



Role	Role / Person Specification	Job Description	Representative /Comments
President	<ol style="list-style-type: none"> 1. A long-standing, distinguished member of the Club 2. Knowledgeable and experienced in all matters concerning rowing and running a rowing club 	<ol style="list-style-type: none"> 1. To act as the figurehead of the Club 2. To attend appropriate external meetings and report back to the Committee where required 3. To formally receive and comment upon the medium to long term strategy 4. At their discretion, to attend, and vote if they choose to do so, any Committee meeting 	Tony Hughes
Roles which hold Committee Posts as per the Constitution			
Chairman/ Chairwoman	<ol style="list-style-type: none"> 1. A widely respected member of the Club 2. Knowledgeable and experienced in all matters concerning rowing and running a rowing club 3. Able to devise (with assistance of the Club Captain and others as appropriate) and to articulate a medium to long-term strategy for the future of the club 4. Seen as impartial and approachable by all club members 	<ol style="list-style-type: none"> 1. To preside at all General meetings of the Club and at all meetings of the Committee 2. To assume strategic responsibility for guiding the activities of the club in accordance with its general strategy and policies as expressed by the majority of its members 3. To ensure that actions agreed by the Committee are carried out 4. To be the final arbiter of any escalation process in the event of any issues or complaints, final deciding vote etc. 5. To represent or arrange for representation of the Club at British Rowing (BR) regional level and at meetings of other organisations, for example local rowing clubs, as required 6. To liaise or arrange for liaison with Oxford University College Clubs, Abbey Sailing Club and Canoe Club 7. To liaise or arrange for liaison with Vale of White Horse District Council regarding boathouse issues 8. To liaise or arrange for liaison with residential neighbours <p>The Chair shall ex officio be a member of any other Committee of the Club</p>	Andrew Troupe



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<p>Secretary</p>	<ol style="list-style-type: none"> 1. An active, articulate and communicative Club Member 2. To have general experience of Committee structures and processes 	<ol style="list-style-type: none"> 1. To organise the AGM / Committee meetings and the recording and promulgation where appropriate of minutes relating to such meetings 2. Responsible for all correspondence relating to the general business of the Club 3. Maintains and ensures the club rules are available to all club members 4. Responsible for the organisation of regatta entries on behalf of the club via BROE paper (to be delegated if a Regatta Entry Coordinator is appointed) 5. Responsible for organisation of regattas run by the club (to be delegated if a Head of River / Regatta Secretary is appointed) 6. To act as the formal club contact for BR 7. To undertake all annual Club responses (in liaison with the Safety Officer, Welfare Office, etc. if appropriate) to BR and any other agencies e.g. Environment Agency 8. To maintain an inventory of boats 9. To receive and record complaints relating to the behaviour of individual club members whilst representing the club (ensuring they are resolved by the Club Captain) 10. To liaise with the Charity Commission concerning charitable status, annual returns, updating of Trustee details etc. 	<p>Vacant</p> <p>Colin Thomas undertaking some aspects under guidance of Marcus Nurton</p>
<p>Treasurer</p>	<ol style="list-style-type: none"> 1. Financially literate and trusted Club Member 2. Access to and willingness to use Club online banking systems 	<ol style="list-style-type: none"> 1. To be responsible for the collection and disbursement of all monies belonging to the Club including, membership fees, insurance premiums and claims and property / utility accounts 2. To maintain proper accounting records of all such transactions. 3. To maintain an expenditure plan for the coming 12 months, ensuring appropriate financial discipline is maintained by all spending officers 4. To present the club financial position to each Committee meeting 5. To present a balance sheet and income and expenditure account showing the Club's financial position and the results of its transactions for the year to the members at the AGM 6. To produce an annual accounts report for auditing purposes 7. To resolve all insurance matters including claims 8. To purchase boat licenses in conjunction with the Secretary who will maintain the boat inventory 	<p>John Roberts</p>



