



SEVERN VALLEY YEOMAN FORESTERS

COMMITTEE ROLES AND RESPONSIBILITIES

The committee of Severn Valley Yeoman Foresters is made up of the following roles:

- Chairperson
- Treasurer
- Secretary
- Shoot Secretary
- Amenities Secretary
- Safety Officer (1)
- Safety Officer (2)
- Suppliers Officer
- Maintenance Officer

Main duties of the Chair

The chairperson of the club has three main elements to his/her remit as follows:

- Leading the group and overall project
- Planning and running the committee meetings
- Chairing an annual general meeting
- Acting as a spokesperson / figurehead.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.

In running meetings, the chairperson must ensure that the aim of each meeting is met, that all members have been able to fully participate, and that the meeting starts and finishes on time. The chair will also be required to making sure each agenda item is discussed fully, summarise discussion as it progresses and ensure that the committee members are clear about any decisions or actions that have been agreed.

Main duties of the Treasurer

The Treasurers main areas of responsibilities are as follows:

- Keeping an overview of the finances of the club
- Reporting into the committee meetings
- Reporting at an annual general meeting
- Making sure the club has the right financial policies and procedures in place.
- Arranging floats etc for the clubs open shoots.
- Banking any monies received.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.

Main duties of the Secretary

The secretary's main responsibilities are:

- Supporting the administration of the organisation including correspondence.
- Facilitating and supporting committee meetings.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.

Specifically the secretary might support the administration of meetings and prepare minutes, keep all committee members and members updated on progress, and be the main point of contact for all local and external enquiries.

Main duties of the Shoot Secretary

The shoot secretary's main responsibilities are:

- Being the main club contact for shoot bookings for the open shoots that the club host.
- Preparing the target sheet for the open shoots
- Preparing the competitors score cards for the open shoots.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.

Main duties of the Amenities Secretary

The amenities secretary's main responsibilities are:

- To purchase to a budget, all the food, drink and other refreshments for the open shoots the club host.
- To run the catering operation on the clubs open shoots, with the help of other willing volunteers.
- To oversee the cleaning of the kitchen facilities throughout the year and in the run up to the clubs open shoots.

- Be part of the clubs committee private facebook group and take part in any discussions / topics.

Main duties of the Safety Officers (1 and 2)

The safety officers main responsibilities are:

- To check any new courses / shots for safety, checking all pegs, target locations and overshoots.
- To oversee the ongoing safety of the course and report any issues to the course layer.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.
- To sign off courses for open shoots as regulated by the NFAS.

The position must be held by experienced archers who have a history of course laying and the safety requirements.

Main duties of the Supplies Officer

The supplies officers main responsibilities are:

- To purchase to a budget, any faces etc that are required.
- Prepare faces etc for use in the course.
- Keeping a good level of faces in 'stock' ready to be used.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.

Main duties of the Maintenance Officer

The maintenance officers main responsibilities are:

- To be responsible for keeping a list of maintenance jobs that need to be completed around the club
- To be the main point of contact on working days and be able to delegate tasks to working groups.
- Be part of the clubs committee private facebook group and take part in any discussions / topics.