

NGOC Committee Job Descriptions

Chair

Skills required:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings
- Ability to listen to others
- Confidentiality & tact

Main Duties

- Act as the ambassador for the club or organisation.
- Take responsibility for managing the executive committee and the affairs of the club.
- Call meetings when appropriate.
- Oversee and guide all decisions taken by the Committee and sub-committees.
- Ensure that committee members are aware of their roles and responsibilities.
- Liaise with the secretary on the agenda for each meeting and approve the minutes before they are circulated well in advance of meetings.
- Chair committee meetings.
- Help to prepare and submit any statutory documents that are required (e.g. BOF membership, insurance, grant aid reports)
- Act as mediator if required.
- Write a report for each edition of Legend

Secretary

Skills required:

- Good management skills.
- Confident and Effective Communicator
- Great administrative skills.
- Well organised and conscientious.

Main Duties

- Ensure club/organisation affiliation to, e.g. NGB.
- Deal with all outgoing and incoming correspondence.
- Keep club/organisation records accurate and up to date.
- Liaise with Chair to arrange meetings.
- Prepare agendas and take minutes from committee meetings.
- Ensure that all club/organization members have relevant information before and after meetings.
- Keep archive copies of minutes.

Treasurer

Skills required:

- Confidence in handling money and numeracy – genuine accountancy knowledge a bonus.
- Great organisation skills.
- Administrative skills
- Good communicator.

Main Duties

- Maintain accurate and up-to-date financial records for the club/organisation.
- Establish and maintain club/organisation bank/building society account and banking arrangements.
- Produce and monitor annual budget.
- Report financial position to the committee.
- Collect and deposit all fees, subscriptions and funds.
- Prepare and issue receipts as appropriate for monies received.
- Ensure that funds are spent appropriately.
- Explore funding opportunities for the club/organisation.
- Pay any bills incurred on behalf of the club.
- Prepare end of year financial report for AGM.

Vice-Chair

Skills required:

- Confident and Effective Communicator
- Good organisation skills, able to delegate duties.
- An appropriate spokesperson for your club or organisation.

Main Duties

- Act as the ambassador for the club or organisation.
- Help Chair when requested.
- Help committee members if they can when requested.
- Chair committee meetings if Chair absent.

Membership Secretary

Skills required:

- Good communicator
- Well organised and conscientious.

Main Duties

- Deal with all club/organisation membership queries.
- Keep names, addresses and phone numbers of all members.
- Be able to contact any/all members.
- Keep members' records accurate and up to date.
- Be a first point of contact for new members.

Fixtures' Secretary

Skills required:

- Well organised

Main Duties

- Generate annual fixture list
- Have details of all fixtures (formal and informal) club is involved with.
- Keep fixture list accurate and up to date.
- Make list available for publicity.
- Register fixtures with SWOA/British Orienteering as appropriate.
- Obtain permissions from landowners.
- Recruit planners / organisers and arrange controllers.
- Liaise as necessary with officials appointed for events.

Mapping Officer

Skills required:

- Good communicator
- Well organised
- Good management skills.
- Administrative skills
- OCAD and Purple Pen skills

Main Duties

- Be responsible for master copies of all the club's mapped areas.
- Keep all maps as accurate and up to date as possible.
- Know who needs what maps for which events.
- Ensure there is only one master copy of any map and know where it is at any time.
- Print, or arrange printing, of maps and other materials required for events
- Maintain the club printer, and supplies for it
- Liaise with mappers and other club mapping officers as required to support the club fixture list and mapping activities

Equipment Officer

Skills required:

- Well organised and conscientious
- Good organisation skills.
- Administrative skills
- Good communicator.

Main Duties

- Keep a record of all the equipment the club has.
- Know where the equipment is at any time.
- Be able to produce the equipment as needed.
- Keep the equipment checked and report any replacements that may be needed.
- Replace equipment as required

Club Captain

Skills required:

- Good organisational ability.
- Awareness of the main team events on the orienteering calendar (JK Relay, British Championships Relay, Harvester Relay, Compass Sport Cup, Yvette Baker Trophy and South-West Relay Series) and a basic knowledge of the Guidelines for each of these events (or be prepared to study them) to be able to answer any queries from prospective NGOC team members.
- If possible, the ability to persuade people who don't really want to run a relay to do so!

