

Committee roles

Chairman:

Lead direction of the club and ensure the correct function of the committee. Ensure adherence with the policies and guidelines we have adopted or compiled as a club, in line with the guidelines of the governing body (CPGA). Liaise with and maintain relationships with fellow gig clubs.

Vicechair.

Support the chairman and ensure the continuation of this work in their absence.

Treasurer:

Financial controller of the club, produce annual and ad hoc finance reports, Accounts, manage Bank Accounts, payment of invoices, collection of subscriptions, highlight any commercial issues, prepare forecast budgets and projections.

Secretary.

Ensure effective communication is maintained within the club and especially between the committee and membership. Be a point of contact for 3rd parties and also responsible for notification of AGM and EGM's.

Health and Safety officer.

Responsible for ensuring the safe and effective running of the club and keeping safety equipment up to the required standard.

Membership secretary.

Collates membership information.

Liaises with CGPA

Bosun(s).

Responsible for organising basic maintenance and upkeep of equipment as well as maintaining a stock list.

Welfare officer

Ensuring compliance to the CPGA policies and procedures for child protection and should be the person that any concerns are reported to.

Social

Organising social stuff

Website/Communications/Press Officer

Web/FB/Ista/Parish mag

Captain(s) / Rowing secretary

Could have single for whole club

Scheduling

All operational matters concerning the boats and rowing.

Coordinating rowing/training sessions, in particular club night and novice rowing.

Ensuring boats are in the right place and arranging towers.

Part of the selection sub-committee for the club in conjunction with respective captains and coxswains.

Bringing up promising rowers to race teams

Sub-captains

Managing smaller groups - M/W (or a/b/v/sv/m)

Team agreements with cox/Main club captain

Comms with race members