

Youth Club Management Committee Job Descriptions

1 Chairperson & Vice Chair

- To ensure that the aims and objectives of the club are maintained
- To chair Management Committee meetings
- To delegate responsibilities to various members of the Committee
- To ensure that the club is adequately insured
- To liaise with other local groups
- To meet with the Club Leader on a regular basis
- To ensure adequate and regular communication within the club
- To visit the club regularly
- To keep in touch with members and the members' committee
- To ensure correct recruitment and vetting procedures are in place for all leaders
- To produce an annual report for the AGM
- To understand any agreed management supervision in relation to leaders
- To ensure sufficient funds are available to keep the club running

2 Parish Clerk

- To prepare the agenda for Management Committee meetings
- To take minutes of Management Committee meetings and the AGM
- To distribute all documents necessary for the meetings within the time scale specified by the club Constitution
- To keep records of meetings, committee members and correspondence

3 Youth Workers

- To be responsible for the day to day running of the club
- To represent the members' views to the management committee
- To help determine club policies
- To ensure that club policies are adhered to by all leaders
- To assign responsibilities to other leaders on the team
- To be responsible for the induction of new volunteers

4 Safeguarding Officer

- To be responsible for the implementation of the Safeguarding Policy
- To ensure, as part of the Safeguarding Policy, that CRB checks are renewed every 2 years
- Disclosure number, date of completion and relevant details are retained
- To attend appropriate training session(s)

6 Young People's Representative(s)

- To represent club members' views to the Management Committee and Leaders' Planning Group
- To relay Management Committee's views to the members, or Members' Committee to help with club projects and decision-making
- To help determine club policy