

## Officers of the Club – Duties and Responsibilities - Issue 3.1

### The Role of Club Officers

It is the collective and individual duty of Club Officers

- to ensure the Club abides by its Constitution
- to ensure is only amended in accordance with the principles and ethos of the Club
- to ensure the Club abides by the terms of the lease with the Duchy of Cornwall.
- to nurture and grow each section of the Club in an impartial manner.
- to ensure the long term viability of each section
- to ensure the long term viability of the Club as a whole
- to ensure the Club complies with all legislation, the conditions of any grants received or agreement made with any statutory body.

### Chair

The Chair's duties are

- to chair the Management Committee meetings
- to have the casting vote at all relevant meetings of the Club if necessary
- to hold Officers - as the occasion demands - to their individual and collective responsibilities.

If the Chair's Office falls vacant the Club Secretary shall assume or delegate responsibilities as appropriate until a new appointment confirmed.

### Club Secretary

- The Secretary's general duties are to conduct the routine affairs of the Club.
- The specific duties are
  - a) to keep a register of Club members' contact details except when delegated to a Membership Secretary.
  - b) to conduct the correspondence of the Club.
  - c) to ensure proper custody of all Club documents.
  - d) to administer such insurance policy or policies as may be needed to fully protect the interests of the Club, its Officers and its members.
  - e) to deal with all matters relating to the Club's CASC status.
  - f) to act as Data Controller for the purposes of GDPR.
  - g) to act as Designated Premises Supervisor in respect of the Licence.
  - h) to prepare and publish policy documents.

If the Club Secretary's Office falls vacant the Chair shall assume or delegate responsibilities as appropriate until a new appointment confirmed.

## **Treasurer**

- The Treasurer's primary duty is to ensure the future financial viability of the Club.
- The Secretary's specific duties are
  - a) to liaise with cashiers of all sections to ensure all relevant fees from Club members are collected and banked.
  - b) to ensure all unexpected expenditure follows the Club Financial Controls Policy.
  - c) to make all relevant payments on behalf of the Club.
  - d) to prepare Annual Balance Sheet for examination.
  - e) to present Accounts for approval at the Annual General Meeting.
  - f) to make recommendations to the AGM on membership fees and other financial matters
  - g) to ensure all bank accounts must have the same signatures as the Club's main account.

If the Treasurer's Office falls vacant the Club Secretary shall assume or delegate responsibilities as appropriate until a new appointment confirmed.

## **Management Committee**

The AGM may appoint such number of officers as deemed necessary. The officers may coopt other officers by unanimous agreement.

Routine affairs of the Club are conducted by a management committee of Club Officers with expenditure subject to the Financial Controls policy. Each officer may exercise a veto on key matters when the status quo applies or on majority vote the matter can be put to the membership. The Management Committee should routinely review the seven key policy documents of the Club viz.

01 Officer Duties and Responsibilities (this document) 02. Child Protection  
03. Equal Opportunities 04. Vulnerable Adult  
05. Data Protection 06. Financial Controls  
07. Licensing Rules

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01Jun22