



ROLE DESCRIPTION

Elected Position on the Executive Committee

CHAIRPERSON

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Enthusiastic • Well organised • Honest • Prepared to make a regular time commitment • Prepared to make instant decisions when necessary • Confident at public speaking and keeping order during meetings.
MAIN DUTIES:	<ul style="list-style-type: none"> • Take responsibility for chairing both the Executive Committee AND the General Committee. • Oversee and guide all decisions taken by the General Committee and any sub committees. • Oversee the work of all officers. • Be responsible for communicating the views of the General Committee to the Executive Committee where necessary. • Liaise with the Secretary on the Agenda for each meeting and approve the minutes before they are circulated. • Be completely familiar with the constitution, project policies and procedures and committee procedures. • Liaise with the Treasurer and project manager to ensure that funds are spent properly and in the best interests of the project. • Schedule committee meetings. • If unable to attend any committee meeting, a written report should be sent to the meeting and Secretary with a briefed on the agenda.
TIME COMMITMENT:	Position held for 1 year



ROLE DESCRIPTION

Elected Position on the Executive Committee

TREASURER

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Able to keep records • Well organised • Honest • Confident about handling figures and money • Prepared to make a regular time commitment
MAIN DUTIES:	<ul style="list-style-type: none"> • Responsible for the project finances. • Deal efficiently and effectively with all invoices and bills. • Keep up to date records of all financial transactions. • Ensure that funds are spent properly. • Issue receipts and record all monies received. • Attend committee meetings and present the budget report.
TIME COMMITMENT:	Position held for 1 year

ROLE DESCRIPTION

Elected Position on the Executive Committee

SECRETARY

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Able to keep records • Well organised • Honest • Good level of literacy • Prepared to make a regular time commitment.
MAIN DUTIES:	<ul style="list-style-type: none"> • Minutes committee meetings. • Update contact list. • Provide Sign in/out sheet. • Deal with Club registration forms and Scottish Gymnastics Affiliation. • Update Club white board and photo board in gym. • Deal with all club forms, Accident & Emergency, Club transfer, Authority for older gymnasts to sign in/out.
TIME COMMITMENT:	Position held for 1 year

ROLE DESCRIPTION



Elected Position on the General Committee

SAFEGUARDING OFFICER

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Approachable with friendly manner • Well organised • Honest • Good Listener • Motivated • Prepared to pass on concerns to professional agencies when necessary
MAIN DUTIES:	<ul style="list-style-type: none"> • Ensure that the child protection procedures are understood and adhered to by all members. • Establish and maintain the complaints procedures. • Attend the NGB workshop 'Safeguarding and Protection' (once every three years). • Attend Safe Gym for All once. • Be familiar with current child protection legislation and Protection of Children (Scotland) Act 2003. • Understand the NGB child protection procedures, rules and regulations. • In the event of a complaint being made ensure that the complaints procedures are met. • If unable to attend any committee meetings send a report/ apologies to the secretary.
TIME COMMITMENT:	Position held for 1 year



ROLE DESCRIPTION

Elected Position on the General Committee

EVENTS / FUNDRAISER COORDINATOR

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Good with figures and budgeting • Well organised • Honest • Good communication skills • Motivated • Able to keep records • Prepared to make a regular time commitment
MAIN DUTIES:	<ul style="list-style-type: none"> • Liaise with Head Coach on Events within the club. • Suggest and organise fundraising events for the club. • Cost for trips/events for submitting to the Executive committee for approval. • Communicate with the Club on specific events. • Arrange with Treasurer to arrange for payment.
TIME COMMITMENT:	Position held for 1 year

ROLE DESCRIPTION

Elected Position on the General Committee

TRAINING COORDINATOR

RESPONSIBLE TO:	The Executive Committee
SKILLS REQUIRED:	<ul style="list-style-type: none"> • Well organised • Honest • Good communication skills • Motivated • Able to keep records • Prepared to make a regular time commitment
MAIN DUTIES:	<ul style="list-style-type: none"> • Identify training needs for young people and workers • Co-ordinates and communicate new training available • Actively seek training available • Prepare an overview on events coming up for the executive committee.
TIME COMMITMENT:	Position held for 1 year