

## **Forth Canoe Club**

### **Club Committee Voluntary Role: *Facility Manager***

#### **Role Description:**

**Hours per week:** average 1 to 5 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, as coaches or in other capacities. This provides management and a basis for the club to operate.

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

#### **Outline of role:**

This role takes responsibility for ensuring the successful operation and upkeep of Forth Canoe Club's facilities including the boathouse and club equipment.

Part of the role is to manage, supervise and delegate work to the boathouse and club equipment. This delegated work shall be the responsibility of the Boathouse Manager who shall report to the Facilities Manager.

You will need extensive knowledge of the boathouse, the setting and its planned evolution to suit the club's needs.

#### **Outline of tasks:**

- Liaise with landlord (Scottish Canals) with regards to the lease
- Attend committee meetings.
- Organise Annual Inventory and keep record log up to date.
- Keep a running schedule of club equipment
- Liaise with others regarding ongoing maintenance of equipment
- Ensure storage is adequate for club boats and equipment
- Manage spare boat storage slots for rent to members
- Lead the Development Team working group looking at redevelopment of the boathouse site.
- Manage the hire and cutting of boathouse keys

- Change the locks on a two year cycle
- Keep boathouse insurance up to date.
- Liaise with Committee with regards to new equipment needs
- Produce annual budget for annual boathouse maintenance.
- Liaise with coaches and discipline leads with regards to equipment, and boathouse storage needs
- As for all committee members: answer club queries from members, potential members, other clubs and the media