

Blackheath Fencing Club

Roles of Officers and Committee Members

Notes:

- 1. Roles, broad responsibilities and voting rights are conferred by General Meetings.**
- 2. Tasks are defined by the Committee**
- 3. Committee members may take on more than one role but will only have one vote.**
- 4. Tasks can be shared between committee members as agreed by the Committee members**

1. Chairman
 - a. Chairs general and committee meetings
 - b. Provides the vision and helps set the strategic direction of the club
 - c. Senior external facing representative of the club
 - d. Jointly responsible for managing club sessions
2. Vice Chairman
 - a. An optional post supporting the Chairman with either totally shared responsibilities or as defined by the Committee.
 - b. Jointly responsible for managing club sessions
3. Club Secretary
 - a. Issues meeting notices and agendas
 - b. Records minutes and monitors assigned actions
 - c. Responsible for all administrative tasks concerning the running and existence of the club eg Members Register
 - d. Communication with members and prospective members
 - e. Jointly responsible for managing club sessions
4. Club Treasurer
 - a. Pays invoices, collects fees, records the financial transactions of the club and reports to the committee
 - b. Advises the committee on setting the budget including level of members' fees.
 - c. Negotiates with coaches and on hall rental
 - d. Jointly responsible for managing club sessions
5. Assistant Treasurer (non-voting)
 - a. An optional role to assist the Treasurer in the financial management of the club
6. Lead Coach
 - a. Devises coaching policy and supervises coaches
 - b. Ensures the coaching needs of fencers are met
7. Competition Secretary
 - a. Raises teams to fence under the name of Blackheath Fencing Club.

- b. Encourages entries to individual competitions and
 - c. Assists with organisation of Club Championships and arranges competitions with other clubs
8. Welfare Officer (see separate document for full scope)
- a. Responsible for ensuring the club complies with child protection guidelines and safety regulations.
 - b. Deals with matters arising under these headings and advises the committee
9. Seniors Representative
- a. Represents the issues of Senior members on the Committee
10. Intermediate/Trainees Representative
- a. Represents the interests of those two groups on the committee
11. Musketeers Parents Representative
- a. Represents the interests of U18 fencers and parents/carers on the committee
12. Social Secretary
- a. Organises social events to foster team building, maintain interest in the club, improve member retention and encourage integration of new members
13. Official Representatives of Partnerships
- a. Appointed per the terms of the Partnership Agreement
14. Armourer (Non-voting)
- a. Maintains the armoury and asset register, repairs equipment and advises the committee on equipment purchases
15. Development Officer (non-voting)
- a. Promotion of the club in schools, newspapers and social media