

Job descriptions - some are committee roles (meets about 6 times a year), some are just jobs that need doing, no need to attend hundreds of meetings.

Chair - to develop, maintain and protect the long term success, reputation and financial stability of the club, ensure strong governance, inclusivity and protect the interest of members

- Oversee, monitor and develop the strategic direction of the club
- Monitor the efficient operating of the club
- Chair regular (6 times a year, set 12 months ahead) committee meetings and AGM (in July each year)
- To review minutes from meetings from Officers and Rowing committees with Vice Chair and Captain respectively.
- Active involvement in developing a strategic plan for the club. Annual and long-term overview.
- Represent the club at appropriate events
- Hear appeals etc for grievances and related issues
- Consider succession planning for officers

Vice Chair - to support the Chair,

- Leads Officers/Advisors meetings
- Report on Officers/Advisors meetings to Chair
- Help others to understand their roles and responsibilities
- Deal with grievances, complaints and disciplinary and related matters
- Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults, and water safety.
- Ensuring an understanding of the legal responsibilities of the club to which the club complies and promoting compliance

Treasurer - To ensure sound financial management and to protect members interests.

- Maintain and report to Committee the accounts, liaise with auditors, operate banking arrangements
- Report summary financial information to members
- Reimburse officers and committee members for reasonable expenditure for the club
- To cross reference membership income with membership lists produced from webcollect (or BR equivalent)
- To recommend to members the subscription rates in July each year for publication at the AGM in August
- To set and monitor income and expenditure budgets - boat purchasing, blades purchasing, launches and servicing, water safety, Race expenditure

Secretary - To support exec committee

- First point of contact for club enquires, signpost
- Organise and attend to take minutes of meetings - AGM, exec meetings.
- Circulate minutes of all meetings to all members via members area of the website
- Delegate tasks to committee members and officers as appropriate - action points
- Open all mail and redirect where necessary
- Attend to affiliations - BR member list, Broads authority boat registrations, Environment Agency
- Allocate access to BROE to vice captains for race entries
- Attend to insurances.
- Advise owners of private boats regarding BA registration, NOR numbers
- Maintain an up to date boat list, including NOR numbers for all club boats

- Maintain an racking list for private boats, updated quarterly, and manage the waiting list for racking.
- Publish membership lists on club noticeboard, review and update quarterly.
- Post photo and brief job description of all committee members, officers, vice captains and coaches. Both on website and on noticeboard. Update when necessary.
- Organise generic email address for each position and hand this over each year to new officers. Have all these email addresses available on the website.
- Arrange handover and succession planning for the position.
- Review Club rules and recommend amendments when required.

Some of these tasks may be delegated to an assistant.

#### Membership Secretary and credit controller

To maintain the webcollect database of member details, keep it up to date with squad vice captains at least quarterly. Assist Secretary in providing details for audits, provide up to date membership lists to Kitchen rota co-ordinator and others as required. Assist in Circulating clubwide communications to members as requested by committee members.

Credit controller role - Supports treasurer and secretary by chasing unpaid fees.

#### Captain - leads Rowing committee

The primary responsibility of the post is to ensure that equipment and coaching resources support the priorities of the current club membership; to increase participation including tour/explore events and achieve competitive success at all levels.

- Chair the Rowing Committee
- To have an overview of races/events planned for the year and inform each squad in a timely manner to consider crews and make entries.

- Encourage club members to undertake coaching courses and achieve recognised coaching qualifications, to liaise with East Region to facilitate this
- Encourage club members to support the development of rowing skills through the informal coaching (peer support) of other members
- Educate and inform membership via posters, emails, facebook and website posts
- Allocate available coaching resources, both paid and volunteer
- Coordinate coaching strategy across all groups, and to facilitate progression of athletes
- Monitor boat fleet quality and availability
- Set protocols for the tiering and allocation of equipment and athletes
- Lead on discussions regarding improvement of the fleet
- Report to committee

Vice Captains - to ensure inclusivity amongst each squad, coordinate booking of coaches, launches and boats.

- Appointment to role is every six months, herding cats is hard work, but rewarding!
- To oversee group communication - Whatsapp, availability sheet (google sheets, Fitclub, BR offering in time, other...)
- To contact squad members who have not been down for a while and try to facilitate their return.
- To maintain a private spreadsheet of athletes age and weight, to enable boat and crew allocation.
- To help form racing crews, otherwise lead formation of crews at the planned session time.
- To book boats, coaches and launches - this is important as auditing of boat bookings informs future fleet management. If after 3pm, need to retro book by using the desktop version of sports noticeboard. Each vice captain will have booking tier according to their squad.
- To encourage race crews with a long enough timescale to enable crews/mini squads to train together
- To make race entries on BROE2 - these need to be confirmed by race logistics officer prior to payment once trailer is planned.

- To inform squad of the deadlines for race payments, collect money and pay on BROE2.
- To discuss athlete progression with coaches and captain
- To lead by example on water safety, cox welfare and safety, boat care and handling, trailer loading, tidying away equipment including launches, boatshed and blade shed security when on the water.
- To coordinate with the Captain on entries and trailer loading for events.

Safeguarding - as per BR website, an experienced mentor from another club is available to assist.

Water Safety- as per BR website, an experienced mentor from another club is available to assist.

Race logistics - sets annual plan for racing in conjunction with captain and vice captains. Sets deadlines for crew entries onto BROE, then payment deadlines once boat use and trailer planning has been done.

Fleet overview and purchasing - audits boat use on sportsnoticeboard, overview of age and condition of all boats, buys and sells boats and blades incl launches in accordance with the recommendations of the Rowing Committee and the overall condition of the fleet and ancillary equipment. Arranges servicing and repair of launches. Assist Secretary with maintaining up to date boat audit lists, for insurance and BA. Order alphanumeric numbering for new boats, Work with boat maintenance lead to arrange racking to best facilitate user needs and to protect boats from damage.

Fundraising - research grants, find out what do other clubs do, organise subcommittees to arrange grant applications. Be proactive. Set and achieve a target to raise.

Digital communications - maintain and update website, circulate minutes of meetings provided by the secretary to all members one month in arrears. ?twitter, facebook, newsletter?

Social - organise / lead sub-committees to arrange social events - generally one after each event -, Yare Cup, Carrow Cup, NLDS, Norwich head and a summer BBQ

Whitlingham liaison/house and grounds - bridge onto OMC for WBF, arrange and lead clean up days, order skips etc. Arrange trailer repairs and servicing.

Race committee lead

Boat maintenance lead - manages the maintenance and repair of boats as a result of the 'Repair Log'. Checks the 'rig' of boats. Sets the rig on boats when necessary. Informs the membership of usage and maintenance issues on a regular basis. Coordinates the work of the Maintenance Team. Purchases materials, boat/blade parts for repair and refurbishment. Manages an ongoing boat refurbishment scheme through liaison with the 'Fleet Overview and Purchasing Officer'.