

Job Descriptions and Key Skills

Please find below descriptions of and task for all Committee roles.

Where tasks are marked with a “V” they are a key component for PBA’s Vision

- **Chair**

The chair is a required role to run a club, they need to be a strong leader who is a confident and a good communicator who will ensure the Club runs smoothly.

Tasks:	
- Oversee the running and development of the club	- Help others to understand their roles and responsibilities (V)
- Chair Committee meetings <ul style="list-style-type: none"> ○ Ensure business is completed ○ Ensure all decisions are understood and recorded 	- Take responsibility for the club’s safeguarding and disciplinary processes and work with the Club Safeguarding Officer
- Uphold the club constitution and Archery GB policies, rules, and codes of conduct and ensure the Club Committee Members are aware of these and understands the importance of them	- Ensuring an understanding of the legal responsibilities of the club to which the Club complies
- Lead and motivate club members towards club development goals and objectives as set out in Club Vision (V)	- Attend county & regional meetings
- To determine the content and agenda for club meetings, in association with club secretary	- Use and encourage use of “company” systems, i.e. club email address not personal
- Primary contact for Talbot Primary School	-
- Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded	- AGM – to produce report in tandem with Secretary <ul style="list-style-type: none"> ○ success and achievements of past ○ outline future plans
Key skills -	
<ul style="list-style-type: none"> - Use of a computer and email address to produce letters, emails, reports, and to store and record information - Filing system to record all letters and correspondence - A good communicator, and is approachable, clear and concise - Must be enthusiastic with a good knowledge of the club and its financial position 	

- **Secretary (inc Membership)**

Second of the necessary roles. The secretary is an experienced administrator with good IT skills. A confident communicator, well organised and efficient

Tasks:	
- First point of contact for Club	- Provide membership info to potential applicants (i.e. Intro course attendees)
- Deals with club correspondence and distribute appropriately	- Register new members with AGB (Sport 80), GWAS, and DWAA
- General day-to-day running of club	- Maintain membership records including for Charities Commission
- Prepare Meeting Agendas	- Maintain Membership handbook, cards (V)
- Take and distribute minutes (V)	- Communicate regularly with members
- Liaise with County and Regional secretaries	- Distribute Membership handbook, Membership cards (V)
- To have a knowledge and understanding of roles and responsibilities of other club committee members	- Source funding opportunities for club
- To maintain up to date contact details of committee members, other key club personnel and GWAS/DWAA secretaries	- Work with Treasurer to ensure all affiliations fees are paid promptly
- AGM – <ul style="list-style-type: none"> o General organisation o Prepare calling notice, agenda and associated docs, venue etc 	-
- Produce report in tandem with Chair <ul style="list-style-type: none"> o Success and achievements o Administrative matters o AGB updates o GWAS/DWAA updates 	-
Key skills -	
<ul style="list-style-type: none"> - Good knowledge of club, county, region and national operation - Excellent computer skills to produce letters, emails, reports, and to store and record information - Strong administrative background - Filing system to record all letters and correspondence - A good communicator, and is approachable, clear and concise - Must be enthusiastic with a good knowledge of the club and its financial position 	

- **Treasurer**

Treasurer is the third necessary role, and manages the Clubs finances and accounts
 General understanding of financial operations, well organised, meticulous and trust-worthy
 are the key skills required

Tasks:	
- Keep detailed written records of all accounts	- Paying bills and recording information, ensuring that funds are spent properly
- Hold a bank account in the name of the club	- Reporting regularly the club's financial position to the committee
- Collecting monies due to the club	- Prepare annual balance and profit & loss sheets for AGM
- Keeping up to date records of all financial transactions	- Plan annual budget in agreement with Trustees
- Maintain up-to-date records of all transactions	- Ensure all funds are used appropriately and banked properly
- AGM – prepare and present annual accounts inc for submissions to Charities Commission	-
Key skills -	
<ul style="list-style-type: none"> - Financial background preferred, experience of managing and producing accounts/book-keeping essential - Knowledge of accounting spreadsheets - Reliable and honest - Knowledge of banking systems e.g. BACS/direct debit etc - Must be enthusiastic with a good knowledge of the club and its financial position 	

- **Safeguarding Officer**

The fourth of the necessary roles to run a club, the CSO is the only one requiring qualification and an Enhanced DBS.

They are the first point of contact for anyone who has concerns about the welfare of anyone interacting with the Club. The CSO must understand both AGB's policies, legislation, and legal responsibilities.

Tasks:	
- Be the first point of contact for anyone where there are concerns about someone's welfare	- Advise Committee on safeguarding issues
- Be the first point of contact for AGB's Safeguarding team	- Promote best practise and code of conduct
- Understand AGB's Safeguarding policies, guidance and codes of conduct	- Understand AGB and Club Disciplinary Procedures
- To put into place AGB's Safeguarding policies, guidance and codes of conduct	- Provide members with safeguarding and wellbeing guidance including junior members and parents
- Assist the club put into place Safeguarding and Welfare Plans	- Work with the club committee to ensure a welcoming and safe environment for all (V)
- Ensure all incidents are reported correctly and referred, in accordance with AGB	- Keep up to date with safeguarding training and continual professional development
- Ensure all club members, officers, and volunteers have DBS checks were necessary	- Maintain contact details for local Children's/Adults Social Services, Police and the Local Safeguarding Children Board
- Provide safeguarding training to club officers and volunteers were required	-
Key skills -	
<ul style="list-style-type: none"> - Have a focus on junior and vulnerable members - Good admin and record keeping skills - Excellent communication skills including social media - Have confidence to refer cases where necessary - Must be able to act independently, put others wellbeing above own or that of club 	

