**Roles involved in running CKC** [updated July 2021]

**CKC Committee Posts**

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| **Post** | **Responsibilities** | **Elected in Dec 2020** |  |
| Chair | * Chairs committee meetings & AGM * Represents club on formal occasions (if required) * Provides an overview of club year at the AGM * Encourages active participation of all members * Oversees all of club committee roles and responsibilities, to encourage post holders to ensure their responsibilities are undertaken in a timely manner. * Responsible for 4-5year planning for CKC | Fiona |  |
| Landlord liaison | * Primary point of contact for landlord/BFCSST re: operating procedures & rental & maintaining good relations * Liaising between landlord and CKC club committee * Updating all relevant documents in regards to the tenancy | Fiona |  |
| Secretary | * External point of contact for queries by email * Maintains the club email distribution list (Google Group) * Answers queries from beginners and prospective members by email * Maintains record of club members via the membership site (Membermojo), e.g. dealing with the “payment pending” flag which requires checking that the fee has been transferred into our bank account. | Tudor |  |
|  |
| Treasurer | * Produces and manages the club accounts and finances * Responsible for all income and expenditure and agreeing any budgets, etc | Tudor |  |
| Kit Officer | * Looks after and maintains inventory of kit * Knows when kit expires (past shelf life) * Organises repair or replacement of new kit * Marks up new kit so it is recognisable as CKC owned, etc * Maintains / supervises use of CKC trailer | Philippe |  |
| Trip Coordinator | * Encourages and helps facilitates a full calendar of trips for the club – to aim for (in normal non Covid times) at least one sea trip a month. The process of organising kayaking trips should be a proactive process whereby all members are involved and the trip coordinator role facilitates this. * The calendar ideally has as a minimum of three months worth of future activities * Liaises with other committee and members to ensure that sufficient skills and kit relating to first aid, safety and rescue, coaching and river leadership are maintained at levels appropriate to the needs of the club. | Jan |  |
| Training Officer | * Regularly reviews the training needs of the club * Facilitates access to discounted training courses or club bespoke / organised training according to demand and the needs of the club and members * Organises regular introduction (1\*) training days for new members in the summer * Encourages paddler progression at all levels of ability | Paul |  |
| Safety co-ordinator/officer | * Keeps safety at the fore in all the club does. * Keeps the club safety documents upto date, with input from all the committee (risk register, operating procedures, incident procedure, Thames leader guide, Non-Thames Leader guide, and Equipment borrowing policy). * Assists the club to put in place policies and implementation plans for health and safety issues. * Maintains a view of the incident log, ensuring we learn from them. * Undertakes regular reviews to see how the club can improve its safety performance. * First point of contact for members with concerns over health and safety matters. * Sends risk management register to PLA. | Liza |  |
| Webmaster | * Identifies how to upload new content, and maintains the website * Leads on trouble shooting website related issues * Manages CKC owning CKC website domain & manages server provider * GDPR contact. | Sean |  |
| Website active content co-ordinator | * Updating website content – after CKC meeting/decisions e.g. Scrolling news, Calendar, new/updated guidance written on relevant webpages * Taking notes of CKC Committee meetings & uploading action points | David |  |
| Social media | Maintains a club presence on facebook, twitter, and other social media channels both to connect members, and to recruit members | Charlie |  |
| Social Secretary | * Organises club social events including the official summer and Christmas socials | Charlie |  |
| Marketing/Comms | * Promotion of CKC & sea kayaking to possible new members. * Coordinate promotion of CKC in local area * Liaison with Totally Thames, & other initiatives to promote CKC | Nick |  |
| Development officer of new paddlers | * Taster session – organiser of the day & coordination of volunteers * Support role for all new members and new paddlers to club | Will |  |
| Fundraising | * Identifying funding opportunities to meet club needs (usually related to kit, training, rental costs) * Writing funding applications. * Collaboration with others (members & external) on fundraising ideas | Jan – ad-hoc |  |

**Other Supporting Roles**

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| Thames leader coordinator | * -Maintains the Thames leader rota using Doodle poll * - Updates the Thames session pages weekly for the Thursday evening and weekend sessions, if that week’s leader doesn’t want to. * - Encourages and helps facilitate a full calendar of trips for the club, along with the trip coordinators | Mike M |  |
| BC online administrator | * Maintains the British Canoeing Go! Membership portal details, including Club Profile, Club Details, Membership, Club Affiliation and Credentials * Updates committee roles on British Canoeing Go! Membership portal. * Receives information from British Canoeing and distributes relevant material to other Club members. * Acts as a British Canoeing contact for The Clubhouse portal and distributes relevant material to other Club members. * Manages the email renewal reminders via MemberMojo. * Updates MemberMojo for annual changes in the membership rates and the online membership form. | David |  | |
| Welfare Officer | ●      Acts as a source of advice about safeguarding and protecting vulnerable adults  ●      Promoting good practice  ●      Responsible for coordinating action within the club on receipt of any concerns or referrals | Liza E |

Unallocated - Liaison with PLA