

# 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 an 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: Paul Manders (Caretaking)

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
- The link between British Canoeing Safeguarding and the club

## **Membership Secretary**

Incumbent: Adam Cope

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 the Treasurer

## **Youth Coordinator**

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

## **Women/Youth Representative**

Incumbent: Sarah Clarke

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, James Hanson

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: Aaron Pashley

Role Description:

- Be the Gov charity contact for the club

# Additional Tasks (not full committee role)

## **Paddle UK Representative**

Incumbent: Peter Montgomery

Role Description:

- Primary point of contact between PADDle UK and the club
- Keep the committee up to date with new information from Paddle UK

## **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, Adam Cope)

Task Description:

- Select players to form teams for leagues and summer tournaments
- Represent all levels of players 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