken along to all Club events.
- Ensuring that First Aid equipment owned or used by the Club is kept current, up to date, and regularly replenished. All First Aid kits have an outline of the contents which are required.
- Disseminating information to all Club members, on relevant First Aid training opportunities and answering any queries from club members on any aspect of health and safety within the club.

- **Skills required?**
 - Organised and knowledgeable about health & safety procedures
 - Basic administration and organisation skills
 - Good communication and enthusiastic
- Committed to ensuring safe practices on all club activities

Gear Officer: The gear officer shall be responsible for the care of equipment owned by the club.

Responsible to: Club committee through the President

Commitment: 1 – 2 hours per week plus committee meetings

Main Tasks:

- Producing an annual inventory of Club equipment and send a copy of this document to the Sports Union Office. The Gear Officer is also responsible for updating the inventory when necessary. It is advised that delivery notes and copies of invoices for new purchases are kept by club officials.
- Storing and maintaining all equipment in accordance with the manufacturers, Club Guidelines and Sports Union requirements.
- Keeping accurate records of all safety checks undertaken by the Club.
- Recording information concerning equipment failure or damage in the above mentioned log. Any defect or service reports should be kept by the Club as proof of ongoing maintenance.
- Recording the whereabouts of all equipment in the equipment log book; and ensuring that on return loaned equipment has suffered nothing more than expected wear and tear.
- Ensuring that all equipment issued for an activity is suitable for that purpose, as far as reasonably practical in the circumstances.
- Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised, as far as reasonably practical in the circumstances.
- Advising the borrower on the correct care of the loaned equipment. (This includes advising on security)
- To arrange the repair or disposal of unsafe equipment. (In conjunction with the Sports Union Office).
- Advising the committee on the purchase of Club equipment; and informing them of when this will be necessary.

Skills required?

- Organised and knowledgeable about canoe equipment
- Basic administration and organisation skills
- Good communication and enthusiastic
- Committed to ensuring safe practices on all club activities