

Outline of Volunteer Committee Roles

Chairman Chairs committee meetings, liaises with the school, booking the field/pavilion and Morton Hall. books the tournament toilets and liaises with the Groundsmen to do the line-markings. Ensures that any important documents regarding the school is available to the committee/members. Ensures that any information regarding the club is passed onto the Secretary to enable correct forwarding of said information.

Secretary Takes the minutes of club meetings, liaises with AGB/YAA/NCAS when necessary, deals with any complaints/concerns arising within the club. Ensures minutes of official meetings are kept and made available. Makes sure appropriate communication is made to members on all Club matters. Keeps and maintains any required documented records safely and securely. Ensures GDPR is conformed to and takes every measure possible to adhere to the guidelines of privacy and correct disposal of data held when necessary.

Annually, The Club Secretary will arrange the Annual General Meeting and prepare notices and agenda items. Will prepare and give notice of membership renewals and provide a report to be presented at the AGM.

Treasurer Manages & monitors all the club finances, pays fees to AGB/YAA/NCAS and ensures the annual Insurance and Rent is paid. Ensures that all receipts presented to him are paid/re-reimbursed. He also provides an annual report at the AGM.

Membership Secretary Processes new and renewing existing member's club and association subscriptions. Liaises with the Treasurer regarding membership payments into the bank. Ensures that membership details are recorded and maintained and that records are kept updated and the relevant committee members are notified of any changes. Keeps the members list updated and ensures that members are given a Bronte membership card and a container key on joining the club.

Records Officer Checks competition results from around the county and records scores for classifications, handicap improvements. Updates club records and awards club trophies. It is the responsibility of the members to ensure that their scores are left for collection and that their away scores are reported to the Records Officer.

Equipment Officer Maintains the indoor range boss, tournament and everyday container equipment and regularly assesses the condition of all bosses and stands. All members are responsible for the safe care and tidy storage of equipment in the ranges and containers.

Tournament Organiser /Deputy T.O Sets dates for tournaments and plans/organises and prints off the entry forms and target lists. Liaises with YAA and our Club IT Officer for website/Discord publishing and liaises with all other Committee members as appropriate. Prints the scoresheets/running slips and on the day/s oversees the setup of the shooting range and running of the shoot. Updates information on Facebook.

I.T Officer Manages the content of the Club Website/Forum and Discord App. The I.T Officer is not necessarily the author or the authority for the content and will normally rely on other officers and members to supply that content. Provides I.T Support for Committee Members.

Beginners/Coach Coordinator Sets dates for beginners courses and liaises with Coaches to enable smooth running of all courses. Receives all emails from beginners wishing to be booked onto courses and keeps them informed of any changes/dates/times etc. Ensures that all the beginners equipment is in good working order and liaises with all coaches to keep it in good repair. Liaises with the Treasurer regarding payments and purchasing.

Catering Officer Ensures that all catering equipment is stored and used correctly, complies with hygiene standards and cooks/oversees the cooking for events that are held at the club. He liaises with the T.O of the event regarding the catering requirements and purchases the necessary items needed. Delegates jobs where necessary to other club members and volunteers.

AGB Club Coaches Run beginner courses follow AGB and the club's guidelines on the format of the content of courses. All coaches are DBS checked. All coaches must ensure that beginners equipment is maintained and in good order for use. Any repairs to be notified to the Beginner/coaching organiser. For security purposes Coaches are the only persons who have access to the beginner's equipment storage cupboard/s.

Club Safeguarding Officers They Define and maintain the Club Safeguarding Policy and associated documents, with assistance from the Committee, and ensures such policies and documents are kept up to date.

Ensures that the Club Safeguarding Policy is known to all Members and that its principles and codes are followed and that the safeguarding policy/policies of AGB is followed and understood by all Club Members and Officers.

Ensures data protection requirements and privacy is properly handled.

Should matters of risk arise, these are dealt with immediately and in accordance with policies and best practices of The Club, AGB and the law.

General Committee Members These members volunteer their help wherever/whenever and with whatever they can. They give vital opinions and vital votes in committee meetings.