



## **Forth Canoe Club Club Committee Voluntary Role: *Commodore***

### **Role Description:**

**Hours per week:** average 2 to 10 hours (flexible)

**Location of voluntary activity:** member's home and frequent visits to boathouse

**Commitment period:** 1 year from AGM

### **Introduction:**

Forth Canoe Club is one of Scotland's largest and widest encompassing clubs. It works in all disciplines and levels of the sport. We have numerous groups within the club requiring a share of the limited resources and with contrasting needs. We organise several events each year, also running courses and trips for our members.

For the Club to operate successfully it is necessary for members of the club to put themselves forward and accept voluntary roles within the committee, this provides management of the club.

Turnover is approximately £30,000 a year. There are approximately 250 members.

### **Outline of role:**

This role will take responsibility for ensuring the successful operation and smooth running of Forth Canoe Club as a whole. You will be required to ensure that club activities are being managed safely, efficiently and cost-effectively. Your role also includes oversight of the committee and its health as a governing body. You also hold the role of mediator in instances of dispute or grievance. Often your role is the first port of contact for people both externally and internally and your timely response to these are key. The Commodore role is also the lead role within the Club Committee in terms of exploring, deciding and progressing with the longer term strategic development of FCC.

You will need extensive knowledge of the club's membership (who our members are), activities that take place within FCC and of wider canoeing activities & culture in Scotland.

### **Outline of tasks:**

- Chairing committee meetings and, alongside the Secretary, arranging the agenda
- Coordinating the activities of the Committee
- Identifying tasks needing completed and ensuring that these are assigned
- Ensure disputes within the club are resolved or agreement reached - act as mediator in line with secretary
- Ensure the creation and execution of the long term strategic objectives of the club
- Ensure club events are well organised
- Ensure the club is following best practice in all areas
- Lead on the AGM and if needed EGMs
- Reviewing and updating the club constitution on a continual basis
- Act as a signatory on the bank accounts alongside the Treasurer
- Identifying and applying for grants with secretary
- The committee is considering applying for a grant with Direct Club Investment. Lead the process of ensuring the club decides on applying for this and making sure the club is in the right position legally, financially and socially if so.
- Support committee members with any tasks needing done. Help and mentor as needed
- Ensure all disciplines and groups within the club have their needs and views represented to the committee
- Help mentor and recruit volunteers to the club
- Lead discussions with SCA as needed
- As for all committee members: answer club queries from members, potential members, other clubs and the media