

Falcon Club

Officers Roles

The President

The President is responsible for holding the chair at all General and Special Meetings of the Club.

As chair the President will progress the decisions of the General Management Committee and will carry a casting vote.

The Captain of Rowing

A GMC member - Superintend the training and racing of all rowing within the Club.

Other concerns include

Fleet maintenance and licensing

The race calendar and NGB affiliation

The calling of the twice yearly general moots

The Vice-Captain of Rowing

A GMC member - will normally be the retiring captain, act as advisor to the incoming captain

The Captain of Canoeing

A GMC member - will superintend the training and racing of all canoeing within the Club.

Other concerns include

Fleet maintenance and licensing

The race calendar and NGB affiliation

The calling of the twice yearly general moots

The Vice-Captain of Canoeing

A GMC member - will normally be the retiring captain; will act as advisor to the incoming captain.

The Treasurer

Will receive all monies incoming to the Club and bank that money faithfully. All payments from the Club will be at the approval of the Committee and made by cheque countersigned by a member of the Committee designated to so do by the Committee.

An income and expenditure account will be open to inspection at all committee meetings.

A balance-sheet of the year's accounts will be posted in the Club-house 30 days before the AGM.

The Club Secretary

The Club Secretary will call and record the meetings of the committee and conduct all necessary correspondence of the Club.

The secretary will sit in for the chair in the event of that officer's absence.

The clubs minutes book is entrusted to the club secretary.

The Secretary will call and record the Annual General Meeting which will be held during October. The Club will be notified of the AGM by the secretary by posting of notices in the Club-house and on the club website and by any other means seen as suitable.

The Club Vice-Secretary.

Normally a GMC member - will normally be the retiring secretary and will act as advisor to the incoming secretary.

The Minutes Secretary

The GMC may, if it so wishes, appoint a Minutes Secretary who will act for the secretary in recording and circulating the decisions and actions arising from the GMC's meetings.

The Membership Secretary

The Membership Secretary will collect subscriptions from Members, passing payments to the Treasurer monthly.

Other concerns include

The display of a current members list

Report persistent non-payers to the GMC

Recording key holders

Water Safety Officers

The Club Water Safety Officers will keep up to date with all safety guidelines and with the club's and NGB safety protocols.

To update the clubs display of safety advice on boathouse notice boards and our website.

Work with the various captains and coordinators in implementing all the above.

Organize annual safety sessions covering the coaching launch and water rescue techniques.

Organize an annual aquatic first-aid course for members and others

Report to the Captains and to GMC any safety issues which arise

Regularly examine the incident report folders

identify problems and suggest remedies to GMC.

Social Secretary

The Social Secretary will coordinate social events with event keyplayers

Monies raised by events social and racing shall be handed in at the committee meeting after the event with full accounts and receipts

Other Committee Members

All GMC members expected to attend GMC meetings and to help positively in the direction of the club, its growth, wellbeing and activities.

Coaches

The club coaching protocols are shown in the protocols file and coaches must be familiar with and observant of them.

Keyplayers

Keyplayers look after the sectional interests of the members within their part of the club