



Club Roles and Responsibilities

Clubs and their committee's can be structured in different ways to meet the demands of their membership.

The following roles and responsibilities have been provided as a guide to some of the area's that the club may want to address through its structure and committee. Obviously, the nature and number of these roles may change as the club grows and develops.

Each is provided as a basic guide to potential duties and each club should identify its key people and the key roles and evaluate what is needed to ensure the club runs effectively.

- **Chairperson**
- **Secretary**
- **Treasurer**
- **Basketball Development Officer / Junior Section Organiser**
- **Child Protection Officer x2**
- **Volunteer Co-ordinator**
- **Publicity Officer**

Chairperson

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

New members of the committee may feel awkward at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

Occasionally, personality clashes may arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the club is run effectively. As a committee officer, the Chair is often one of the people to sign cheques on behalf of the club, normally along with either the Treasurer or Secretary.

Key responsibilities:

- provide leadership
- sign the approved minutes of the last meeting
- set the agenda for meetings
- get to know members of the committee
- call the meeting to order when it is time
- agree a date for the next meeting
- welcome and involve new members
- close the meeting
- ask for apologies for absence
- write the annual report in cooperation with the Secretary
- follow the agenda and manage the meeting
- sign cheque's for the club with one other committee member

Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between other partners.

The Secretary deals with all the correspondence that the club receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with England Basketball and each of the respective age group/team coaches will help make sure that correspondence is passed onto the relevant party straight away.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the club.

Key responsibilities:

- deal with correspondence
- write up the minutes of meetings
- prepare agendas
- distribute minutes to all the committee
- call meetings - giving plenty of notice
- make meeting & event arrangements
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate (this number is defined in your club constitution)
- co-sign cheques as required
- write the annual report with the Chair

Treasurer

A key role for all committee members is to manage and control the funds the club raises. Although all the committee members have equal responsibility for the control and management of club funds the Treasurer plays an important part in helping the committee carry out these duties properly.

The Treasurer should record all income and expenditure. This can be a simple accounts book or a computerised system. The Treasurer should record details of the amounts received and spent and have the details available for every committee meeting plus:

- the balance of funds
- committed expenditure
- income, expenditure and profit from each event held

The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on funds received and spent since the last report. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair at least one or two days before the meeting. All financial decisions taken should be recorded in the minutes of the meeting. The Treasurer also

- liaises with the bank
- pays money into the bank account and reconciles bank statements
- advises the bank of agreed changes to the bank mandate, i.e. those authorised to sign cheques
- raises and signs cheques with a second committee member co-signing. The person co-signing must see what is being paid for before signing. The Treasurer should sign last and keep all original invoices
- withdraws money to provide a cash float for events
- monitors funds held on account and discusses with the bank or building society, the use of higher rate investment accounts. Any decision to use an investment account, including the amount to be put in the account, should be taken by the whole committee.

Key responsibilities:

- maintain the financial records
- prepare and co-sign cheques as required
- report income & expenditure at meetings
- count and bank monies
- liaise with the bank
- regular and other payments
- draw up the annual accounts

Basketball Development Officer / Junior Section Organiser

The main purpose of the Basketball Development Officer is to oversee the development of youth team coaches and teams.

As the Club Basketball Development Officer it is advisable for you to have an England Basketball Coach accreditation, be CRB checked, to have attended a Safeguarding Children and Protecting Children Workshop and to have good communication skills. Also attending running sport and other courses is advisable.

What tasks are involved?

- Write a Club Development Plan – utilising the knowledge of the local BDO and club committee.
- Meet with County Basketball Development Officer (where appropriate).
- Provide new and enhanced competitive opportunities for club teams
- Co-ordinate the recruitment of junior players
- Co-ordinate the recruitment of coaches / managers for junior sessions and teams
- Assisting/delivering youth sessions
- Organise fixtures for junior teams
- Liaise with schools to recruit junior players
- Liaise with Local Authority Sports Development Unit / Basketball Development Officer to recruit junior players, recommend players to development centre's and county/regional squads, etc.

Child Protection Officer x2

Core knowledge, skills and tasks.

Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection;
- Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Protection Committees);
- Local arrangements for managing child protection and reporting procedures;
- Poor practice and abuse – behaviour that is harmful to children;
- England Basketball's role and responsibilities to safeguard the welfare of children, young people and vulnerable adults – boundaries of the Club Protection Officer role;
- England Basketball's policy and procedures related to safeguarding children, young people and vulnerable adults;
- Core values and principles underpinning practice;
- Awareness of equity issues and child protection.

Recommended:

- Basic knowledge of how abusers 'target' and 'groom' organisations to abuse children and vulnerable adults. Best practice in prevention.

Skills

- Basic administration – maintain records;
- Basic advice and support provision;
- Child focused approach;
- Communication;
- Ability to promote England Basketball's policy, procedures and resources;
- Ability to provide information about local resources.

Tasks

- Assist England Basketball to fulfil its responsibilities to safeguard children, young people and vulnerable adults at club level;
- Assist England Basketball to implement its child protection plans at club level;
- The first point of contact for staff, volunteers, parents and children/young people and vulnerable adults where concerns about children's welfare, poor practice or child abuse are identified;
- Be the first point of contact with the England Basketball Lead Child Protection Officer;
- Implement England Basketball's reporting and recording procedures;
- Maintain contact details for local Social Services, the Police and know how to obtain Local Safeguarding Children Board guidelines;
- Promote England Basketball's best practice guidance/code of ethics and conduct within the club.
- Sit on the club's management group;
- Promote and ensure confidentiality is maintained;
- Promote anti-discriminatory practice;
- Facilitate Criminal Records Bureau Disclosure forms within the club.

Club Protection Officers must undergo an enhanced CRB disclosure and attend a Safeguarding Children and Protecting Children Workshop.

Volunteer Co-ordinator

What is my role?

Get to know all club volunteers and potential volunteers and be their main contact

What tasks are involved?

Tasks will include:

- Ensure that all volunteers know what they are doing
- Supervise and oversee the role of other volunteers, including their paperwork.
- Coordinate the implementation of the volunteer recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the Social Secretary to organise social and recruitment events for volunteers.
- Attend committee meetings as appropriate
- Arrange mentoring (if appropriate) for relevant volunteers

Club Publicity Officer

What is my role?

- To raise the profile of the club locally (in the community) and in the county
- To be available to talk to / build a relationship with the local media
- To optimize the profile and information available to all on the club website
- To co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press

What tasks are involved?

Tasks will include:

- Produce weekly match reports for inclusion in the local paper
- Produce the Club Newsletter.
- Oversee updating of the website
- Produce general interest stories about the club for local press
- Ensure that the club is featured in locally produced sports magazines
- Presenting an end of year report to the AGM