

## Reef Scuba Club Roles



### Club Chairman

To build a strong, vibrant Club that achieves its goals

Making policy, articulating the vision of the Club i.e. to be a high quality, highly thought of dive Club that is respected in the diving community.

Appointment of Club Committee members, and ratification of appointment on annual review/election by Club members.

To select and negotiate the most liability insurance policy.

To control structure, risk management and internal and external audit functions for the Club.

To create policies that support the overall purpose of the Club and work in conjunction with Committee members to accomplish that purpose

Contribute to the resolution of any grievances raised under the Club dispute procedure

Act as signatory for Club finances

### Club Secretary

Securely maintain personal details of Club members (including data protection issues)

Record details of new members and issue Welcome Packs

Call for, and issue agenda items for the AGM

Call for, and issue agenda items for quarterly Committee meetings

Maintain minutes of Committee meetings and the AGM

Liaise with pool site owner to book Club night pool hire

Ensure that there is an on-site welfare officer for club night safety and security present

Annually review Club policies and guidelines

Act as signatory for Club finances

Contribute to the resolution of any grievances raised under the Club dispute procedure

## **Reef Scuba Club Roles**

### **Club Treasurer**

Maintain accurate records of club income and expenditure, and update data on a monthly basis for Club members via the website

Prepare quarterly statements of Club finances for Committee

Act as signatory for Club finances

To pay for pool hire at Club nights at St John's pool

Reconcile Club bank statements against Club records on a monthly basis

Alert Committee members if funds hit minimum viable criteria (with an opening recommendation to advise if funds are below £250)

Prepare annual statement for external review prior to AGM

Prepare and submit report of Club's financial position for members at AGM

Contribute to the resolution of any grievances raised under the Club dispute procedure

### **Event Organiser**

As required: co-ordinate Club events that requires cross Club communication, and liaison with external bodies e.g. Dive 24

Co-ordinate Club UK dive weekends including accommodation, boat charter (where necessary), logistical issues e.g. tanks and air fills

To call for, and plan Club night activities e.g. Rescue nights, underwater photography evenings

Contribute to the resolution of any grievances raised under the Club dispute procedure

### **Social Committee representative**

Promotes and co-ordinates non dive based social activities for Club members e.g. BBQs, theatre trips

Contribute to the resolution of any grievances raised under the Club dispute procedure

## **Reef Scuba Club Roles**

### **Welfare Officers**

Maintain poolside safety and security for Eaglesfield and St John's pools

Ensures that Club policies in respect of Child Protection and the Code of Conduct are observed

Ensures that Club members are aware of host school policies on safety and security – to be reissued every 6 months

In liaison with the Club Secretary, provides awareness events on Child Protection in line with NSPCC guidelines