

Roles & responsibilities

Equipment Officer

ROLE TITLE: Equipment Officer

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED: Well organised
Able to keep records
Good DIY skills
Able to organise a team of people

MAIN DUTIES: Organise a once a year kit sort/fix (around September)
Order new equipment (if required) subject to approval of committee/treasurer
Maintain equipment with support of committee/members
Help keep shed tidy and encourage others to do so
Look at selling old kit and replacing for newer equipment

TIME COMMITMENT: 1 hour per month and 1 Saturday in September (maintenance day)

Youth Rep

ROLE TITLE: Youth Rep

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED: An ability to speak to adults and share views of others

MAIN DUTIES: Represent views of the young people in the club
Attend committee meetings (if possible)
Be a regular paddler

TIME COMMITMENT: 1 hour per month

Pool Bookings

ROLE TITLE: Pool Bookings

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED: Good record keeping
Able to deal with money
Good communication skills

MAIN DUTIES: Attend pool sessions (or find a replacement/ask coach) to take money and book people in
Take bookings via email/phone
Liaise with Chairperson/coaches
Take money at pool sessions in envelope with amount/date/list of people/paid or unpaid.
Support sessions if required
Speak to treasurer
Attend committee meetings (if possible)

TIME COMMITMENT: 1 hour per week between September and April

Non-Portfolio Members

ROLE TITLE: Non-Portfolio Members

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED: An ability to share views of the members to the committee
A helpful nature

MAIN DUTIES: Support committee/events
Attend committee meetings and share views of members

TIME COMMITMENT: 1 hour per month