



TALKIN TARN AMATEUR ROWING CLUB LTD

Officers' roles and responsibilities

President

- To act as a figurehead for the Club
- To promote the Club
- To act as a point of contact regarding Club matters

Chair

- To chair committee meetings
- To coordinate Club activities
- To take on the role of a Director of both TTARC and TTCBL**
- To act as a figurehead for the Club
- To ensure that the Club follows good practice guidelines in all its activities
- To oversee content of Club website
- To represent the Club at functions
- Shall be an ex officio member of any sub committee

Vice Chair

- To deputise for chairman in his absence
- To take on the role of a Director of both TTARC and TTCBL**
- To assist chairman in his duties

Captain

- To select crews and scullers for regattas
- To ensure Club entries are placed for regattas
- To ensure the club is adequately represented when attending regattas
- To ensure transportation of boats is organised for regattas
- To allocate suitable boats to crews
- To ensure quality coaching takes place
- To take on the role of a Director of both TTARC and TTCBL**
- To determine and set training times for all Club members
- To appoint coaches and assistant coaches

Vice Captain

- To take on the role of a Director of both TTARC and TTCBL**
- To assist captain in all duties

Captain of Boats

- To be responsible for delegating boat maintenance
- To ensure that the Club's boats and equipment are in good condition
- To ensure correct use of current boat stock and equipment
- To maintain the boat house condition
- To work with the Captain with boat allocation and boat requirement
- To advise the Safety Officer when equipment is not suitable for use

Secretary

- To assist chairman in running the Club
- To notify committee of meetings in good time
- To draw up agendas for committee meetings in consultation with the chairman
- To keep detailed records of all committee meetings
- To keep committee informed of Club business
- To communicate Club business with members
- To circulate minutes of meetings to committee members
- To deal with correspondence appropriately
- To take on the role of a Director of both TTARC and TTCBL**

Treasurer

- To keep detailed and accurate financial records
- To report the Club's financial position to the committee
- To produce the Club's annual accounts
- To ensure that annual accounts are checked by a suitably qualified independent person
- To bank monies received promptly
- To pay all invoices received and passed for payment by committee promptly
- To oversee regatta finances
- To take on the role of a Director of both TTARC and TTCBL**

Welfare Officer

- To provide information and advice on child protection within the Club
- To ensure that the Club adopts and follows the BR Safeguarding and Protecting Children Policy and procedures and promote awareness of the policy within the Club
- Be a confirmation signatory, verifying the identity of individuals and completing CRB disclosure application forms
- Keep records of all those who have been vetted within the Club to ensure that CRB checks are updated on at least a three yearly basis
- Receive information from Club staff, members, volunteers, young people or parents and carers who have child protection concerns and record it
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- Make a formal referral to a statutory protection agency if appropriate
- Report any referrals or concerns to the BR child protection officer as soon as possible in line with BR procedures

- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using the BR incident report form
- Advise the Club officers regarding the appropriate levels of child protection training and/or guidance for all adults working with children in the Club
- Promote a child centred approach within the Club e.g. maintain the junior section notice board and promote good practice
- Advise the Club of further child protection training opportunities
- To take on the role of a Director of both TTARC and TTCBL**

Safety Officer

- To ensure all safety equipment is well maintained and in good working order
- To report any safety issues to committee
- To ensure suitably qualified persons are available to drive safety launch when required
- To ensure annual water safety audit is completed and submitted on time
- To address any safety issues
- To receive notification of all capsizes and accidents
- To check and maintain Club first aid boxes
- To organise capsize drills in consultation with the captain
- To take on the role of a Director of both TTARC and TTCBL**

Regatta Secretary

- To organise the Club's annual regatta
- To advertise the regatta to other clubs
- To advertise the regatta in the local community
- To assist with regatta programme

Regatta Entries Secretary

- To receive regatta entries
- To communicate with Clubs regarding entry queries
- To assist with regatta draw

Membership Secretary

- To keep membership records up to date
- To collect membership subscriptions in
- To ensure a current list of members and contact details is displayed in the boathouse
- To forward new members details to club email to keep circulation lists up to date
- To advise Club email administrator when members leave or details change

Junior Representative

- To represent the interests of junior members at committee meetings
- To be a point of contact for junior members

Webmaster

- To maintain Club website
- To ensure that website is up to date
- To upload information supplied by members onto Club website
- To do any necessary editing to submitted articles

Social Officer

- To organise periodic social events for all members

Press Officer

- To liaise with the local press – newspapers, radio and TV
- To promote the Club whenever possible
- To report results and Club news to the local press for publication

Junior Co-ordinator

- A senior coach who is the main organiser of the Club's junior squad(s), participants, coaches and volunteers

Coaches

- To be responsible for coaching the Club's crews and individual members
- To plan and control Club training sessions and other rowing sessions at the Club (e.g. Learn to Row sessions, Go 4 It sessions, etc...)
- To liaise with the Club Captain in respect of entries to regattas/competition

Note: Any conflicts of interest arising within the above roles should be declared as and when they occur.

***Note: Any Director of TTARC is only required to take on the Director role for TTCBL where they proactively express their interest in doing so to the existing Directors of TTCBL. Where this does not occur, the individual will not assume the role of Director of TTCBL.*