

CLUB OFFICERS

Roles and Responsibilities

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CLUB PRESIDENT (Chair of the Board of Management)

KEY PURPOSES OF THE ROLE

- To develop with all sections and officers a shared vision for the future of the Club drawing on the widest possible consultation with membership.
- To work purposefully across sections and the membership to foster a positive multi-sports ethos in the Club.
- To chair and lead the Board within the framework of the strategy, budget, plans and policies set by and agreed by the Board.
- To have oversight of operational matters in the Club and liaise effectively with officers especially with regard to any risks – legal, financial, health and safety, safeguarding.
- To ensure that officers provide management information to enable the trustees Council to carry out their role of supervision and due diligence.
- To ensure that risks are assessed and monitored by those responsible and regular reports are brought to the Board.
- To communicate with Club shareholders and members, the sections and outside agencies on behalf of the club.
- To ensure that all officers and section representatives are familiar with their roles and commission in-house training and/or support where appropriate.
- To meet with officers on a regular basis to review their work against their job descriptions, club strategies, policies and/or budgets for which they are responsible and to develop performance criteria.
- To take delegated actions in emergency but not take long-term decisions without Board approval – promoting clarity about this by agreeing remits of delegation with the Board in order to engender trust and effective governance.

RESPONSIBLE AND ACCOUNTABLE TO:

- Shareholders via the AGM.

SECRETARY

KEY PURPOSES OF THE ROLE

- To co-ordinate and administer the work of the Board of Management through timely preparation and dissemination of meeting schedules, agendas and briefing papers, working closely with the President and other officers.
- To prepare and disseminate accurate records of meetings, focusing particularly on recording decisions taken and responsibilities and timescales for taking action allowing monitoring of progress and feedback on these.
- To maintain an up to date register of shareholders.
- To ensure that the timing and conduct of the AGM and the election of officers is according to the CBS rules.
- To advise the Board of Management of correspondence coming into the club and its implications, ensuring response to the same.
- To manage the Club's complaints, grievance and disciplinary procedures.
- To take responsibility for all licence applications and to monitor compliance with the terms of the Club's licences – sale of intoxicating beverages, performing rights, fire safety etc. – in conjunction with other officers.
- To oversee the Club's Child Protection and Safeguarding procedures and ensure that the Safeguarding Officer reports to the Board of Management on a regular basis even where there is nothing to report in order to demonstrate due diligence.
- To ensure that the health and safety incident report system is functioning and that reports are made and minuted regularly by the Board of Management, even where there is a nil return.
- To monitor progress against the Club's development plan.

RESPONSIBLE TO

- Shareholders via the AGM.

TREASURER

KEY PURPOSES OF THE ROLE

- To ensure effective management of the Club's finances, including probity, value for money and pursuit of strategic goals.
- To prepare and submit to the Board of Management an annual budget for approval and to work with the Board and relevant officers to establish a realistic business plan.
- To liaise with the Club's designated auditor on the preparation of the annual report and financial statement for the CBS, the Cricket Ground Company Ltd and Sale Sports Trading Ltd.
- To submit to the Board of Management for their approval and subsequently, the AGM, the audited annual report and financial statement.
- To provide detailed management information to the Board of Management to highlight significant variances.
- To manage the Club's cash flow, bank account and investments.
- To receive regular financial accounts from playing sections, including oversight of any bank accounts approved by council and report to Council on significant issues.
- To advise other officers who are responsible for employment issues of financial, legal and duty of care issues related to such employment.
- To ensure value for money by obtaining competitive quotations etc. in terms of services such as utilities and insurance.
- To work with the Club and Commercial Manager to maximise club income.
- Keep records to allow proper scrutiny by auditors, Revenue and Customs, the FCA and the Board of Management and ensure these records are appropriately backed up.
- Ensure timely returns and payments to HMRC, ensuring that the Club complies fully with all tax regulations concerning all employees and VAT.
- Give financial advice on all operational and strategic affairs to the Board of Management, liaising with officers on a regular basis.
- To take part in Club wide risk assessment.
- To determine and enforce procedures for weekly banking, accounting and routine record keeping by employees and others.
- To arrange for the periodic checking and reconciliation of weekly records prepared by Club employees.

