

Monmouth Rowing Club

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Committee & Non-Committee Roles & Job Descriptions

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President

- Public face of MRC to the community and at events.

Chairman

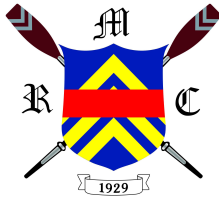
- Convene and chair committee meetings and the AGM.
- Coordinate between committee members to achieve positive outcomes for the club.
- Maintain oversight of all club matters to as far as possible ensure compliance with all legal, local community and British rowing regulations.
- Manage the Facilities Manager to develop facilities and maintain a safe, compliant premises.
- Work with the Treasurer to manage the Club Coach through periodic Review Meetings.

Secretary

- Arrange committee meetings, write and distribute agenda, write minutes and distribute to committee members for approval and thence to members for information.
- Act as the contact point for the club with outside organisations including British Rowing & Welsh Rowing, distributing their communications appropriately.
- Act as contact point for members of the public with general enquiries.
- Arrange AGM, setting date, notifying members, writing and distributing agenda and ensuring list of nominations is put in place.
- Check post from time to time (with other committee members to be mindful of checking post when the Secretary may not be around).
- Ensure school/tenant lease agreements, minutes and other key documents are stored in an accessible place by the committee.

Treasurer

- Oversee all financial matters of the club.
- Produce an annual report on the financial position of the club to members at the AGM.
- Arrange for an appropriate audit of the annual accounts, with the auditor approved by the committee.
- Produce a summary report on the financial position of the club to the club committee at committee meetings.
- Pay bills and invoices in a timely fashion.
- Keep the bank mandates up to date reflecting the committee needs.
- Set a budget for the coming year based upon past and planned expenditure.



Monmouth Rowing Club

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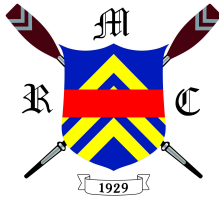
- Monitor and ensure that we get good value for money from suppliers (including insurance and utilities).
- Liaise with the person responsible for Rowing Accounts to ensure debts do not accumulate
- Liaise with the person responsible for the Membership to ensure subscriptions are up to date.
- Recommend spending limits for club and committee members to the committee.
- Coordinate income from card and cash payments (including at events).
- Lead the annual review of investments and investment strategy.
- Ensure payments to employees are made in a timely fashion in keeping with current legislation.
- Work with the Chair to manage the Club Coach through periodic Review Meetings.

Women's Performance Group Captain

- Promote the development of all female members in rowing activities and events.
- Work with the other rowing group captains to recommend purchases to the committee.
- Coordinate training and coaching within the Women's Performance Squad, liaising with the Club Coach.
- Coordinates race entries within the Women's Performance Squad, ensuring information for competitions (crew names, seat costs, towing fees) is passed on promptly to the person who is in charge of rowing accounts.
- Coordinate dissemination of information from events to female performance group members.
- Supports the Safety Officer in ensuring compliance with the RowSafe code.
- Ensure full liaison with the Welfare Officer for best safeguarding practice in keeping with the MRC Safeguarding Policy for Children & Adults.
- Provide updates to the Committee of rowing activities.
- Coordinate with the Membership Secretary to facilitate integration of new members into the squad.

Men's Performance Group Captain

- Promote the development of all male members in rowing activities and events.
- Work with the other rowing group captains to recommend purchases to the committee.
- Coordinate training and coaching within the Men's Performance Squad, liaising with the Club Coach.
- Coordinates race entries within the Men's Performance Squad, ensuring information for competitions (crew names, seat costs, towing fees) is passed on promptly to the person who is in charge of rowing accounts.
- Coordinate dissemination of information from events to male performance group members.
- Supports the Safety Officer in ensuring compliance with the RowSafe code.



Monmouth Rowing Club

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- Ensure full liaison with the Welfare Officer for best safeguarding practice in keeping with the MRC Safeguarding Policy for Children & Adults.
- Provide updates to the Committee of rowing activities.
- Coordinate with the Membership Secretary to facilitate integration of new members into the squad.

Club Group Captain

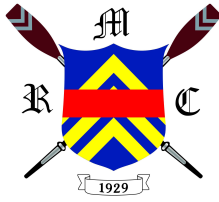
- Liaise with the Beginner's/LTR Coordinator for the smooth transition of "Learn to Row" graduates into the Club Group Squad.
- Work with the other rowing group captains to recommend purchases to the committee.
- Coordinate training and coaching within the Club Group Squad, liaising with the Club Coach.
- Coordinates race entries within the Club Group Squad, ensuring information for competitions (crew names, seat costs, towing fees) is passed on promptly to the person who is in charge of rowing accounts.
- Coordinate dissemination of information from events to club group members.
- Supports the Safety Officer in ensuring compliance with the RowSafe code.
- Ensure full liaison with the Welfare Officer for best safeguarding practice in keeping with the MRC Safeguarding Policy for Children & Adults.
- Provide updates to the Committee of rowing activities.
- Coordinate with the Membership Secretary to facilitate integration of new members into the squad.

