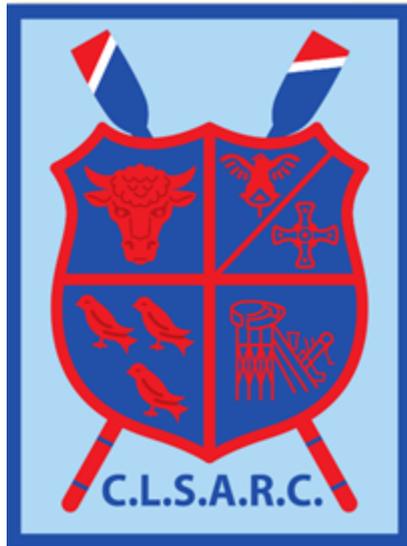


Chester le Street Amateur Rowing Club



Committee Duties

Version 2 (21/02/15)

Contents

1. Introduction
2. Duties of committee officers
3. General meetings
4. Liabilities
5. Profits
6. Termination
7. Power of decision
8. Safety

1. In accordance with clause 29 of our articles of association:-

The trustees of the club are appointed by the members at the AGM and serve for a period before offering either himself or herself for re-election or resigning as a trustee. The trustees draw by ballot the order in which they resign and this is placed on a list that is kept by the secretary.

The trustees are responsible for conducting the affairs of the club as a whole and depend on the club committee and sub-committees to discuss and report on club policy and developments within the club.

The main committee shall consist of a Chair, Secretary, Treasurer, and other officers as deemed necessary, together with ordinary members. The committee shall have the power to co-opt up to four further members but co-opted members shall have no right to vote at committee meetings.

Only full members entitled to vote are eligible to hold office.

Any member, who is under the age of 18 years, shall not be eligible for election to the committee of the club, except as Junior Captains.

Nominations for the position of Chair, Secretary, Treasurer and other officers shall be put forward in the form of a motion under the terms that the term of office shall be for one year, and that shall be eligible for re-election.

The committee shall elect a vice-chair from among its number.

2. Duties of committee officers

a. Chair:

The chair will preside at all General meetings of the club and at all meetings of the committee, and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The chair shall represent or arrange for the representation of the club at British Rowing regional level and at meetings of other organisations. The chair shall ex officio be a member of any other committee of the club.

b. Captain:

The Captain will be responsible for training, coaching and representation of the club in competitions.

c. Secretary:

The secretary will be responsible 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.

d. Treasurer:

The treasurer will be responsible for the collection and disbursement of all monies belonging to the club and will keep proper accounting records of all transactions. They will present to the members at the AGM a balance sheet and income and expenditure account showing the clubs financial position and the results of its transactions for the year. The transactions of the club will be conducted through a bank account and will require two signatures from any of the following; the treasurer, the chair or the secretary.

e. Head Coach:

The head coach will be responsible for the direction and coordination of the coaches and coaching plan to meet the club requirements after consultation with the Captain.

f. Safety Officer:

The safety officer will be responsible for; giving safety advice to the club, to produce safety plans, review safety and incident data. The officer will also ensure that the club follows up to date safety plans from British Rowing and the Northern Rowing Council. The committee will meet at regular intervals on dates set by the secretary. Sub-committee meetings will be arranged as needed to provide feedback to main committee and trustees.

A quorum shall consist of not less than 5 members and must include either the Sub section leader, Club chairman or secretary.

Minutes of meetings will be kept by the secretary.

3. General meetings

- a. An annual general meeting shall be held in April of each year. There shall be laid before the meeting a statement of the accounts for the financial year signed by the clubs auditors.

- b. An Extraordinary General Meeting shall be called on the instructions a simple majority of the committee, or on a requisition signed by not less than 10 members of the club entitled to vote.
- c. Not less than 21 days clear notice shall be given, specifying to all members the time and business of the general meeting.
- d. Motions for discussion at AGM not of origin from within the committee, shall be lodged with the secretary at least 30 days preceding the AGM, and be signed by 10 members entitled to vote.
- e. At any general meeting, a resolution put to the vote of the meeting shall be decided by a show of hands, of those entitled to vote, except where more than one nomination has been received for a position on the committee, in which case voting will be by secret ballot.
- f. At all general meetings the chair will preside or, in their absence, a chair for the meeting will be elected by the voting members present.
- g. At all general meetings not less than 10 members of the club entitled to vote shall constitute a quorum.
- h. If after half an hour from the time the meeting was called a quorum is not present, the meeting if called by the members shall be dissolved. In any other case, the meeting shall be adjourned until a time and place can be fixed by the committee. If a quorum is not present within half an hour from the time appointed for an adjourned meeting, the members present shall be a quorum.

if Accidental omission to give notice of a meeting to, or the non-receipt of notice of, a meeting by another member shall not invalidate the proceedings of a meeting.

4. Liability

The trustees and general committee shall manage the affairs of the club. Financial or legal liability incurred in the rightful exercise of their office shall not, however be the personal liability of the committee, but shall be the responsibility of the club as a whole. The committee should ensure that adequate and appropriate public or preferably civil liability insurance is in place to cover all the activities of the club, its committee and members.

5. Profits

Any profits generated will be used in furthering the objects of the club.

6. Termination

The club shall not terminate except by a resolution of a special general meeting convened for the purpose and in such an event any surplus assets shall be handed over to a charity or charities with similar objects agreed by the meeting that formally terminates the club.

7. Power of decision

Any matter not dealt with in this set of rules, or any question over the Interpretation of it shall be dealt with by the trustees and committee who's Decision will be final.

8. Safety

The trustees, officers and committee have primary responsibility for safe practise within the club and for adopting the minimum standards advised by British Rowing. All members, regardless of age, have a duty of care at all times to all other club members within the bounds of the club buildings and to members and the general public within the area between the club building and the river, and on the river.