



Chair

The chair's role is primarily leadership and governance, focusing on ensuring the club or organisation runs effectively, legally, and according to its constitution. Chair is an impartial leader who provides direction, ensures effective governance, and fosters a positive and inclusive environment for all club members and volunteers.

Key responsibilities:

- **Leading Meetings:** Planning the agenda with the secretary, presiding over committee meetings and the Annual General Meeting (AGM), and ensuring discussions remain focused, orderly, and productive.
- **Facilitating Discussion & Decision Making:** Encouraging participation from all members, ensuring all viewpoints are heard, managing conflicts, and confirming that clear decisions and action points are reached and recorded.
- **Oversight and Accountability:** The chair is ultimately responsible for ensuring other officers and committee members carry out their delegated duties and that the club's objectives are met.
- **Representation and Liaison:** Acting as the primary liaison and spokesperson for the club to external organisations.
- **Strategic Planning and Development:** Leading the creation and implementation of the club's development plan and helping to set the club's vision and long-term goals.
- **Ensuring Compliance:** Ensuring that club policies, safeguarding procedures (especially concerning children and vulnerable adults), and legal requirements are understood and followed.
- **Financial Scrutiny:** Monitoring the budget, overseeing financial planning, and ensuring that the club's financial position is sound.
- **Delegation and Support:** Delegating tasks to committee members, providing support, and helping to develop leadership skills within the committee to ensure smooth succession planning.

Treasurer

Oversight and management of all financial affairs, ensuring probity, transparency, and accountability to the committee, members, and regulatory bodies.

Key Duties and Responsibilities:

- **Record Keeping:** Maintaining accurate and up-to-date financial records of all transactions (income and expenditure).
- **Income Management:** Invoicing and collecting all money owed to the club, such as membership fees, event fees, and sponsorship funds, and ensuring all cash and cheques are promptly deposited in the club's bank account.
- **Expense Oversight:** Paying the club's bills and authorised expenses in a timely manner, ensuring all payments are properly approved by the committee and

documented with receipts or invoices. It is a common practice to require two authorised signatures for payments.

- Financial Reporting: Preparing and presenting regular financial reports (e.g. balance sheets, cash flow statements, budgets) to the management committee and a final annual financial statement for the Annual General Meeting (AGM).
- Budget Management: Leading the process of creating an annual budget and monitoring the club's performance against it throughout the year, advising the committee on the financial implications of their strategic plans.
- Compliance: Ensuring the club adheres to all relevant legal and regulatory requirements.
- Financial Viability: Monitoring cash flow and advising the committee on the financial health of the club, making recommendations for cost savings or fundraising efforts to ensure long-term sustainability.

Secretary

Provide administrative and communicative, supporting the chairperson and ensuring the committee runs smoothly and legally. They act as a central point of contact and an information hub for the committee, members, and external bodies.

Key Responsibilities:

- Meeting Management: The secretary, in consultation with the chair, is responsible for the logistics and documentation of meetings. This includes: Scheduling meetings and booking venues. Preparing and circulating agendas and supporting papers in advance. Taking accurate minutes of discussions, decisions, and action points during the meeting.
- Circulating draft minutes to members shortly after the meeting and ensuring they are signed as a correct record once approved. Ensuring a quorum (minimum attendance) is present at meetings, as stipulated by the club's constitution.
- Administration and Record Keeping: Maintaining clear and secure records is a core duty. This involves:
- Managing incoming and outgoing correspondence (letters, emails, calls) and ensuring prompt responses or delegation to the appropriate person.
- Maintaining an up-to-date register of members' names, contact details, and other relevant information.
- Ensuring the safe custody and maintenance of all club documents, including the constitution, policies, financial statements, and historical records.
- Compliance and Governance: The secretary helps ensure the club adheres to its own rules and external legal requirements. This can include: Understanding and upholding the club's constitution and any relevant governing body regulations (e.g., British Ice Skating rules).
- Organising Annual General Meetings (AGMs) and facilitating officer elections according to established procedures.
- Liaising with external bodies like the national governing body or local authorities and submitting required reports or applications (e.g., event sanctions, DBS checks).
- Communication and Liaison: Serving as the primary link within the club and with the wider community.
- Disseminating information between the committee and general members, coaches, officials, and external agencies.
- Ensuring action points agreed upon at meetings are followed up and completed by the responsible individuals.

