



Ealing Canoe Club

Committee Roles: 2014

CHAIRMAN: TIM PLANT

- Chair committee meetings and AGM's in accordance with the clubs policy
- Assist the club secretary to produce the agendas
- Act as an ambassador for the club
- Lead the committee in making decisions for the benefit of the whole club
- including disciplinary matters
- Ensure the club is represented at Canoe England regional meetings

VICE CHAIRMAN: JOHN CATTO

- In the absence of the chairman, the Vice Chairman will take on the responsibilities of the Chairman.

SECRETARY: HELEN VILLERUEL

- Act as the first point of contact for the club, centre or committee and ensure prompt communication exists both internally and externally from the club, centre or committee
- Deal with or delegate all of the administrative duties for the club, centre or committee
- Attend and take minutes of committee meetings and the AGM
- Ensure agendas are sent out to all committee members in advance of meetings

TREASURER: LAI MAN

- 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, centre or committee
- Be responsible for the collection of monies and keep up to date records of accounts including receipts
- Provide regular reports to the committee
- Audit the books annually and produce a report for the AGM with the honorary auditor's report

MEMBERSHIP SECRETARY: CHRISTINE PLANT

- Promote and organise suitable arrangements for events which the club is involved in to encourage new members.
- Ensure all members are informed of dates and venues of forthcoming events which the club is involved with
- Ensure the club committee is informed of any planned events
- Act as the first point of contact for the club, centre or committee and ensure prompt communication exists both internally and externally from the club, centre or committee
- Work with the treasurer to ensure all membership and/or affiliations are accurate and paid on time
- Ensure all members have a copy of the club handbook, insurance details and officers contacts.
- Ensure all records regarding memberships, retentions and courses are kept upto date.
- Register all Go Canoeing sessions.

VOLUNTEER COORDINATOR: MARTIN HOOK

- Act as the main contact for all volunteers
- Ensure the implementation of the volunteers recruitment, training and support plans for members and parents
- Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club
- Ensure all volunteers are clear on their responsibilities through role descriptions
- Liaise with volunteer organisations and Canoe England to provide access to coach, official, and volunteer opportunities for club members
- Ensure volunteers are trained and supported appropriately including vetted through the Criminal Records Bureau if working with children and vulnerable adults
- Encourage and promote all volunteering roles and opportunities within the club
- Ensure club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions

CLUB WELFARE OFFICER: DONNA THOMSON

- To provide information and advice on child protection within the Club and promote a child focus.
- To ensure that the Club adopts and follows the BCU Child Protection Policy and Procedures.
- To promote awareness of the BCU Codes of Conduct and Paddlesafe documents.

- To implement recruitment and screening procedures within the club.
- To be a confirmation signatory, verifying the identity of individuals completing disclosures.
- Key Contact with regards to child protection issues both internally and externally

HEALTH & SAFETY OFFICER: HELEN VILLERUEL

- Assist the club to put in place policies and implementation plans for health and safety issues
- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety
- Ensure all accidents are correctly reported in accordance with the BCU guidelines
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis

BUILDINGS OFFICER: ANDY BROWN

- Responsible for the maintenance and upkeep of the club buildings
- Key liason with the landlords - Ealing Council, British Waterways and The Waterways Trust

EQUIPMENT OFFICE: JOHAN DUFBERG (non committee post)

- Responsible for the record keeping of maintenance requests and ensure maintenance is carried out on club boats and equipment.
- Responsible for the updating of the club asset register and the numbering of club equipment.

ORDINARY MEMBER: VALERIE ASHLEY

- Assists the committee with administrative tasks
- 2nd Welfare Officer