- **Equipment Officer**

Good knowledge of archery equipment and the club, organised, and enthusiastic are the key qualities for this role

Tasks:	
- Review all equipment from an operational and safety perspective	- Manages and arranges maintenance schedule
- Repair equipment as required	- Manage and maintain Club Inventory
- Manages use of additional equipment by members (e.g. fletching jigs, arrow cutters)	- Maintains records of club equipment
- Allocate club equipment as appropriate to club officers	- Liaise with Treasurer regarding budget and spending
- Liaise with suppliers for purchases and maintenance	- Ensure those using club equipment have been trained and/or are qualified to do so via New Member Inductions
- Ensure club equipment is being stored in manner conducive to safe use and longevity	- Ensure club store is tidy, safe, well organised and well stocked
Key skills -	
<ul style="list-style-type: none"> - Excellent understanding of the equipment needs of the club - Good all-round “DIY” skills - Good communication skills - Basic IT skills to maintain records 	

- **Records Officer**

Keeps all archers’ records up to date for classification and handicap claims; supports progression of archers within the Club. Needs to be an experienced archer or coach with excellent understanding of the classifications and handicaps. A strong communicator, well organised and computer literate.

Tasks:	
- Maintain and prepare club members’ scores for Club Records	- Keep classification and handicaps records up to date
- Maintain and prepare club members’ scores for “Archer” and “Bowman” classifications (V)	- Encourage participation in schemes like the 252 or Archery GB award schemes and maintain records and give badges (V)
- Submit any County/Regional claims	- Prepare Awards for AGB (V)
- Share records with Webmaster monthly	-
Key skills -	
<ul style="list-style-type: none"> - Excellent knowledge of archery rounds, including age groups - Excellent understanding of classification and handicaps, including age groups - Excellent understanding of club criteria for records - Good IT skills to maintain records - Good communication skills 	

- **Tournament Officer**

Organises all in house tournaments and the diary for the year, needs to be very organised, have understanding of tournament procedures, rounds, classifications, and awards, good IT skills, be a strong communicator, and able to delegate

Tasks:	
- Plan program of shoots to progress archers at all stages of development (V)	- Arrange judges
- Plan and run in-house shoots (V)	- Organise field party
- Collect and share external tournament information (V)	- Register tournaments with AGB
- Arrange medals and trophies for in-house shoots	- Register Record status shoots
- Liaise with Records Officer for relevant information	- Produce Prospectus for open tournaments
Key skills -	
<ul style="list-style-type: none"> - Excellent knowledge of archery rounds, including age groups - Excellent knowledge of range layout - Good IT skills to produce score sheets - Good communication skills 	

- **Comms/Web/Social Media**

Tasks:	
- Maintain website to ensure is up to date and relevant information (V)	- Engage with members through digital media (V)
- Assist Secretary in managing systems access e.g. members area (V)	- Monitor social media to ensure the club is not inadvertently misrepresented
- Manage email address access	- Keeping members and ex-pats up-to-date with news, events, camps and club fundraising through social media, app notifications and club newsletters
- Share club activities on social media	-
Key skills -	
<ul style="list-style-type: none"> - Enthusiastic with a good knowledge and interest in the club's activities - An excellent communicator, with good verbal and written skills - Sound organisational skills - 	

- **Assistant Secretary**

Duties and Skills as per Secretary

Tasks:	
- Assist Secretary with general administration of club	- Keep records of orders placed
- Prepare Meeting Agendas	- Promote club clothing to members (V)
- Take and distribute minutes (V)	- Liaise with Treasurer
- Place orders with suppliers	-
Key skills -	
<ul style="list-style-type: none"> - Excellent computer skills to produce letters, emails, reports, and to store and record information - Strong administrative background - Filing system to record all letters and correspondence - A good communicator, and is approachable, clear and concise 	

- **Social Secretary**

Our very own social butterfly, excellent communication and organising skills are a must, and a creative streak extremely useful as well as good IT skills

Tasks:	
- Develop and implement a calendar of social events – for example Christmas “do”, anniversary “do”, fun shoots, summer picnic/ BBQ etc (V)	- Write report of events for web and social media (V)
- Enhance the experience of members through non-archery events (V)	- Promote all social events via Secretary & Comm Officer (V)
- Facilitate and encourage interaction between members, particularly new/solo members (V)	- Collect monies as agreed with Treasurer
- Create inclusive and welcoming atmosphere (V)	- Work with SWO to ensure activities suitable for all members
- Engage with members to ensure events are what they would like to do (V)	- Work with Treasurer to ensure both club and members can afford event
- Liaise with Junior Rep to ensure junior-appropriate events are available	-
Key skills -	
<ul style="list-style-type: none"> - Excellent communicator - Strong presence within club - Highly personable and approachable - Creative - Understanding of inclusion issues 	

- **Junior Rep**

Represents the younger members of the Club, giving feedback and ideas to the committee on their behalf. Preferably an older junior (16-18).

Tasks:	
- Listen to ideas and feedback	- Encourage the juniors to volunteer
- Help improve the Club for junior members (V)	- Coordinate junior volunteers at events

- **Veteran Rep**

Represents the older members of the Club giving feedback and ideas to the committee on their behalf. Preferably someone over 65

Tasks:	
- Listen to ideas and feedback	- Encourage the older members to volunteer
- Help improve the Club for older members (V)	-

- **Vice Chair**

Duties as per Chair