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<p>Club Captain</p>	<ol style="list-style-type: none"> 1. widely respected member of the Club 2. Knowledgeable and experienced in rowing and racing matters <p>Note some activities can and should be delegated to the Men's/Women's Vice Captains (or Masters, Juniors or Beginners Co-ordinators) and the Club Boatman as appropriate</p>	<ol style="list-style-type: none"> 1. To work with the Chairman on the medium to long term strategy for the club 2. To develop the overall training, testing and racing plans for the year (inc. winter training) 3. To organise overall coaching for all squads 4. To ensure appropriate arrangements are made to appoint a Masters, Junior and Beginners squad co-ordinator as necessary 5. To assume overall responsibility for the selection of crews to represent the Club in external competitions, including resolving any potential crew / equipment clashes / difficulties 6. To develop new coaches in the club through BR coaching courses and mentoring scheme 7. To resolve complaints that may arise at regattas relating to conduct of club members 8. To conduct any necessary risk assessments in the absence of club safety adviser 9. To assume overall responsibility for racing logistics – boats, trailers, transport, arrival times etc. 10. To assume overall responsibility for ensuring boathouse is open for every session and secure at end of session 11. Orders new rowing equipment for suppliers 12. Arranges boat repairs with the club boatman 	<p>Caroline Adams</p>
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<p>Men's Vice-Captain, Women's Vice-Captain</p> <p><i>(Inc where appropriate Masters, Junior and Beginners Co-ordinators)</i></p>	<ol style="list-style-type: none"> 1. An active member of the Club having sufficient experience and authority to conduct the role 2. Knowledgeable in rowing and racing matters 	<ol style="list-style-type: none"> 1. To gather squad member availability for each rowing session and liaise with squad coach (if any) to co-ordinate crews and outings 2. To arrange appropriate coxing / safety cover if necessary for crews signed up to boat at each session 3. To advise the squad coach of any concerns from squad members relating to training and rowing 4. Where deemed necessary and appropriate, to receive and keep records of squad member training outcomes 5. To ensure that squads are kept up to date with training plans, outing arrangements and racing plans 6. To liaise with Club Membership Secretary to ensure membership lists are up to date 7. To liaise with potential new members with previous rowing experience and arrange integration into squads 8. To arrange for integration into squads of graduates from the Club's L2R programme 	<p>Ross Fergus Nikki Reeves</p> <p><i>Masters - Tony Hughes Juniors - Dan Knowles Beginners - Colin Thomas</i></p>
<p>Events Secretary</p>	<p>No role / post holder in current ARC Set up</p>		<p>Proposed for deletion at the 2015 AGM</p>
<p>Membership Secretary</p>	<ol style="list-style-type: none"> 1. An active member who has knowledge of the appropriate software 	<ol style="list-style-type: none"> 1. To process membership applications, renewals, subscriptions and rack fees 2. Responsible for keeping an updated list of club members and their contact details 3. Sends out reminder letters when membership is due to lapse 4. Responsible for reporting to Committee / Vice Captains / Squad Organisers current membership and lapsed members 5. Draws up, agrees and enforces contracts with other organisations that use our site 6. With assistance from others, maintains the 'welcome booklet' 	<p>Matt Robinson</p>
<p>Social secretary</p>	<ol style="list-style-type: none"> 1. An active member who is willing and able to encourage the club membership to participate 	<ol style="list-style-type: none"> 1. To devise, promote and organise annual social events, including, the Christmas Celebration, Fireworks party, etc. 2. To organise any additional social events or scratch regattas as agreed by the Committee e.g. quiz nights 3. To devise, promote and organise periodic work days 	<p>Marcus Nurton</p>



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<p>Ordinary Member (Junior Representative)</p>	<p>1. An active and communicative junior member of the club</p> <p>Note : currently performed by the adult Junior Co-ordinator</p>	<p>1. To ensure that the needs and views of the junior members of the Club are brought to the Committee and any responses are reported back as required</p>	<p>Dan Knowles</p>
<p>Ordinary Member (Safety Advisor)</p>	<p>2. An active member of the Club having sufficient experience and authority to conduct the role</p> <p>3. Knowledgeable in Health and Safety matters including the contents and implications of the BR Water Safety Code and other associated documents</p> <p>3. Knowledgeable in rowing and racing matters</p>	<p>1. To be responsible for ensuring the overall safety of people resorting to and rowing at the club</p> <p>2. In conjunction with the Secretary to make Safety returns to BR</p> <p>3. To maintain a log of all accidents and incidents, ensuring individuals report to BR if required</p> <p>4. To monitor the list of boat defects ensuring any that should be declared unserviceable are taken out of use until repaired</p> <p>5. To ensure periodic safety checks of all rowing boats (e.g. heel restraints, bow balls, buoyancy bags) plus motor boats (including the designated safety boat) including recording of such checks</p> <p>6. To periodically maintain first aid kits</p> <p>7. To periodically review and update the Fire Risk Self-Assessment document</p> <p>8. To undertake periodic Fire equipment / Drill tests and record the outcomes</p> <p>9. To ensure appropriate actions to ensure trailer safety; annual service, repairs, instruction of drivers etc.</p> <p>10. To organise and monitor capsized drills, keeping records of those having passed, including ensuring all people remain in date</p> <p>11. To supervise overall compliance with (in conjunction with the Club and Vice Captains) and actively promote the red/yellow/green board safety system</p>	<p>Mike Tomlinson</p>
<p>2 x further Ordinary Members</p>	<p>1. Willing to assume one or more of the non-Committee roles identified below</p>	<p>As required</p>	<p>Colin Thomas</p>



