

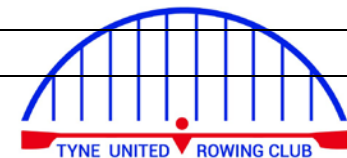
Volunteer Role Descriptions

Executive Committee		
Role title	Reports to	Key responsibilities
Chairman	Trustees/AGM	<p>The public face of the club.</p> <p>Lead the committee.</p> <p>Head up sponsorship and fundraising.</p> <p>Monitor and evaluate club development.</p> <p>Point of contact for Northern Rowing Council.</p>
Treasurer	Chairman	<p>Payment and renewal of insurances and licences.</p> <p>Accounts and annual audit.</p> <p>Maintain financial records and monitor trends.</p> <p>Regular reporting to committee on financial matters.</p> <p>Payments to creditors, including coaches.</p> <p>Sales invoicing as required.</p> <p>Liaise with Membership Secretary on membership payments.</p> <p>Organise cash float for events as needed.</p> <p>Proposing amendments to subscription payments/ and any other charges as appropriate.</p>



Volunteer Role Descriptions

Secretary	Chairman	Co-ordinate and disseminate correspondence to committee and members. Convene AGM/Committee meetings; prepare agenda and minutes. Club records and memorabilia.
Welfare Officer	Chairman	Information and advice on British Rowing's Safeguarding policies for Children and Vulnerable Adults. Ensuring the club adopts and follows British Rowing's Safeguarding Policies and procedures. Promote awareness of policy through the club. Keep necessary records of DBS checks. Receive information from those with a concern and refer it to the relevant bodies in line with British Rowing guidance, keeping all parties informed as necessary. Audit/spot checks to ensure squads are complying with relevant policies & procedures.
Water Safety Advisor	Chairman	Ensure the club complies with BR guidance in RowSafe. Link with Regional Safety Advisor to report incidents correctly. Update club on relevant safety matters. Organise any safety training for club or individuals, including capsized drills. Oversee maintenance of club launch engines and safety equipment, including safety bags.
Rowing Management Group		
Role	Reports to	Key responsibilities



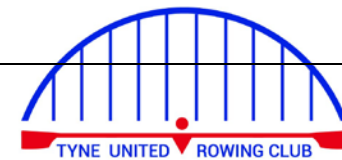
Volunteer Role Descriptions

Captain	Committee/AGM	Chair of Rowing Management Group Overall responsibility for boats, squads, equipment Coach management, inc. receiving coach timesheets and invoices Represent squads at Exec Committee
Vice captain	Captain	Support the Captain in carrying out his/her responsibilities as above.
Junior captain	Captain	Represent the Junior squad at club level Support the Captain carrying out his/her responsibilities, with focus on Junior squad Attend Rowing Management Group
Explore Rowing Coordinator	Captain	Organising Learn to Row and Development programmes. Integration of new rowers into squads. Organise participation in explore rowing series.
Entries Secretary	Captain	Coordination of club's entries into events, inc. inputting entries on BROE Oversee trailer/transport to events Reconciliation of entry and trailerage monies in accounting programme. Pay towing mileage/coaches expenses claims



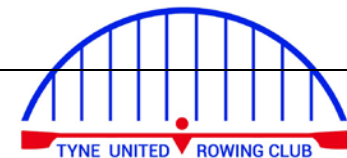
Volunteer Role Descriptions

Squad Coordinators	Captain	Day to day running of squads. Boat bookings. Liaison with Captains/Vice-Captains and coaches. Liaison with Membership Secretary to ensure membership records are up to date.
Boatman	Captain	Repair and maintenance of boats, rowing equipment and launches, in liaison with Captain.
		Oversee maintenance of club trailers.
Cycling Coordinator	Captain	Maintenance of club's bikes and cycling equipment. Organise cycling activities.
Club Management Group		
Role	Reports to (see note 1)	Key responsibilities
Facilities Manager	Chair of the Club Management Group	Oversee facility hire (including tank/gym/ergs/whole site) Maintenance and upkeep of clubhouse and grounds, including cleaning. Organise or carry out repairs and renovations. Safety checks and compliance.



Volunteer Role Descriptions

Kitchen/Catering manager	Chair of the Club Management Group	Organising volunteers for catering at events (e.g. Small Boats Head). Organising menus and purchasing of supplies for events Keeping day to day supply needs up to date.
Regatta Secretary	Chair of the Club Management Group	Organising the club's home races eg Small Boats Head & New Year Head. Liaison with Tyne ARC and NUBC regarding other events on the Tyne. Liaise with club committee.
Social secretary	Chair of the Club Management Group	Co-ordinate annual calendar of social/fundraising events, including annual dinner.
Partnerships officer	Chair of the Club Management Group	Liaison/main point of contact for the club's partners (Northumbria University, Durham University, Gateshead Council). Development of relationships with partners.
Membership Secretary	Chair of the Club Management Group	Maintain database of members, ensuring compliance with data protection regulations. Liaise with Treasurer to ensure membership payments are correct and up to date. Reconcile membership and coaching payments in accounting software.



Volunteer Role Descriptions

Comms/Publicity officer	Chair of the Club Management Group	<p>Editing club mailing/ newsletter/ website.</p> <p>Co-ordinate publicity for club events.</p> <p>Run club marketing.</p> <p>Oversee club social media .</p>
Masters sculling camp coordinator	Chair of the Club Management Group	<p>Promotion of camps.</p> <p>Registration of participants/keeping track of payments</p> <p>Allocating club boats to members/hiring boats to non-members</p> <p>Arrange volunteer support to support camps (eg kitchen)</p> <p>Organising arrival and storage of boats for camp</p> <p>Liaison with lead coach and other relevant parties for on-site arrangements.</p>

Note 1 – the Club Management Group will nominate a chair from amongst them, and the Group chair will report to and attend committee.