RESPONSIBLE TO

- Shareholders via the AGM

SPORTS DEVELOPMENT OFFICER

KEY PURPOSES OF THE ROLE

- To manage the work of the Coaching & Development Officer and to report on performance against targets and job description to the Board of Management..
- To assess the impact of sports coaching carried out by or on behalf of the Club.
- To Chair the Sporting Sections Committee and provide reports of the meetings for the Board of Management.
- To promote the Club's contribution to sport in the community in accordance with the Club's charitable objectives.
- To oversee the development, promotion and conduct of the holiday camps, ensuring effective liaison with club employees and the Safeguarding Officer, to foresee and minimise risk, especially in terms of health and safety and safeguarding.
- To report to the Board of Management/ Sporting Sections Committee on a regular basis on progress towards agreed targets with full financial reporting on income and expenditure in terms of the CDO and the holiday camps.
- To explore all avenues such as grant funding to facilitate the implementation of the Club's development plan.
- To support the acquisition and maintenance of nationally recognised accreditation for quality provision for the club (Such as ClubMark) and to work with sections to achieve and maintain similar specific sport related accreditation.

RESPONSIBLE TO:

- Board of Management

MEMBERSHIP SECRETARY

KEY PURPOSES OF THE ROLE

- To ensure the effective maintenance an up-to-date and accurate list of sporting and social/community members.
- To liaise with sections to create and maintain such a list and to promote prompt payment.
- To lead on defining the various membership categories and subscription rates and liaising with the sporting sections to ensure that subscriptions are paid in a timely manner.
- To report to the Board of Management, recommending any actions and interventions.
- To have oversight of the signing-in book to ensure compliance with club and licensing regulations.

RESPONSIBLE TO:

- Board of Management

GROUNDS OFFICER

KEY PURPOSES OF THE ROLE

To work with the Club & Commercial Manager on Behalf of the Board of Management to manage the work of the groundsman – schedule, time allocations, quality standards etc. – and to develop with him/her key performance indicators and quality criteria which will enhance performance management and outcomes and form the basis for supporting an annual appraisal with the Commercial Manager. This involves

- Holding the groundskeeper accountable for work quality within the framework of good working relationships.
- Liaising with the groundskeeper on issues which impact on health and safety at work.
- Developing a clear safe working policy on the ground for employees and for contractors and taking all steps to ensure it is followed.
- Working with the Sporting Sections Committee on creating a maintenance and development programme for the grounds within a negotiated and realistic budgetary framework.
- Liaising closely with the Treasurer to control spending and to ensure best value for money.
- Ensuring a reasonable distribution of resources – both financial and manpower – between different playing sections and the overall maintenance of the appearance and tidiness of the whole site.

RESPONSIBLE TO:

- Board of Management

ENTERTAINMENTS SECRETARY

KEY PURPOSES OF ROLE

- In conjunction with the Club and Commercial Manager to construct a calendar of social events, encouraging sections to arrange section specific functions, and taking the lead in organising whole club functions liaising with all parties in order to achieve this.
- To explore creatively what sort of functions might attract whole club support and report to Sale Sports Trading Ltd and the Board of Management to promote feasibility of success and wider support.
- To enlist volunteers to focus on specific events or assist in the process of ideas generation.
- To provide the Treasurer with full accounts of any event organised.

RESPONSIBLE TO:

- Board of Management through Sale Sports Trading Ltd

SAFEGUARDING OFFICER

KEY PURPOSES OF THE ROLE

- To promote good practice in safeguarding and protecting children and vulnerable adults in the Club to create a welcoming environment and a proactive safeguarding culture.
- To be fully aware of the Club's child protection and safe guarding policies and procedures and to initiate and contribute to any review, revision and updating of same, being a source of advice and guidance on current best practice.
- To be the first point of contact for all safeguarding issues.
- To undertake any training or awareness-raising consistent with the role.
- To advise the Board of Management which roles within the club require the post holder to undertake vetting processes, and ensure such vetting applications are completed, updated and stored safely. In particular, to work with the Sports Development Officer and the Coaching Development Officer ensuring vetting and training are in place for volunteers.
- To prepare a report for each Board of Management meeting to include reports of any incidents and complaints and the action taken – and ensuring that there is always a nil return if that be the case.
- To ensure a timely response to any complaint or incident, referring matters immediately to the appropriate authorities (NGBs and statutory authorities) and keeping an accurate record of all actions.
- To put the protection of children and vulnerable adults and openness in dealing with any issue above the interests of the Club.
- To create and justify confidence in members and those using the Club's facilities, especially holiday camps and junior coaching, of the efficacy and robustness of the Club's practices and procedures.