Non-Committee roles and responsibilities (Committee members may undertake these roles if required)			
<p>Welfare Officer(s)</p> <p>Minimum of one person and preferably two (1 man, 1 woman)</p>	<ol style="list-style-type: none"> Empathetic individual(s) seen as discrete and approachable by all club members 	<ol style="list-style-type: none"> To create, implement and periodically review the Club Welfare policy To advise the club Committee on compliance with all required (legal and BR) welfare procedures and policies To act as a focal point for reporting any concerns relating to welfare of children or vulnerable adults who are members of the club To have primary responsibility to check that everyone who has significant access to young people within the club is suitable for that role and has been vetted as required by BR or governmental requirements Responsible for circulating and updating codes of conduct 	<p>Clare Doubleday Andrew Troupe</p>
<p>Head-of-the-River secretary</p>	<ol style="list-style-type: none"> Willing Club Member having the considerable time necessary at the critical times in planning and running out the event Extensive knowledge of the requirements for and historic arrangements made for previous events 	<ol style="list-style-type: none"> To be responsible for the organisation of the annual HOR (or any future Regatta) race in accordance with the requirements of the ARC Committee To organise a race Committee and delegate tasks to the Committee members To organise advertising, sponsorship, entries and the draw In conjunction with the Club Treasurer, to be responsible for the finances for the event 	<p>Clare Doubleday previously</p>
<p>Funding, Sponsorship & Development</p>	<ol style="list-style-type: none"> A member of the Club having knowledge or experience of similar activities 	<ol style="list-style-type: none"> To create a fund raising and Commercial Sponsorship plan each year To develop and make grant applications in order to deliver the funds in the plan To ensure appropriate publicising of the club's fundraising activities 	<p>Vacant for 2014/15</p>
<p>Boatman/ Boatwoman</p>	<ol style="list-style-type: none"> Individual with extensive knowledge of boat repair and maintenance arrangements 	<ol style="list-style-type: none"> In conjunction with the Club Captain, to advise the Committee on boat stock condition and propose refurbishment / replacement or disposal as appropriate Under direction, to organise or perform repairs and maintenance to rowing, coaching or training equipment To maintain a supply of suitable spare parts to help ensure continual availability of rowing and coaching craft To maintain necessary equipment for repairing and rigging boats To arrange for safe storage for equipment To identify surplus equipment 	<p>2 people equating to ½ day a week. Administered by the Club Captain</p>



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Webmaster	<ol style="list-style-type: none"> 1. Willing Club Member 2. Software knowledge and ability 	<ol style="list-style-type: none"> 1. To maintain the ARC website 2. To maintain the Committee mailing list and a mailing list of all ordinary members 	Matt Robinson
Press Officer	<ol style="list-style-type: none"> 1. Willing Club Member 2. Experience of press, Facebook and Twitter 	<ol style="list-style-type: none"> 1. To promote the club in a positive and consistent manner 2. To promote club successes 3. To promote club events, such as annual HoR race and club recruitment and initiatives 4. To maintain club Facebook and Twitter pages 	Matt Jones
Race Entry Co-ordinator	<ol style="list-style-type: none"> 1. Willing Club Member 2. Knowledge of and access to the BROE System 3. Availability for short notice queries 	<ol style="list-style-type: none"> 1. To receive race entries and appropriate fees (inc. trailer fees) from vice captains (and other squad coordinators) 2. To make necessary entries on BROE 3. To resolve queries / point of contact for ARC from Regatta organisers 	Victoria Bennett
Kit Ordering Co-ordinator	<ol style="list-style-type: none"> 1. Willing Club Member 2. Knowledge of and access to the supplier (Godfrey) Website 	<ol style="list-style-type: none"> 1. To programme and publicise periodic "Kit Order Windows" 2. To receive orders from the supplier and arrange distribution of kit 	Nikki R currently
Grounds person		<ol style="list-style-type: none"> 1. Organises or performs day-to-day maintenance of the club house and grounds: including grass cutting, hedge trimming and painting; 2. Organises regular service for boiler showers and any other appliances 3. Organises repairs to building as and when required 4. Ensures that the building is kept tidy 5. Restocks toilet rolls and other sundries 6. Organises clubhouse cleaning 	Vacant for 2014/15 – jobs reallocated as required amongst club members