

### The Role of Club Officers

It is the collective and individual duty of Club Officers

- to ensure the Club abides by its Constitution and 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 – Bowls, Tennis and Allotments – 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 overriding duty is to hold in balance the equity of the three sections of the Club - promoting necessary change while at the same time recognising tradition. The Chair must ensure all members from each section together with associate, social, life and honorary members are treated with equanimity.
- The Chair's specific duties are
  - a) to chair Management Committee meetings.
  - b) to have the casting vote at all relevant meetings of the Club in the event of equality.
- 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.
- 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 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.
- Specific duties are
- to liaise with cashiers of all sections to ensure all relevant fees from Club members are collected and banked.
- to ensure all unexpected expenditure follows the Club Financial Controls Policy.
- to make all relevant payments on behalf of the Club.
- to prepare Annual Balance Sheet for examination.
- to present Accounts for approval at the Annual General Meeting.
- to make recommendations to the AGM on membership fees and other financial matters.
- 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**

There must be between three and five officers. The existing officers may coopt as necessary to ensure this.

Routine affairs of the Club are conducted by the management committee 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 12 key policy documents of the Club.

The ten key policy documents are

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|---|--------------------------------------|
| <i>01 Officer Duties and Responsibilities (this document)</i> | <i>02. Child Protection</i>          |
| <i>03. Equal Opportunities</i>                                | <i>04. Vulnerable Adult</i>          |
| <i>05. Data Protection</i>                                    | <i>06. Etiquette and Conduct</i>     |
| <i>07. Financial Controls</i>                                 | <i>08. Bar Accounting Procedures</i> |
| <i>09. Licensing Rules</i>                                    | <i>10. Organising Events</i>         |
| In addition the Club has one subsidiary policy                | <i>Publication of Correspondence</i> |

Robert Goodhand

Club Secretary

01Mar21