* 1. **CHAIRPERSON**

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE:** | Chairperson |
| **RESPONSIBLE TO:** | The Club Executive Committee |
| **SKILLS REQUIRED:** | Enthusiastic  Can communicate effectively  Well organised and informed of all current/previous activities  Has a good working knowledge of the sport, constitution, rules and roles of the Club Executive Committee  Prepared to make a regular time commitment.  Is a supportive leader for all club members |

**MAIN DUTIES:**

1. Manage committee and/or executive meetings, taking responsibility for the affairs of the club.
2. Manage the annual general meeting.
3. Oversee and guide all decisions by the executive committee and sub committees.
4. Liaise with the secretary, prepare and present the annual report.
5. Act as a facilitator for club activities.
6. Be familiar with the club constitution, club rules and NGB rules and regulations.
7. Ensure the planning and budgeting for the future is carried out in accordance with club members.

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 3 to 4 hours of their time per week

**BENEFITS OF ROLE:**

This is the most prominent position within the club, so it’s highly respected within the community and recognised with in various fields of work. As the main leader of the club, you’ll have direct influence in the development of the club – it can be a challenging role however it has its rewards

* 1. **VICE CHAIRPERSON**

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE:** | Vice Chairperson |
| **RESPONSIBLE TO:** | The Club Executive Committee |
| **SKILLS REQUIRED:** | Enthusiastic and can communicate effectively  Strong in decision-making and problem-solving  Well organised and informed of all current/previous activities  Has a good working knowledge of the club governance  Prepared to make a regular time commitment.  Is a supportive aid to President/Chairperson |

**MAIN DUTIES:**

1. Working collaboratively with other members of committee
2. Ability to raise concerns to President/Chairperson and support on key decision-making
3. Oversee and guide all decisions by the committee and ensure other committee are well supported and effective in assigned roles
4. Guidance to committee members on purpose of roles and responsibilities
5. Act as a facilitator for club activities – take active interest with on-court delivery
6. Familiarity with appropriate club policies and procedures
7. Report into President/Chairperson and act as interim in the absence of senior position
8. Source funding opportunities and responsible for submitting funding proposals

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 3 to 3.5 hours of their time per week

**BENEFITS OF ROLE:**

As a tier below President/Chairperson, this role requires strategy and skill with main responsibility in ensuring committee members feels supported on decisions as well as able to display leadership in absence of President/Chairperson. Thoroughly rewarding role and perhaps more hands on than President/Chairperson.

* 1. **SECRETARY**

**ROLE DESCRIPTION**

**TITLE:**                                            Secretary

**RESPONSIBLE TO:**                       The Club Executive Committee

**SKILLS REQUIRED:**                       Approachable

                                                       Ability to delegate

                                                       Effective Communicator

                                                      Prepared to make a regular time commitment

**MAIN DUTIES:**

1. Prepare register of member’s names, addresses and contact telephone numbers – manage database
2. Prepare Medical Information and Consent Form & Application to Photograph consent forms.
3. Check and ensure the hall booking is in order.
4. Ensure club is affiliated to Badminton Scotland and keep GoMembership Club Profile up to date
5. The Secretary would call all Club meetings.
6. Club matters of a general administrative nature.
7. Record minutes of AGM and EGM and ensure copies are stored and accessible to committee members

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 2.5 to 3 hours of their time per week

**BENEFITS OF ROLE:**

The nature of this role involves a considerable amount of high-level organisational skills.  It’s a greatly respected post within the club and community. You’ll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and success in competitions as well as the retention of players and coaches.

* 1. **TREASURER**

**ROLE DESCRIPTION**

**TITLE:**                                    Treasurer

**RESPONSIBLE TO:**                  Chair Person & Club Executive Committee

|  |  |
| --- | --- |
| **SKILLS REQUIRED:** | Enthusiastic  Can communicate effectively  Well organised and informed of all current/previous activities  Has a good working knowledge of the sport, constitution, rules and roles of the Club Executive Committee  Prepared to make a regular time commitment.  Is a supportive leader for all club members |

**MAIN DUTIES:**

1. Reporting to the committee on financial matters.
2. Arranging all accounts statements.
3. Collecting membership fees and paying bills on time.
4. Looking after all club finances.
5. Keep up-to-date records on all financial transactions.
6. Financial planning for club seasons.
7. Year-on monitoring of club finances.

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 1.5 to 2 hours of their time per week

**BENEFITS OF ROLE:**

While you may already be experienced in field of finance, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the club, while undertaking a respected role.

