



Southend Model Boat Club Committee Job Description Chairperson

ROLE OF THE CHAIRPERSON

The role of the chairperson is seen to be the figure head, Ambassador and principal officer of the club. A chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members.

DUTIES OF THE CHAIRPERSON

- To provide direction for the club by effective leadership and management.
- To chair and control meetings of the committee.
- To act as principal officer within the club, and make decisions whenever the need arises, in conjunction with other committee members where appropriate.
- To represent the club at internal and external meetings when required.
- To be involved, where appropriate, in the co-ordination of club activities.
- To manage and oversee the work of the committee and its members.
- To present the club's annual report, in association with the club secretary.
- To present the club's annual accounts, in association with the club treasurer.
- To determine the content of the agenda for club meetings, in association with the club secretary.
- To ensure that the clubs statutory documents and other returns are administered and filed on time.
- To advise the club treasurer on the use of club funds.

COMMITMENT AND TIME FOR THE ROLE

- Attendance at club meetings, internal or external.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club and its financial position.
- An understanding of the diverse nature of its members and their needs.
- Leadership and management skills.
- Confidence in speaking at meetings.
- Able to control meetings, follow the meeting agenda, and ensure everyone has the opportunity to present their views.
- Ability to ensure that all business is completed and that all decisions are understood and recorded.
- A good communicator, approachable, clear and concise.

TOOLS FOR THE ROLE

- Use of a computer and email address to produce letters, emails, reports and storage of files for information purposes
- Club headed stationary
- Annual diary



Southend Model Boat Club Committee Job Description Secretary

ROLE OF THE SECRETARY

The role of the Secretary provides the central point of administration, information and communication. It is the Secretary who initially deals with correspondence and communications, and is a key person to the smooth running of the club. The secretary is also a link between members, potential members and external organisations/clubs. The club Secretary reports to the club Chairperson.

DUTIES OF THE SECRETARY

- To act as the main point of contact for the club maintain records and information in relation to queries, all administration and communications including events.
- To deal with the day to day running of the club including all correspondence internal and external.
- To organise committee meetings and AGMs, preparing agendas, booking venues, taking minutes and distributing, communicating these as appropriate.
- To liaise with other clubs and committee members to ensure all appropriate administration is in place.
- To represent the club at meetings.
- To have a knowledge and understanding of roles and responsibilities of other committee members.
- To maintain up to date contact details of all members and committee members.

COMMITMENT AND TIME FOR THE ROLE

- Ongoing weekly responsibilities, particularly in dealing with correspondence.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club and members within the club.
- Be an excellent communicator, with good verbal and written skills.
- Administration skills, including word processing, and minute taking.
- Sound organisational skills.
- Able to maintain confidentiality.
- Able to work with others.
- Able to represent the club at external meetings.

TOOLS FOR THE ROLE

- Use of a computer and email address to produce letters, emails, reports and storage of files for information purposes
- Club headed stationary
- Diary



Southend Model Boat Club Committee Job Description Treasurer

ROLE OF THE TREASURER

The Treasurer is responsible for producing and managing the club's accounts and finances, and should report to the Chairperson. This role will include responsibility for all income and expenditure for the club.

DUTIES OF THE TREASURER

- To be responsible for all club finances through ensuring adequate accounts and records exist.
- To issue receipts and keep records of all monies received.
- To plan the annual budget in agreement with the club committee and monitor throughout the year.
- To ensure that all funds are used appropriately.
- To ensure prompt banking of funds.
- To maintain up to date records of all transactions and records of income and expenditure.
- To prepare end of year accounts and present to the auditor, committee and the AGM.

COMMITMENT AND TIME FOR THE ROLE

- Attendance at club meetings and ongoing budget and financial responsibilities.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club financial position.
- Financial background and knowledge of managing and producing accounts.
- Knowledge of using and producing accounting spreadsheets or other accounting systems.
- Reliable and honest.
- Have not been declared bankrupt nor entered into a formal arrangement with a creditor.

TOOLS FOR THE ROLE

- Use of a computer and email address to produce letters, emails, reports, spreadsheets/accounting packages and storage of files for information purposes.
- A cash book to record money received (receipts) and paid out (payments).
- A receipt book to issue receipts for monies received.
- Filing system for recording and filing information.
- Petty cash box.
- Previous year's financial information.
- Files to store club bank statements.
- Club cheque book and paying in slips.
- Electronic banking.



Southend Model Boat Club Committee Job Descriptions Sailing, Scale and Fast Electric Representatives

ROLE OF THE REPRESENTATIVES

The roles of the Club Representatives are to organise and represent the club by producing and managing the club's activities with emphasis on planning and organising events according to the club schedule.

DUTIES OF THE REPRESENTATIVES

- To organise and run their section's home/away events according to the Club schedule.
- To set out their section's course and organise help from members as necessary.
- To adhere to the Health, Safety and Welfare regulations and Club risk assessments relevant to their role.
- To encourage and promote their section to the membership.
- To ensure the section's equipment is in good, safe repair and to report any defects or maintenance needed to the executive committee.

COMMITMENT AND TIME FOR THE ROLE

- Attendance at club meetings and to attend their section's club events.

SKILLS AND QUALITIES REQUIRED

- Enthusiasm and a positive attitude.
- Knowledge of/willingness to learn the rules and guidelines appropriate to the relevant section.
- Able to plan events.

TOOLS FOR THE ROLE

- Club equipment relevant to their section.
- Club safety apparel supplied by the Club.
- Relevant scoring systems, timing devices, course maps etc.