



Roles of Club Officers

Core Roles

Role: Chairperson

Role description:

- Provide leadership and direction for the club
- Oversee the work of the Club Committee
- Chair meetings of the Club
- Ex-officio member of all Club committees.
- Point of contact for the fencing club in the local community, including at King's College School
- Authorised signatory for KSFC

Role: Club Secretary

Role description:

- Official contact between the Club and British Fencing
- Responsibility for annual British Fencing membership renewal
- Ensure effective correspondence and communication
- Responsible for keeping the minutes of all meetings of members and of the committee and shall present these at ensuing meetings.
- Responsible for circulation of typed minutes/actions to committee and attendees via e-mail.
- Responsible for notification of all members of committee meetings at least one (1) week prior to the date of the meetings and notify Club members of the AGM at least four (4) weeks prior to the date of the AGM.
- Responsible for reminding all members that nominations and resolutions for the AGM should be received one (1) week before the date of the AGM.

Role: Treasurer

Role description:

- Manager and administer of the finances of the Club
- Ensure valid systems are in place to be able to receive membership funds from members (e.g. Stripe, GoCardless, etc.)
- Responsible for the receipt and custody of all Club monies, and the deposit of those monies in a bank account in the name of King's Swords Fencing Club.
- The Treasurer shall keep account of all receipts and expenditures and shall, when requested, report at each committee meeting on the state of the bank account, and shall present the accounts at each AGM.

- The bank account shall have at least two (2) signatories and all signatories must be committee members. One of the required signatories on the approved list for expenditure shall be the Treasurer and any other shall be one of the executive committee. In order to maintain openness and transparency, and for the protection of Club funds, the signatories must be from at least two (2) different families/households.
- The Committee shall have authority to approve expenditure not exceeding
- £1,500. Expenditure exceeding £1,500 shall require the approval of a majority of Club members (except for hall & coaches fees and club equipment).
- Regular outgoings shall require approval at the AGM.
- Approval of a majority of the committee shall be required prior to the opening of any new bank account.
- The Treasurer must ensure all payments and receipts are processed in a timely manner
- The Treasurer will provide recommendations to Management Committee of proposed subscription levels for the subsequent season.
- The Treasurer will be responsible for acknowledging receipt of membership fees via Coacha
- The Treasurer will support all fundraising and sponsorship opportunities

Role: Welfare Officer

Role description:

To be clear about the club's responsibilities when running activities for children and young people. This involves:

- Reviewing, and amending as necessary of the King's Swords Fencing Club Welfare Policy, and all associated policies and procedures.
- Ensuring that the latest version of the Welfare Policy is maintained on the Club website at all times.
- Communication of the Welfare Policy to all club personnel.
- Ensuring that all club personnel are suitably qualified to work with children and young children.
- Acting as the go-to person for all club members and their parents if they should like to discuss a child protection issue.
- Resolution of all child protection matters which have been brought to their attention.

Additional Options Roles

Role: Armourer

Role description:

- Maintains and fixes all King's Swords Fencing Club weapons, clothing and fencing equipment.

Role: Club Captain

Role description:

- Responsible for the competitive angle of the club
- Plans, schedules and executes all club tournaments
- Selects teams from each weapon for club / team events
- Responsible for researching and maintaining the club competition list each term for presentation on the club website.

Role: Membership Secretary

Role description:

- Responsible for the welcome of all new members to King's Swords Fencing Club and assessment of the correct training session for them based upon age, weapon preference and experience.
- Manager of the Membermojo membership system for the club.
- Responsible for the maintenance of the club membership database on Membermojo and to ensure (where possible) that the Club has accurate mailing and contact details.
- Responsible for all email correspondence related to membership enquiries from all existing, new, or prospective members of the club.
- The Membership Secretary, or pre-organised delegate, shall be responsible for maintaining weekly attendance registers and ensuring that fencers have up-to-date, paid for, memberships.

Role: Events Coordinator

Role description:

- Responsible for organising social events to bring the fencers, parents and coaching staff together in a social setting to enhance relationships within the club and to promote healthy participation in a fun club

Role: Sponsorship/Grants/Fund-Raising Manager

Role description:

- Responsible for assessing opportunities for sponsorship or grant applications for King's Swords Fencing Club
- Responsible for drafting and maintaining all grant or sponsorship related documentation.
- Responsible for planning and executing all fund-raising activities.

Role: Social Media / Press Officer

Role description:

- Responsible for maintenance and update of the King's Swords Fencing Club Website and Facebook page
- Responsible for sourcing stories and photos of competition results from all members for publishing on the website and Facebook page
- Responsible for the creation and execution of all club promotion materials including flyers, posters and adverts in the local press

Role: Parent Committee Members

Role description:

We are always looking for new members to join the committee – be it to help to take the registers each week, to help to get the equipment in or out of the armoury, or to take a more substantial role within club. Together we can help take this club forwards.