

Monmouth Rowing Club

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Committee & Non-Committee Roles Descriptions

President

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

Chair

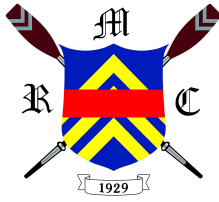
- Convene and chair committee meetings and the AGM.
- Coordinate between committee members to achieve positive outcomes for the club.
- Maintain oversight of all club matters to as far as possible ensure compliance with all legal, local community and British rowing regulations.
- Act as the contact point with Local Authorities.
- Act as reviewing chair in the event of any employee/member disputes.
- Work with the Treasurer on larger value contracts (such as insurances, leases etc).
- Work with the Committee to develop a strategic vision and plan.
- Review club risk appetite and ensure appropriate policies and practices are in place to match.
- Work with the Treasurer to develop a 5 year business plan, aligned with the agreed strategy.
- Work with others to secure Grant Funding, where appropriate.

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 a 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.
- Ensure school/tenant lease agreements, minutes and other key documents (including club lease agreement, insurance documents, club layout designs, etc) are stored in an accessible place by the committee.
- Manage the bookings calendar for the club room, working with the person responsible for Catering/Bar stocks.

Treasurer

- Oversee all financial matters of the club.
- Produce an annual report on the financial position of the club to members at the AGM.
- 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.



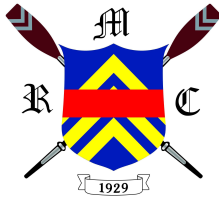
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- Set a budget for the coming year based upon past and planned expenditure.
- Monitor and ensure that we get good value for money from suppliers (including insurance and utilities).
- Liaise with the person responsible for the Membership to ensure 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.
- Manage the Facilities Manager to develop facilities and maintain safe, compliant premises.
- Ensure payments to employees are made in a timely fashion in keeping with current legislation.
- Manage the Club Coach contracts, including holding periodic Review Meetings.
- Work with the Chair to develop a 5 year business plan.
- Work with others to secure Grant Funding, where appropriate.
- Review club risk appetite and ensure appropriate policies and practices are in place to match
- Manage gift aid process including receiving gifts in line with legislation and recovery of gift aid from HMRC.
- Responsible to ensure corporation tax documentation is completed and submitted on time.

Intensity Group Captain

- Promote the development of all members in rowing activities and events, with a focus on those wishing to compete at national and international events.
- Ensure regular communication with Intensity Group members including deadlines for marking availability.
- Coordinate training (including creation of the training programmes) and coaching within the Group liaising with the Intensity Coach.
- Coordinate race entries within the Group, ensuring information for competitions (crew names, seat costs, towing fees, coach levy) is passed on promptly to the Treasurer, and to the person who will put entries on BROE (where applicable).
- In collaboration with Rowing Group and Non-Group competitors, coordinate dissemination of information from events the Group to 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 Group.
- Encourage members of the Group to take a full and active part in the Club (such as helping at events, club and equipment maintenance, organising social events, etc).
- Take an active voting role on the Club Committee. and issue Intensity Group committee meeting reports



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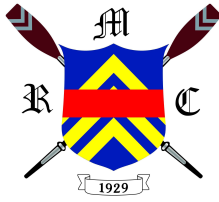
- Take an active part in the business of RoCo, including working with the Rowing Group Captain and non-squad representative and provide updates to committee.
- Support and encourage the group's vice captain.

Rowing Group Captain

- Promote the development of all members in rowing activities and events, with a focus on providing equal access (to appropriate equipment, coaching, etc) to those wishing to compete or not.
- Ensure regular communication with Rowing Group members including deadlines for marking availability.
- Set weekly crews and publish in a timely manner
- Coordination of coaches for water sessions and ensuring coaches have knowledge of rowing experience
- Coordinate race entries within the Group, ensuring information for competitions (crew names, seat costs, towing fees, coach levy) is passed on promptly to the Treasurer, and to the person who will put entries on BROE (where applicable).
- In collaboration with Rowing Group and Non-Group competitors, coordinate dissemination of information from events the Group to 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 Group.
- Encourage members of the Group to take a full and active part in the Club (such as helping at events, club and equipment maintenance, organising social events, etc).
- Take an active voting role on the Club Committee and issue Rowing Group committee meeting reports.
- Take an active part in the business of RoCo, including working with the Intensity Group Captain and non-squad representative and provide updates to committee.
- Support and encourage the group's vice-captain.
- Liaise with the Beginner's/LTR Coordinator for the smooth transition of "Learn to Row" graduates into the Group.

Non-Group Members Coordinator

- Take an active part in the business of RoCo.
- Coordinate dissemination of information from events to group members not in scheduled coached sessions.
- Liaise with the Beginner's/LTR Coordinator for the smooth transition of "Learn to Row" graduates into the Group.



