

Royston Heath Archery Club

Committee Officer Roles

The committee has three roles for principal officers. These are -

- Chairman
- Secretary
- Treasurer

In addition, a number of roles have been defined to aid the administration of the club's business.

- Records Officer
- Membership Secretary
- Child Protection Officer
- Equipment Officer
- Inter-Club Competitions Officer
- Publicity Officer
- Web Site Officer
- League Competitions Officer
- Social Secretary

It should be noted that one committee member can fulfil more than one of these roles.

Chairman

- Chairs committee meetings
- Chairs AGM
- Informal contact point for the club with third parties
- Helps provide direction for the club's development
- Arbitrates any disputes within the club

Secretary

- Official contact point for AGB

Committee meetings:

- Ask for agenda items
- Draw up agenda and circulate to committee
- Take minutes at meetings
- Circulate minutes to committee

AGM:

- Send out notice of AGM to all members
- Request agenda items
- Request nominations for committee
- Send out agenda
- Take minutes of meeting
- Circulate minutes

Treasurer

- Responsible for all financial matters of the club. Contact for the bank (Lloyds)
- Pay all bills as they arise. Can spend up to £500 without a second signature.
- Main contact for John O'connor (grass cutting) and Melbourn Sports (payment and booking of indoor hall)

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Records Officer

- Arrange for scorecards to be printed when stocks are low.
- Collect completed scorecards after every session and enter them in to the club records software on our website.
- Present any awards and classifications earned by members.
- Arrange for awards to be restocked when necessary.

Membership Secretary

- Collect membership fees, ensure everyone who shoots is a member of Archery GB, (members and visitors)
- Send membership details to Archery GB, HAA and Scas on an annual basis and as and when new members join.
- Currently holding beginners course waiting list and contact them when course is due.

Child and Vulnerable Adult Protection Officer

- Act upon any reported concerns in accordance with the club's CVAP policy.
- Ensure the club's policy on CVAP is implemented.

Equipment Officer

- Ensure that equipment owned by the club is serviceable and safe.

Inter-Club Competitions Officer

- Collate local competitions and publicise to membership
- Encourage members to participate in the local competitions
- Submit entry for club where several members have expressed a desire to enter
- Organise car sharing, where possible

Publicity Officer

- Send pictures and text of events and competition results deemed of interest to local publications

Web Site Officer

- Update and maintain the club website.
- Post relevant news items and updates to our news feed and social media platforms.
- Moderate the club Facebook Page and Group.

League Competitions Officer

- Act as main contact for all leagues entered by the club. HAA Frostbite, Winter and Summer Leagues as well as Selby League.
- Arrange Home and Away fixture dates for the HAA Summer League.
- Collate, check and send scores to league organisers and opposition for each fixture.
- Report the results of fixtures to club.

Social Secretary

- Organise the club Christmas party.