

## Role Descriptions.

### LCA Committee Members.



### LCA Chairperson

#### General Duties

- The Chairperson is a figure head for the club. Duties include chairing club meetings and co-ordinating the club committee members.
- The Chairperson is a trustee on the committee which means that there is a legal responsibility to ensure that the club is administered effectively.
- Be responsible for the day to day running of the club affairs.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

#### Specific Duties

- Ensure that the objectives of the club are met.
- Be responsible for the conduct of general and committee meetings
- Ensure that decisions reached at general and committee meetings are carried out and that the committee are carrying out their responsibilities.
- Represent the club in any dealings with other organisations.
- Joint Official signatory on club accounts (along with the Treasurer and Secretary)
- Ensuring that ALL members are acting to improve the quality of the club as a whole.
- Keeping informed about the other committee members' actions to ensure the smooth running of the Club.

## **LCA Vice-Chairperson**

### **General Duties**

- As above. The Vice-Chairperson assists the Chairperson with their responsibilities and substitutes when the Chairperson is absent from proceedings.

### **Specific Duties:**

- As above. The Vice-Chairperson assists the Chairperson with their responsibilities and substitutes when the Chairperson is absent from proceedings.

## **LCA Club Secretary**

### **General Duties:**

- The Secretary is primarily responsible for correspondence between the Club and other parties.
- The Secretary is a trustee on the committee which means that there is a legal responsibility to ensure that the club is administered effectively.
- Be responsible for the day to day running of the club affairs
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **Specific Duties:**

- Arrange indoor hall lets for shooting season and inform web/social media officers when hall is not available.
- Liaise with Archery GB in relation to difficulties with club members becoming registered.
- Ensure risk assessments are updated regularly.
- Review and adapt club safety policy as necessary.
- Ensure that the club meets its requirements in terms of trained First Aiders.
- Recording and sharing of minutes of all committee meetings.
- Maintain and renew attendance record book and signage.
- Write and receive letters/emails on behalf of the club.
- Convene Committee, EGM and AGM meetings on behalf of the Club, issuing appropriate agendas.
- Joint Official signatory on club accounts (along with the Treasurer and Chairperson).
- Ensure the Club is compliant with all relevant legislation.

## **LCA Club Treasurer**

### **General Duties:**

- The Treasurer is primarily responsible for managing the Club's Finances
- The Treasurer is a trustee on the committee which means that there is a legal responsibility to ensure that the charity is administered effectively.
- Be responsible for the day to day running of the club affairs and assets.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **Specific Duties:**

- Maintaining accurate and up to date financial records
- Paying costs and expenses as necessary
- Maintain bank accounts.
- Present records for annual assessment
- Provide financial report at AGM
- Present financial status at committee meetings.
- Joint Official signatory on club accounts (along with the Chairperson and Secretary)

## **LCA Equipment Officer**

### **General Duties**

- The EO is primarily responsible for the purchase and maintenance of all equipment.
- Be responsible for the day to day running of the club affairs.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **Specific Duties:**

- Notifying the rest of the Committee when new equipment needs to be ordered/replaced and proceed with order.
- Compile and maintain a complete inventory of equipment
- Ensure equipment is kept in good order
- Help members with choice of personal equipment
- Maintain first aid kit
- Ensure that ALL members are responsible for the safe care and tidy storage of equipment in the Storage Unit.

## **LCA Website Officer**

### **General Duties**

- The Web Officer is primarily responsible for maintenance of the club's website throughout the year
- Be responsible for the day to day running of the club affairs.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **Specific Duties:**

- Ensuring that the website is kept up to date with all news and events going on in the club, throughout the year.
- Manage content of website and invite members to contribute to content.
- Ensure that membership information is accurate and accessible.
- Ensure that the ethos of the club is reflected in the posts on the website.

## LCA Welfare Officer

### General Duties:

- The Welfare Officer is primarily responsible for being the first point of contact for any Club member who has concerns in relation to the protection of children and vulnerable adults.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### Specific Duties:

- Respond quickly and appropriately to all suspicions or allegations of abuse.
- Provide appropriate opportunities for *anyone* to raise concerns.
- Organise a Club Incident Book to record any incidents or matters of concern and identify secure and safe storage of same.
- Report concerns/allegations to Police/Health and Social care agencies/child protection agencies as appropriate.
- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of current good practice guidance.
- Conduct the administrative work associated with processing information on new coaches and existing coaches PVG requirements.
- Advise senior committee members of any welfare issues which may arise.
- Liaise closely with club coaches, ensuring that agreed procedures for the prevention of risk are followed.
- Ensure that the Club fulfils the requirements of Scottish Archery Association Child Protection Policy and Procedures.
- Ensure that the welfare of children, young people and vulnerable adults is paramount.
- Ensure that access to all recorded information is restricted to Senior Committee Members (Chairperson/secretary/Treasurer) and relevant agencies only.
- Invite coaches to participate in Mental Health First Aid training.

## **LCA Bookings Officer**

### **General Duties:**

- The Bookings Officer is primarily responsible for progressing with a target booking system which maintains accessibility for existing and future members and to ensure that instructor numbers are sufficient for each session.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **Specific Duties:**

- Revisit work which has already begun in relation to online booking systems whilst at the same time ensuring that people without online access are not excluded.
- Be aware of session capacity numbers in addition to instructor availability.
- Explore ways to ensure that 'full' sessions do not become a deterrent to people who would otherwise have attended. i.e. people block booking and not turning up.



## **Social Media Officer**

### **General Duties:**

- The social media officer is primarily responsible for the promotion and awareness-raising of the Club and its activities on social media platforms.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **General Duties:**

- Maintain the Club's Facebook page and update it with information relevant to all existing club members and future members.
- Post relevant and up to date information on FB and twitter account.
- Maintain the accessibility ethos of the Club on all social media posts.

## **Instructor Liaison & Training Officers**

### **General Duties:**

- The Liaison & Training officer is primarily responsible for ensuring that instructors are equipped to oversee shooting sessions and to communicate instructor issues to the Committee.
- Act in the best interests of the Club, its members and the sport of archery at all times.
- Work with and support fellow committee members in a friendly and civil manner so as to present a united leadership to the club.
- Provide support, guidance and other help to Club members.

### **Specific Duties:**

- Arrange Instructor training courses for new members who express interest in becoming a volunteer instructor. Ensure that they are also prepared to repay in 'time'.
- Act as a point of contact for instructors to express ideas/concerns in relation to running sessions.
- Explore ways to develop instructors so that ALL can operate at the same level.
- Facilitate instructor refresher sessions as required.
- Explore opportunities for interested members to develop their technique in order to provide the chance for people to expand their skill beyond introductory level.