RESPONSIBLE TO:

- Board of Management

COMMUNICATION OFFICER

PURPOSE OF ROLE

- To develop effective communication methods (e.g. websites, social media, newsletters, weekly emails, etc.) to promote:
 - All club and section news, events and functions across the whole of the membership
 - The use of the Club facilities
 - The Club and its activities to external stakeholders including the press
 - Best practice amongst the officers, section committees and employees of the club.
- To distribute electronic mail shots to the membership on behalf of all sections and the Board of Management
- To lead on and co-ordinate the Club's external communication strategy with the support of the Commercial Manager
- To ensure the Club website and blog are up to date.
- Liaise with sections to ensure that sporting information is up to date.
- To ensure that club affiliated websites and social media are monitored for inappropriate use by Club members.

RESPONSIBLE TO:

- Board of Management

TRAVEL CO-ORDINATOR

PURPOSE OF ROLE

- **Overall**
Implementation of the Travel Plan agreed with the Local Planning Authority and/or Transport Authority and the measures it contains.
- **Implementing Travel Plan Measures**
Implementing the measures to encourage sustainable travel that they are directly responsible for (setting up car sharing database, producing travel to work leaflet etc.) and ensuring that all other measures have been implemented, such as the installation of secure cycle parking, CCTV and showers etc.
- **Promoting sustainable travel**
Promotion of sustainable travel to staff, members and visitors.
- **Liaising with stakeholders, including the Local Planning and Transport Authorities**
Liaise with the Local Planning Authority and/or Transport Authority on a regular basis to obtain information and share ideas, review the Travel Plan on a periodic basis (usually annually) to monitor its effectiveness and to agree new measures required to meet the Travel Plan's aims, objectives and targets. The Travel Plan Coordinator will also need to liaise with other interested parties as part of their role, which can include sharing ideas with other adjacent businesses or developments, working with a Transport Authority to obtain/development information to pass on to users and liaising with other groups such as cycle user groups.
- **Monitoring the effectiveness of the Travel Plan**
Undertake periodic surveys of the travel habits of users, with the data compared against previous survey data and the targets set out in the Travel Plan.
- **Reviewing the Travel Plan and preparing Action Plans**
Undertake periodic reviews of the Travel Plan, usually on an annual basis to compare the results of the Travel Plan Surveys against the aims, objectives and targets. The review will consider what progress has been made to date and what Travel Plan measures have been most effective. An Action Plan is then prepared setting out actions and the Travel Plan measures that are to be maintained and/or developed over the coming year. For Travel Plans that are required as part of a planning approval, it is necessary to consult with the Local Planning Authority and/or Transport Authority, to agree the action plan and conclude the review.

RESPONSIBLE TO:

- Board of Management

HEALTH & SAFETY OFFICER

PURPOSE OF ROLE

- To oversee the effective implementation of the various activities documented within the Fire Safety Policy and the Health and Safety Policy.
- Ensure policies are maintained in a regular basis to comply with any changes to legislation and/or operation of the facility.
- Arrange the Club's annual site safety inspection, and six-monthly fire risk assessment, and ensure that all remedial actions identified are implemented.

RESPONSIBLE TO:

Board of Management

TRUSTEE (Board of Management)

PURPOSE OF ROLE

The Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Main Responsibilities

- To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisations' governing document, continually striving for best practice in governance.
- To uphold the fiduciary duty invested in the position, undertaking such duties in a way continually striving for best practice in governance that adds to public confidence and trust in the charity.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- Interviewing, appointing and monitoring the work and activities of the senior paid staff.
- Ensuring the effective and efficient administration of the charity and its resources.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

RESPONSIBLE TO:

- A variety of stakeholders, including: shareholders, service users, members, funders, the Financial Conduct Authority, and Companies House.