Junior Captain/Coordinator

- Promote inclusion of all junior members in rowing activities and events.
- Work with the other rowing group captains to recommend purchases to the committee.
- Coordinate training and coaching within the junior squad.
- Coordinates race entries within the junior squad, ensuring information for competitions (crew names, seat costs, towing fees) is passed on promptly to the person who is in charge of rowing accounts.
- Coordinate dissemination of information from events to junior competitors and parents.
- Maintain communication with parents to meet appropriate care needs.
- Supports the Safety Officer in ensuring compliance with the RowSafe code.
- Ensure full liaison with the Welfare Officer for best safeguarding practice in keeping with the MRC Safeguarding Policy for Children & Adults.
- Provide updates to the Committee of rowing activities.

Beginner's Coordinator

- Be the point of first contact for "new to sport" beginners.
- Arrange "Learn to Row" courses to meet the needs of the club or private coaching as appropriate.



Monmouth Rowing Club

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- Facilitate the integration of “Learn to Row” graduates into the Club Group and other rowing activities.
- Support the Safety Officer in ensuring compliance with the RowSafe code.
- Ensure full liaison with the Welfare Officer for best safeguarding practice in keeping with the MRC Safeguarding Policy for Children & Adults.
- Provide updates to the Committee of rowing activities.

Events Chair

- Liaise with river users, Welsh Rowing and statutory bodies to set dates for open events (Heads & Regattas).
- Ensure the safe, efficient and friendly running of MRC events as per the events planning schedule.
- Appoints Events Sponsorship role and coordinate as needed.

Events Secretary

- Coordinate entries to MRC events.
- Support the running of MRC events with the Events Chair.

Digital Officer

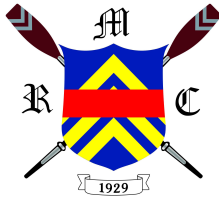
- Run the website, including keep it up to date, ensuring the domain registration is secure.
- Monitor the use of all digital tools and technologies (including social media) and advise the committee of necessary action.
- Monitor the GDPR compliance at the club and advise the committee of necessary action.
- Be the admin authority for committee member email boxes. Ensuring these are used appropriately and with succession planning in mind.

Rowing Equipment Manager (formerly Boat House Manager)

- Coordinate repairs with outside companies as needed.
- Do repairs as possible, marking boats out of use where they are unsafe or not ready for use, ensuring the booking system reflects this position.
- Allocate “MON” boat numbers and maintain the boat list on the website.
- Coordinate use of private sculling racks and advise the committee on new rack allocation.
- Work with members to develop awareness as needed to maintain the fleet at an appropriate standard.

Safety Adviser

- Know British Rowing’s RowSafe code as adopted by Welsh Rowing and support members in following this code.
- Advise members as to key safety issues when they occur.



Monmouth Rowing Club

www.monmouthrc.org.uk

- Ensure coaching/rescue boats are used appropriately and maintain a list of suitably qualified drivers.
- Liaise with Welsh Rowing/British Rowing as appropriate to complete audits and ensure incidents are appropriately reported

Membership Secretary

- Maintain accurate records of current membership, ensuring payments are up to date and full member activity can take place.
- Liaise with members and Captains to ensure annual renewal of subscriptions as appropriate.
- Monitor information from the bookings systems to ensure memberships are current.
- Report on the current state of membership to the committee.
- Processing new membership forms – contact prospective new members and coordinate with the Coach and appropriate Squad Captain to facilitate assessment and integration of new members into the squad.

Welfare Officer

- Maintain the Club welfare policy, ensuring it is in line with legal duties and best practice guidelines.
- Ensure compliance with the needs of the MRC Safeguarding Policy for Children & Adults including DBS checks and taking up references.
- Be the point of contact for welfare concerns ensuring good communications with the governing body to this end.
- Ensure all people working with vulnerable people have appropriate training.
- Keep records of rowing related qualifications (coaching, first aid, launch driving, etc.) and advise the committee of the need for further courses or qualified people.
- Responsible for ensuring all members know relevant points of contact and how to raise a concern.

Social Secretary (added October 2022)

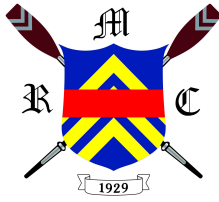
- Organise social activities to bring members and families together.

Non-Committee Roles

Licensee

- Manage the bookings calendar for the club room, working with the person responsible for Catering.
- Manage and replenish stock levels in liaison with the Treasurer.
- Ensure bar use is in line with license and the license is maintained.

Catering



Monmouth Rowing Club

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- Manage the bookings calendar for the club room, working with the person responsible for Licensing/Bar.
- Coordinate food hygiene certification for those working at events.
- Ensure stock levels are maintained and in date.
- Tracking kitchen inventory and advising as appropriate on need and status.

Kit

- Coordinate with kit suppliers to ensure a consistent branding appearance in keeping with the MRC brand identity.
- Keep stock of racing kit.
- Update the Treasurer of any kit purchases by members to ensure effectively tracking of sales and stock.

Rowing Accounts

- Keep personal account balances for members who race at events, including both race fees and trailering costs. This information to be updated at least monthly, more often at busy times of the season.
- Follow up with members to ensure debts are not incurred.
- Informing members of the rowing accounts, where to find their balance and the policy on use of the rowing accounts.

Planning and environmental issues

- Be the contact person for the Club on planning and environmental issues, including road access, parking and planning aspects with Town and County Councils and statutory bodies.
- Screen submissions and developments and pass to the Committee for consideration as required, and co-ordinate Club responses.