

Role Responsibilities and Duties for Office Holders and Committee Members

The overarching duties of all members of the MAABC Committee are to:

- Promote the object of the club which is to practise and promote rowing and sculling for non-profit;
- Be responsible for the general conduct of the Club's business and activities;
- Uphold legal obligations - including Covid related regulations - issued by the Government;
- Ensure compliance with instructions from British Rowing; and
- Ensure compliance with MAABC Rules.

All officials must act with integrity and impartiality to ensure fair treatment for all members.

Officers and Committee

The Committee shall consist of the Officers of the Club and four separately elected members, who will be assigned various duties. (Rules 12 and 13).

The officers of the Club shall consist of one or two Presidents, a Captain, not more than three Vice-Captains, a Secretary, a Treasurer, and an Assistant Treasurer.

All Vice-Presidents are entitled to serve on the Committee provided that those wishing to do so inform the Secretary accordingly in writing within one month of their election or re-election. Rule 13. (This is the subject of the upcoming SGM).

Vice Presidents

These are honorary positions which have been awarded by the Club in recognition for past services to the Club. They are not liable to pay a membership subscription to the Club. The Vice Presidents are re-elected every year at the AGM and are entitled to vote in AGM/SGMs.

Holders typically, but not exclusively, include former Officers of the Club, and members who have represented the club at International level.

Notwithstanding, Vice Presidents who continue to row or scull must pay membership at the same rate as an Active Member.

Office Holder Roles

President (Chairman) (1-2 posts)

Responsibilities

The President will preside at all General Meetings of the Club and at meetings of the Committee and is responsible for guiding the club in accordance with its object of the practise and promotion of rowing and sculling for non-profit.

This is an elected position renewed each year at the AGM.

Club Captain

Responsibilities

The Captain is responsible for training, coaching and representation of the Club in competitions, including the power to decide all matters appertaining to the use of rowing equipment, training, the selection of crews and regatta entries.

Duties

- Appointment and management of coaches via the Director of Rowing (DoR);
- Manage the DoR, set goals, monitor performance, maintain oversight of training programmes, ensure coaching is correctly focussed to meet Club objectives;
- Provide support and leadership to volunteer coaches;
- Ensure that club equipment is fairly allocated across the membership;
- Act as external representative for the Club on rowing related matters.

Vice Captains (maximum 3)

Responsibilities

The Vice Captains provide support to the Captain, substituting as required - including with equipment allocation and club communications.

Club Secretary

Responsibilities

The Club Secretary is responsible for ensuring that the Club upholds its legal obligations and that Club rules are followed, for the organisation of meetings of the Committee and of the

Club, and the recording of minutes relating to such meetings and all correspondence relating to the general business of the Club.

Duties:

- Keep up to date with all legal requirements and ensure compliance;
- Maintain and ensure that the club rules are available to Club members;
- Maintain the membership lists and information in line with GDPR. Post a register of members for inspection at the club house (list of names only);
- Ensure, in conjunction with other officials, that all annual club responses are completed;
- Act as formal contact with BR, disseminating relevant information to officials and members;
- Collation and submission of the annual return to British Rowing;
- Ensure all licensing obligations are met and purchase of annual licence.

Treasurer (supported by Deputy Treasurer)

Responsibilities

The collection and disbursements of all monies belonging to the Club including membership fees, insurance premiums and claims, vehicle costs and property/utility accounts.

Duties

- Maintain proper accounting records;
- Production of annual budget;
- Production of monthly reports to the Committee;
- Production of annual accounts for audit purposes and presentation at the AGM;
- Payment of all bills due;
- Manage insurance issues;

Committee roles

Ordinary Members (four roles)

These four roles are elected by the club membership. One will have responsibility for Building and Premises issues and another for Bar and Events Management.

The committee then assigns roles according to skills and interests to lead various functions for the club including these functions.

Building and Premises management

A chair and sub-committee will be appointed by the committee to ensure the good upkeep of the premises to meet the required standards and to maintain the upkeep of the fabric of the building. Monthly reporting to the committee.

Bar Steward and Events Management

A bar steward and an Event steward or sub-committee(s) are appointed by the committee with day to day responsibility for the running of the bar and the running of events. Activity will be reported to the committee monthly.

Other Club Functions

These are not voting roles on the committee unless undertaken by a committee member, however holders may be invited to attend committee to report.

Membership Secretary

The Secretary is ultimately responsible for the club's records of members. However a Membership secretary may be appointed to perform this role under the guidance of the Secretary. The role will maintain the list of all members, with appropriate contact details and types of membership, such that the club can collect subscriptions and ensure proper club communications. The Membership secretary nominates new members to the committee for election, and ensures a comprehensive introduction to the club and its processes for new members.

Club Welfare Officer (CWO)

The role of the Club Welfare Officer (CWO) is to support the club, and everyone affiliated with it, to create safe, inclusive environments and respond to concerns and disclosures. While the CWO is a safeguarding focal point, it is the responsibility of the committee, all members, and visitors, to uphold our safeguarding policies and procedures in order to safeguard children and adults at risk.

<https://www.britishrowing.org/wp-content/uploads/2019/12/1911-CWOModelRoleDescription.pdf>

Club Rowing Safety Adviser (CRSA)

The Club Rowing Safety Adviser role is to lead and advise on promoting safe practice. The CRSA is not responsible for rowing safety but is expected to provide advice on Rowing Safety. While the CRSA is a Safety focal point it is the responsibility of the committee, and all members of the club to ensure that people are not harmed by the club's activities.

<https://www.britishrowing.org/wp-content/uploads/2019/04/Row-Safe-April-2019-online.pdf>

The club rules can be found on the website at <http://www.maabc.com/wp-content/uploads/2016/03/Rules-of-Mortlake-Anglian-and-Alpha-Boat-Club-2016.pdf>

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