* 1. **CHILD WELLBEING & PROTECTION OFFICER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Child Wellbeing & Protection Officer

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:** PVG Checked

Approachable with friendly manner

                                   Good listener

                                    Well organised

                                    Motivated

                                   Prepared to pass on concerns to professional agencies

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Ensure that the Child/Adult Protection policies and procedures are understood and adhered to by all members.
2. Establish and maintain the complaints procedures.
3. Attend through sportscotland Children’s 1st CWPS and CWPO training
4. Be familiar with current child/adult protection legislation and The Children Act 1989.
5. Understand the NGB child wellbeing & protection policies, procedures, rules and regulations.
6. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
7. If unable to attend any executive committee meeting, a report/apologies should be sent to the secretary.

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 1.5 to 2 hours of their time per week

**BENEFITS OF ROLE:**

Children are the future of badminton, so your role in safeguarding them within your club is crucial. You will get a great deal of satisfaction seeing how young players and the club develops. Most importantly you will aim to ensure that the club operates with in effective manner so your club can be recognised as a safe and welcoming environment for children.

* 1. **COACH & VOLUNTEER COORDINATOR**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Coach & Volunteer Coordinator

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:** Over 5 years’ experience in Sports Coaching/Development

                                   Hold a level 1 coaching qualification

                                    Well organised

                                    Ability to analyse coaching team performances

                                   Good people management skills

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Ensure coaches attend ***BADMINTONscotland*** Coach Education Awards courses
2. Encourages coaches to attend Continuous Professional Development (CPD) opportunities locally, regionally and nationally [SOGP Coaching Conference]
3. Assist planning and review coaching programme that club coaches are implementing
4. Deliver a club coach development workshop to upskill coaching team
5. Ensure all coaches are PVG checked
6. Develop links with other Coach & Volunteer Co-ordinators (enquire about joining local Community Sports Hub)
7. Establish links with various organisations to promote volunteering opportunities (work with School & Education Liaison Officer) within club – secondary schools, FE education and local people

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 2 hours of their time per week

**BENEFITS OF ROLE:**

This is probably the most rewarding role within a club, once the coaching structure is fully in place and players and coaches start to progress.  You’ll be able to see the results of your efforts in the results of the players and the club as a whole.

* 1. **SCHOOL & EDUCATION PARTNERSHIP OFFICER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 School & Education Partnership Officer

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:**  Well organised

Strengths in partnership working and building networks

Positive and enthusiastic manner

Strong communication and inter-personal skills

Understanding of school environment

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Establish club relationship with local leisure trusts (Active Schools and Sport Development)
2. Ensure there is a robust school-club link plan in place through developing sustainable links with local schools (primary and secondary)
3. Liaise with identified community partners to deliver taster sessions or assist with local badminton festivals
4. Distribute appropriate promotional materials to schools to raise community profile of club
5. Organise Club Open Days for school children to gain insight of what club offers
6. Illustrate relevance of club sessions in relation to school curriculum (PEPAS)

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 2-2.5 hours of their time per week

**BENEFITS OF ROLE:**

This particular role will allow you to gain popularity in schools as well as credibility with in sports development and education sectors with efforts to enhance club sport and provide school pupils opportunity to play badminton at a local community club. From your efforts you will find it rewarding to see your club gain recognition in local schools and grow in popularity.

* 1. **HEALTH, SAFETY & WELFARE OFFICER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Health, Safety & Welfare Officer

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:**

* PVG Checked
* First Aid Qualification
* Good communication and motivation skills
* Strong observational skills and ability to assess or risk assessment
* Organised with a willingness to learn
* Confident
* Good people skills
* Patient and a good listener

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Positive role model with in club
2. Responsible for the overall health and safety aspects of the club.
3. First Aid Box should be well equipped and should be aware of first aiders with in sport centres
4. Ensure all coaches are able to complete risk assessment.
5. Make sure coaches are take registers and keeping emergency contacts up to date
6. Ensure coaches aware of protocol in event of emergency
7. Ensure safe coaching practices are being adhered to.
8. Ensure accident form are completed and send to ***BADMINTONscotland*** (if serious)
9. Deliver 1 per season a health and safety workshop.

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 1.5 hours of their time per week

**BENEFITS OF ROLE:**

You will gain satisfaction from playing such a pivotal role in regards to the health and safety of the club and ensure that the welfare of members is of the highest priority.

* 1. **COMPETITION ORGANISER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Competition Organiser

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:**

* PVG checked
* Confident
* Good people skills
* Good at communicating and motivating with a good sense of humour;
* Organised with a willingness to learn.
* Motivating
* Patient and a good listener
* Knowledgeable about badminton and competitions

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Send out a list of key competitions with dates, times and venues prior to the season beginning
2. Send out tournament reminders to parents/players 1 week prior to closing date
3. Confirm transport requirements to committee and treasurer for booking for each competition opportunity
4. Ensure Team Managers and coaches are available for each competition
5. In conjunction with Team Managers administer and coordinate entries into all local, regional and national championships
6. In conjunction with team managers approach and appoint team captains
7. Ensure distribution of application forms
8. Develop good relationships with athletes, parents and coaches
9. Gather contact details for all players (liaise with secretary)

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 1.5 hours of their time per week

**BENEFITS OF ROLE:**

You will gain satisfaction from playing such an important role in promotion and organisation of competition with in club. Club members are likely to remain motivated knowing they have access to a series of competitions throughout the season, so Competition Organiser should take pride in club tournament achievements and success and pleasure it brings to members.

