

## **Abbey Bowmen – Officers’ / committee members’ responsibilities**

### **Chairman**

1. To manage the Committee and the Club to promote archery and to ensure continuity of facilities to the Club’s members.
2. To facilitate meetings to enable all Committee members to participate in the decisions being made.
3. To ensure that the Committee members are able to carry out their jobs.
4. To be available to members.
5. To deal with complaints and mediate in disputes.
6. To give out the prizes at Club tournaments and competitions.
7. To liaise with administrators of shooting venues to ensure appropriate shooting facilities are available to members.

### **Vice-Chairman**

1. To stand in for the Chairman in his/her absence
2. To contribute and assist in meetings, discussion and debate of Club issues and to assist other committee members in the smooth running of the Club
3. To help promote the Club and the sport of archery whenever appropriate.

### **Secretary**

- 1 To call and give due notice of committee meetings, AGMs and EGMs.
- 2 To take minutes at committee meetings, AGMs, EGMs and any other meetings that need to be officially recorded, and to provide and keep accurate records of those meetings.
- 3 To provide an agenda for each meeting if required by the Chairman.
- 4 To keep historical records of Club details and activities accessible and in order.
- 5 To bring to the notice of the committee any correspondence received from members, other Clubs, GNAS or outside sources. This shall include messages received by ‘phone, by e-mail or via the Club’s website.
- 6 To update information on changes of officers and to advise GNAS of such changes.
- 7 To contribute and assist in meetings, discussion and debate of Club issues and to assist other committee members in the smooth running of the Club.
- 8 Along with other Committee and Club Members to help promote the Club and the sport of archery whenever appropriate.

## **Treasurer**

1. To supervise all financial transactions whether by cash or cheque.
2. To maintain a sensible balance between current and deposit accounts.
3. To keep proper accounts of the Club's finances.
4. To report the Club's financial position at every Committee meeting.
5. To arrange for the annual accounts to be audited and presented to Members at the AGM.
6. To ensure that Club equipment is adequately insured.

## **Membership Secretary**

1. To organise membership renewal each year and process affiliations with HAA, SCAS and GNAS.
2. To maintain an up to date database of club members
3. To supply committee members with updated membership lists
4. To ensure that consent forms are held for every junior member
5. To supply coaches with updated junior contact/medical information

## **Tournaments Officer**

1. To arrange the Indoor and Outdoor Shooting Programmes.
2. To ensure that someone suitable acts as Field Captain at tournaments.
3. To publicise external tournaments likely to be of interest to Club members. If appropriate, collect entries, send off entry forms, target lists and results.
4. To enter teams for County and other leagues, arrange matches, submit scores and publicise results in Linecutter.
5. To arrange other matches as appropriate.

## Records Officer

1. For every Club member, maintain separate record sheets for outdoor and indoor seasons - recording summary details of all rounds put in and noting all changes in classification status, handicap rating and records broken. Separate record sheet required for all bowtypes used. Specifically:

**Rounds** - record summary details of every round shot - including rounds put in at other clubs and external competitions.

**Handicaps** - work out the handicap rating for all rounds (GNAS eligible) put in and maintain a running handicap rating for the season. At the end of every season, work out the closing handicap rating and carry forward to the start of the next season.

**Classifications** (only really pertinent to outdoor seasons) - work out the GNAS classification for every round put in and note/report all changes in classification status. At the end of every season, work out the carry over classification for the start of the next season.

**Records** - Maintain lists of all Club records and report whenever broken. Be aware of Herts County Records and if any broken by a Club member, complete necessary form and submit to County for ratification (National Records can only be claimed at record status tournaments and are dealt with by the Tournament organiser).

**Junior Archers** - As above, but need to be aware of age-band change dates when outdoor classification must be re-assessed.

2. Maintain list of all club members' handicap rating for use at handicap tournaments. Maintain list of all club members' Classifications for use at Classification tournaments.
3. Provide County Junior League representative with details of all junior member's scores on a monthly basis.
4. Provide a monthly round-up of Record's news for Linecutter and details of monthly handicap competition and barebow challenge.
5. Have a very good understanding of the Rules of Shooting (needed to verify that rounds are being shot under GNAS rules) and be on hand to advise club members on aspects of handicap tables, classifications etc.

## Equipment Officer

1. To arrange for the purchase, repair, maintenance, sale or disposal of all Club equipment.
2. To ensure that there is an adequate availability of target faces for all Club Target Days.

## **Ordinary Committee Member**

1. To contribute opinion and assist decisions which after considered discussion/debate will benefit the Club and the majority of Club members.
2. To make oneself available to assist other Committee members in the smooth running and progressive evolution of the Club within its constitution.

## **Other posts – decided in committee**

### **Vice-Chairman**

See page 1

### **County representative**

1. To represent the club at County meetings
2. To report back to the committee/members

### **Have-a-go organiser**

1. To act as first contact point for HAG enquirers
2. To organise the events with the help of coaches and members
3. To make sure that any planned HAG is minuted at committee meetings so as to be covered by insurance.
4. To ensure that all monies are collected and costs covered.

### **Club Clothing seller**

1. To deal with suppliers and ensure adequate levels of stock
2. To keep records of all financial transactions
3. To make club clothing readily available to members

### **Junior Representative (Voluntary Post)**

1. To encourage involvement, participation and improvement in junior shooting.
2. To enable juniors to learn the rules and etiquette of shooting.
3. To bring to juniors' attention all appropriate junior shooting opportunities and to encourage them to participate.
4. To represent a minority membership on the Club Committee so that their voice is heard and actioned accordingly.

5. To remind seniors if necessary that juniors are **small** folk with exactly the same rights as **big** folk.
6. To liaise with various archery bodies in respect of postal competitions and awards available to juniors and to enter scores whenever possible.
7. To enable juniors to enjoy their chosen recreation.

### ***LineCutter Editor (Voluntary Post)***

Purpose of the Post:-

1. To encourage involvement in the club.
2. To encourage participation in the content of the newsletter.
3. To present a balance (when available), of material both factual/interesting and amusing to assist the communication and togetherness factor of the club.
4. To collate contributions that members submit and produce and distribute within an advised deadline.
5. To produce a newsletter that members can both relate to and look forward to receiving.
6. To inform.

The post is voluntary.

The post holder does not have to be a member of the committee. Nor does s/he have to attend committee meetings.

The post holder is free to use his/her creative skills in laying out the design of the newsletter – there is no obligation to follow previous precedent.

However, the post holder is expected to consult with the chairman or other members of the committee before publishing material that may be considered offensive or contentious.

Updated January 2011