

Viking Canoe Polo Committee Roles:

Multiple "Essential" roles should not be held by the same person.

Chair (Essential)

Incumbent: Peter Montgomery

Role Description:

- Lead committee meetings and AGMs in making decisions for the benefit of the club
- Assist secretary to produce meeting agendas
- Act as ambassador for the club
- Liaise with 3rd parties such as facilities or other clubs

Vice Chair

Incumbent: Paul Manders

Role Description:

- Stand in for the chair when unavailable
- Assist with other roles when additional effort is required
- Act as ambassador for the club in conjunction with the Chair

Secretary (Essential)

Incumbent: Aaron Pashley

Role Description:

- First point of contact for the club
- Administrative duties
- Collate club documentation
- Ensure invite and agenda is distributed before committee meetings and AGM
- Taking and distributing minutes of committee meetings and AGM

Treasurer (Essential)

Incumbent: Chris Underwood, Wendy Underwood

Role Description:

- Responsible for club finances including invoices, bills, payments, etc.
- Report current finance status to the committee
- Collection of fees either directly or arrangement through another member
- Annual audit of the club finances to be presented at the AGM

Safeguarding/Welfare (Essential)

Incumbent: Mark Van Der Cruyssen

Role Description:

- Ensure British Canoeing safeguarding policies and procedures are followed
- Maintain club safeguarding policies
- First point of contact for safeguarding concerns from any members
- Maintain confidentiality for all matters maintaining
- Link between British Canoeing safeguarding and the club

Membership Secretary

Incumbent: Chris Underwood

Role Description:

- Maintain information on all current members following standard data protection/GDPR practices
- Maintain consent forms required for U18 members
- Ensure annual membership is collected in conjunction with Treasurer

Youth Co-ordinator

Incumbent: By Committee

Role Description:

- Main contact for new and existing youth members and their parents/guardians
- Develop youth membership numbers and their progression
- Coordinate opportunities for youth to volunteer within the club

Youth Representative

Incumbent: James Hanson

Role Description:

- Represent the opinions and interests of younger members within the club to aid development and growth

Club Equipment/Maintenance/Storage

Incumbent: Pez Shreeve, Chris Underwood

Role Description:

- Maintaining, or arranging maintenance of club owned equipment
- Inventory of existing club equipment
- Lead sales and purchasing decisions of club equipment

Web / Online / PR / Publicity

Incumbent: Aaron Pashley, Grace Haley

Role Description:

- Maintain a positive club presence online (website and social media)
- Publish information into the public domain by creating content and collaborating with members
- Maintain consistent branding/image used by the club

Teams / Tournament Representative

Incumbent: Aaron Pashley, Tom Elliott

Role Description:

- Lead team selection group
- Track tournament/league dates as they get published and advise committee
- Summer tournament entries and team coordination
- League entries and team coordination

Charity Representative

Incumbent: Tom Gardener

Role Description:

- Complete charity application on behalf of the club

Additional Tasks (not full committee role)

British Canoeing Representative

Incumbent: Peter Montgomery

Role Description:

- Primary point of contact between British Canoeing and the club
- Keep the committee up to date with new information from British Canoeing

Sponsorship

Incumbent: By Committee

Task Description:

- Explore sponsorship opportunities that the club could be eligible for

Fee Collection Mondays

Incumbent: Wendy Underwood

Task Description:

- Take a register during organised Monday night sessions
- Collect any cash payments made for Monday night sessions

Team Selection Group

Incumbent: Sub Committee (James Hanson, Tom Elliott, Paul Manders, Pez Shreeve, Wendy Underwood, Gallin Montgomery, Aaron Pashley)

Task Description:

- Select players to form teams for leagues and summer tournaments
- Represent all levels of player within the club without bias

PeakPS Contact

Incumbent: Aaron Pashley

Task Description:

- Lead relationship and sponsorship with PeakPS

Club Apparel

Incumbent: New (Tom Elliott)

Task Description:

- Contact point and lead for club apparel and liaison between provider and the club