* 1. **INCLUSION OFFICER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Inclusion Officer

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:**

* Be good at communicating with variety of audiences
* Create strategy to address hard-to-reach groups (e.g. Teenage girls)
* Understanding of barriers to sport for LGBTI community
* Understand the different types of disabilities (learning, physical and sensory)
* Have an understanding of the pathway of competition (or willingness to find out more);
* Be approachable and confident in the area of disability.

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Be the point of contact for athletes, coaches, volunteers and club officials with a disability to ensure they are as fully integrated into the club wherever possible
2. Work with the club coaches to assess skills gaps regarding disability coaching knowledge and address these areas with courses and specialist coach visits
3. Ensure the athletes are aware of the competition programme and pathway
4. Develop links from the club into the community especially working with the school and community disability groups (work with School & Education Liaison Officer)
5. Be a voice for the disabled athletes, coaches, volunteers and officials at the club committee
6. Promote club to be open and inclusive towards LGBTI community
7. Ensure participation for females is of club priority and encourage a gender neutral or balanced committee (50:50)

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 1.5 -2 hours of their time per week

**BENEFITS OF ROLE:**

You will gain satisfaction from fulfilling a role that promotes equalities and inclusion in badminton. Also gain satisfaction from seeing players with disabilities enjoying badminton and being valued part of the club. It will provide a different kind of experience for you and will equip you with specialised skills that can be used in other areas of life.

* 1. **MARKETING, MEDIA & COMMUNICATIONS OFFICER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Marketing, Media & Communications Officer

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:**

* A good listener and communicator
* Well organised and happy to delegate
* Enthusiastic and motivated
* Media knowledge with an understanding of Badminton

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Raise profile of clubs internally with members and externally to promote both participation and progression
2. Create, manage and maintain all forms of social media – Facebook, twitter, YouTube channel
3. Understand the target market of your club and determine market positioning of club from this
4. Create, manage and maintain club’s official website
5. Liaise with Badminton Scotland in regard to ways they can promote club (NGB press releases, case studies, Find a Club)
6. Form partnership with Local Authority leisure trust to see what they can offer in regards to advertisement
7. Internally distribute club welcome/induction pack to new members, monthly/quarterly newsletters, written reports on competitions and good news stories
8. Have standard club promotional design that can be used for graphic design of posters, leaflets, banner stands and online images/backgrounds

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 5-6 hours of their time per week

**BENEFITS OF ROLE:**

A key voice of the club you will be aware of all the achievements and successes of club. You will make lots of new contacts in the sports and journalism world, raising your own profile by being involved. It should be stated that this role can easily be separated into multiple roles –reducing work load. It is also a great role for younger volunteers, maybe those at college/university who have some spare time and are trying to build a CV and increase employability

* 1. **MEMBERSHIP & SERVICES OFFICER**

**ROLE DESCRIPTION**

**JOB TITLE:**                 Membership & Services Officer

**RESPONSIBLE TO:**      The Club Executive Committee

**SKILLS REQUIRED:**

* PVG Checked
* Good people person
* Understand player and performance pathways
* Supportive and ability to mentor players
* Capability to promote positive club culture and ethos
* Patient and good listener
* Knowledgeable about badminton

**MAIN DUTIES - JOINT RESPONSIBILITY:**

1. Dual role that’s purpose that involves areas of Induction and Transition
2. Provide induction to new members
3. Ensure awareness of relevant club policies
4. Create safe, fun and welcoming environment for everyone involved
5. Ensure new members are introduced to new coach or group
6. Provide support to juniors who have desire to make transition into adult club
7. Create programmes that will encourage membership retention
8. Meet with individual members – one to one meetings, signposting opportunities and assessment of individual needs
9. Create club partnerships with other local sport specific or non-sport specific clubs
10. Identify 1 male and 1 female club ambassador to act as role models of club

**TIME DEDICATED TO ROLE:**

The person fulfilling this role is likely to dedicate 4 hours of their time per week

**BENEFITS OF ROLE:**

This particular role can be very rewarding as you get to develop a good relationship with club members and support them on their journey in the club. Also the remit is similar to of a social worker where you will be responsible for care and development of players and ensure they feel valued and supported with in the club at all times.