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- Work with the other rowing group captains to recommend purchases to the committee.
- Coordinate dissemination of information from events to 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 group.
- Encourage members of the Group to take a full and active part in the Club (such as helping at events, club and equipment maintenance, organising social events, etc).

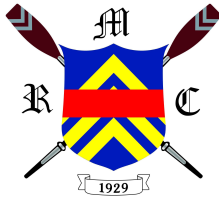
Junior Liaison Officer

- Liaise with schools to help promote the sport of rowing in the area.
- Provide updates to the committee in respect of needs/wants/desires/risks emanating from the schools.
- Promote return to MRC to under 25's and students, acting as initial point of contact.
- Encourage an individual to take the lead each summer (in particular).
- 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.

Learn to Row Coordinator

- Be the point of first contact for "new to sport" beginners.
- Arrange "Learn to Row" courses to meet the needs of the club.
- Facilitate the integration of "Learn to Row" graduates into the appropriate 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.
- Work with LTR Coach(es) to align programme with wider club programmes.
- Encourage members of the Group to take a full and active part in the Club (such as helping at events).

Events Chair



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- 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.
- Appoint Events Sponsorship role and other roles deemed necessary and coordinate as needed.
- Liaise with Chief Umpire.

Events Secretary

- Coordinate entries to MRC events.
- Support the running of MRC events with the Events Chair.
- Manage the to do list.
- Arrange event committee meetings.

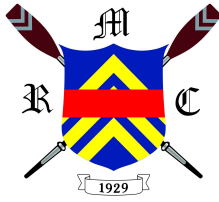
Digital Officer

- Run the website, including keeping 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.
- Develop the digital offering, in line with Club aspirations/requirements.
- Manage risks associated with website/social media usage.

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, including shells and blades, and advise the committee on new rack allocation.
- Work with members to develop awareness as needed to maintain the fleet at an appropriate standard.
- Maintain a safe and clean area for tools/spares.
- Order replacement parts/equipment as required/requested by RoCo/Committee.

Safety Adviser



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- 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.
- 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.
- Annually check lifejackets [including inflation devices] to ensure safe to use/fit for purpose.
- Organise refresher training for qualified launch drivers, ensuring practice/knowledge of rescue protocols at events.
- Review boat damage reports to try to identify any emerging patterns/lessons learnt that can be fed into the Committee, to help reduce the likelihood of further incidents.
- Keep Safety plans up to date and relevant.

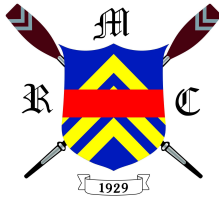
Membership Secretary

- 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 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 Group Captain to facilitate assessment and integration of new members into the squad.
- Develop and manage the on-boarding process for new members, including ensuring that the new members understand the code of conduct and what is expected of them.

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.

Ordinary Member



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- Take an active part in Committee meetings, including reading of relevant material/reports in advance of the meeting, and constructively challenge reports/status quo.
- Take soundings from Club Members, to help move MRC forward.
- Critically review plans and financial reports to ensure MRC remains a going concern.
- Encourage members of the Club to take a full and active part in the Club (such as helping at events, club and equipment maintenance, organising social events, etc).
- Take on project roles where necessary to help MRC.
- Act as a sounding board for other Committee members.

Note: this is a voting role, members may be on the committee without portfolio responsibility, some may take on additional non-committee roles, but the primary focus will be on being a fully engaged committee member.

Non-Committee Roles

Licensee

- Manage and replenish stock levels in liaison with the Treasurer.
- Ensure bar use is in line with license and the license is maintained.

Catering

- 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, ensuring stock of key items available [such as hand towels, coffee, tea, washing up liquid etc.].

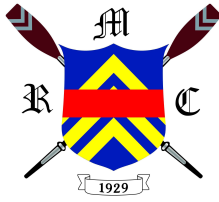
Kit

- 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 effective tracking of sales and stock.

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.

Vice-captains



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- Where interested, under-study to Captain with a view to taking on one day.
- Not a member of Committee or RoCo, but stands in for Captain at Committee meetings when Captain is not available. Has voting rights on these occasions.
- Assist Captain with encouraging sign-ups
- Assist Captain with crew selections (weekends, regattas and heads)
- Address any gender-related issues for given gender
- Captain's buddy for bouncing thoughts and ideas around
- Earpiece to pick up feedback from members
- Help with new member inductions.
- Attend RoCo meetings (quarterly)
- Help represent club at events.

Events Coordinator

- Keep a calendar of key event dates and issue prompts accordingly:
- Close date for sign-ups
- Date by when crews selected (issue for agreement by rowers)
- Date entries open
- Date of event
- Make* and manage entries
- Liaise with entries admin at host clubs
- Book boating for Tideway events
- Book boats for events
- Trailer plans

Note: This role does not include crew selection, boat allocation or managing substitutions.