Main Duties

- Communicate with club members regarding team events by a "Captain's Log" or similar articles in Legend, both requesting entries and reporting on successful performances.
- Approach club members in good time before each of the main events and encourage them to enter, to ensure that the Club is represented by at least one team at each of these events.
- Check online start lists for major events (JK and British) and phone those who have entered but not volunteered to run in relays, to persuade them to enter.
- Gain some knowledge of the relative abilities of entrants, either personally or by reference to ranking lists and mini-league results, to ensure that the most competitive teams are entered.
- Submit team entries in good time, preferably before "early" dates to minimise the cost to the club, but always before closing dates, to minimise inconvenience to entry secretaries. Ensure that the team receive any necessary final instructions.
- Ensure that arrangements for taking the club tent are considered.
- Coordinate team runners on the day or, if the Captain is not going to the event, ensure that somebody is nominated to coordinate the team.

Legend Editor

Skills required:

- Confident and Effective Communicator
- Administrative skills
- Well organised
- Ability to write/edit/proofread

Main Duties

- Solicit articles and photographs for Legend
- Write articles and take photographs for Legend
- Compile six editions of Legend each year in January, March, May, July, September and November
- Print (about 20 copies) of Legend in Word for members and editors of certain other clubs' newsletters who either do not have email or prefer hard copy
- Address, stamp, fill and post envelopes with hard copy Legend and any flyers or other notices as requested by the Committee

- Keep up-to-date lists and Word files of names and addresses of those who receive hard copy
- Convert Word copy of Legend to PDF and email to NGOC members and editors of certain other clubs. Keep up-to-date address lists of those who receive soft copy.
- Email to the membership any flyers or other notices as occasionally requested by the Committee
- Read or scan newsletters from other clubs which are sent to the Legend editor. Pass on any ideas or articles that may be of interest to the Committee. If an article is considered interesting enough for the general NGOC membership obtain permission to reproduce it in Legend
- Publish legend to the club website or arrange for a webmaster to do so.

Safeguarding & Welfare Officer

The welfare and support of young people and vulnerable adults in orienteering is of the highest importance to British Orienteering. The Club Welfare Officer will, therefore, act as a first point of contact for any person in orienteering at a club level who has a concern about safeguarding the welfare of children and vulnerable adults. They will assist the club in developing and promoting an environment inclusive of, and friendly to, young people.

Core Areas of Knowledge

Previous knowledge is not required as training is available which will enable people to feel confident in doing this work.

- Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.
- A basic knowledge of the roles and responsibilities of the statutory agencies within child welfare, such as Social Services, Police and the NSPCC.
- Understanding of local procedures for reporting child welfare concerns to the statutory agencies.
- Familiarisation with the British Orienteering O-Safe Child Welfare Policy and Procedures and knowledge of how to put this into practice in relation to young people in your club.
- Awareness of equity issues within the context of child welfare.
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to young people, from poor practice to child abuse.

Core Skills and Abilities

- Administer/organise paperwork and record information received.
- Act as a local source of advice on matters relating to the safety and welfare of children and vulnerable adults.
- Support the interests of young people and vulnerable adults within orienteering.
- Communicate with others and especially acting as a link person with the British Orienteering Lead Child Welfare officer

Core Tasks

- To help safeguard young people and vulnerable adults by the promotion and implementation of the *British Orienteering, O-Safe – Child Welfare Policy and Procedures* at a club level.
- To be the first point of contact in the club for the reporting of concerns relating to the safety and welfare of children and vulnerable adult.
- To assist in the raising of awareness of others in orienteering at a club level in respect to the safety and welfare of children and vulnerable adults.
- To be the source of advice and information on the safety and welfare of children and vulnerable adults at a club level.
- To report regularly to the club's committee
- To maintain confidentiality, as far is practically possible, in all child and vulnerable adult's welfare matters. Further information is available on confidentiality and the related flow of information in the document entitled 'Protocols for Information Sharing' on the British Orienteering Website.