Competition Secretary

Managing all administrative aspects of competitions, from planning to results, and ensuring effective communication between coaches, members, and governing bodies.

Key Responsibilities:

- Competition Planning: Formalising the events calendar with the committee and event organisers, organising and booking facilities/venues, and ensuring all required licenses and permits are obtained from the governing body (e.g., British Ice Skating).
- Entries Management: Providing competition details and entry forms to members, processing all entries, ensuring eligibility criteria are met, and managing entry fees in liaison with the Treasurer.
- Event Administration: Preparing all necessary event paperwork, such as running orders, programs, and score sheets. Ensure officials, timekeepers, and volunteers are available and scheduled.
- Results and Records: Collecting scores, compiling results, ensuring the official results are accurate, and maintaining comprehensive paper and computerised records of all competitions and skater achievements.
- Communication: Acting as the primary point of contact for competition-related queries from members, coaches, and external organisations. Communicating event details, deadlines, and results effectively.
- Meetings and Governance: Attending committee meetings, taking minutes related to competition matters, and ensuring all competition activities align with the club's constitution and the rules of the national governing body.
- Awards: Coordinating the provision of awards and trophies with the relevant secretary.

Fundraising Officer

Responsible for generating income and managing relationships with supporters and donors. Their duties are diverse, combining relationship management, administration, and events organisation to secure a sustainable funding base for the club's mission.

Key Responsibilities:

- Securing Funding: This often involves writing compelling grant applications and proposals for trusts, foundations, and corporate partners.
- Donor Stewardship and Communication: Building and maintaining strong, long-lasting relationships with individual donors, community partners, and volunteers through timely and professional communication.
- Events Management: Planning, promoting, and executing a calendar of fundraising events, campaigns, and appeals.
- Community and Corporate Engagement: Leading outreach efforts to engage local community groups, and businesses to promote fundraising opportunities and raise the club's profile.
- Marketing Support: Collaborating with marketing and communications teams to create engaging content and promotional materials that inspire action and raise awareness of the organisation's work.

Safeguarding Officer

Acting as the primary contact for welfare concerns, ensuring policies are followed, training staff, and making referrals to social services for children or vulnerable adults at risk of harm,

liaising with agencies, and maintaining confidential records to protect individuals within their organisation. Providing expert guidance, support staff, and ensure adherence to legal standards, handling sensitive situations with discretion and maintaining up-to-date knowledge of safeguarding best practices.

Key Responsibilities:

- First Point of Contact: Serves as the initial contact for anyone with safeguarding worries about a child or vulnerable adult.
- Policy & Procedure: Ensures the organisation's safeguarding policy is current and implemented, keeping up with local and national guidance.
- Staff Support & Training: Advises staff, ensures they understand safeguarding policy, and arranges for appropriate training.
- Referrals & Reporting: Makes formal referrals to social services or other agencies, logging concerns securely and maintaining confidential records.
- Liaison: Connects with external agencies (police, social care) and supports parents/families.
- Advocacy: Acts on behalf of the individual to protect their health, safety, and welfare.

Honorary president

The role of an honorary president is primarily an ambassadorial and ceremonial position. It is an honorary title, typically awarded to individuals who have demonstrated outstanding, long-term service and dedication to the sport.

Key aspects of the role:

- Ambassadorial Duties: The honorary president acts as a public face and advocate for Club, promoting the sport and its values.
- Ceremonial Functions: Attend club events, present awards or medals, and carry out other representational duties.
- No Executive Power: The position is a voluntary, non-remunerated role with no executive or decision-making authority within the organisation's management.
- Advisory Capacity (Optional): While they do not vote, the honorary president may be invited to attend meetings in an optional capacity to offer their expertise, provide an independent viewpoint, and relay feedback gathered from the wider membership.
- In essence, the role serves to formally recognise an individual's immense contribution while leveraging their experience and profile to inspire the next generation of skaters and support the organisation's public image and community engagement.