



The following roles underpin the running and development of the club. They carry real responsibility and are not always easy. Committee members are often required to balance priorities, support members, and make decisions that serve the long-term interests of the club.

Despite the challenges, these roles are highly rewarding. They provide the opportunity to shape the club's future, support athletes at every level, and help create a positive, safe and thriving environment on and off the water.

Our club relies entirely on volunteers. Every event, training session and improvement to the club is made possible by members who are willing to give their time and energy. Through shared commitment and teamwork, we ensure the continued success and sustainability of the club.

Chairman

Roles and Responsibilities

Direct the development, implementation, review and updating of the Club's strategy and development plan. Communicate the club strategy and delivery rate to all club members. Present the public face of the club. Chair the committee meetings including the annual general meeting.

Key Activities

Chair the committee meetings. Ensure all members of the committee have an opportunity to air their views; that meetings stick to the agenda, and where necessary bring discussions to a conclusion with agreement on next steps. Where a vote is drawn the chairman has the deciding vote. Work with the committee directing the development and implementation of the Club's strategy. Communicate the club strategy and delivery rate to all members. Provide advice and support to the Captains when sought. Canvas members' opinions and forward these to the committee where appropriate. Support the Captain in terms of proper use of equipment. Ensure any safety concerns are reported to the Safety Officer. Ensure any accident witnessed or heard about are correctly reported. Ensure the club constitution and rules are abided by. Act as host for the annual dinner.



Experience Required

Ideally has worked on the John O' Gaunt Rowing Club committee, or that of another club, and has experience of resolving issues that arise in rowing clubs. Is familiar with how a committee should work together. Has the confidence to chair committee meetings.

Club Captain

Roles and Responsibilities

Management of boat allocation and usage in conjunction with vice-captains and junior co-ordinator. Manage Regatta and Head Entries in conjunction with vice-captains and junior co-ordinator. Ensure the coaching programme is managed, matching crews to available coaches. Ensure training sessions are managed and that all club members have access to planned training programmes.

Key Activities

Work with the Vice-Captains and squad coordinators to organise squads/crews to ensure all members are able to row. Report progress against development, coaching and training plans to committee meetings & AGM. Allocate equipment to crews and ensure all club members are aware of decisions. Coordinate entries to Regatta and Head events and ensure transport and fees are organised. Prepare a rolling budget for purchase of new equipment with the Committee. Maintain Captain's Notice Board. Ensure Lancaster Regatta, Lancaster Head, Red Rose Heads, Red Rose Sprint, Youth Games, Roses, Francis Russell and Ralph Cup take place. Canvas members' opinions and forward these to the committee where appropriate. Ensure any safety concerns are reported to the Safety Officer and any accidents are correctly reported. Ensure the constitution and rules are abided by. Represent the Club at the North-Western Rowing Council. Make the Captain's speech at the Club's Annual Dinner.

Experience Required

Ideally has worked on the John O' Gaunt Rowing Club committee, or another club, and understands the issues facing the Captain. Can communicate with Club members. Has knowledge of the club fleet and fundamentals of rowing and competing. Is familiar with committee working practices, British Rowing rules of racing, and preparation of regatta and head entries.

Secretary

Roles and Responsibilities

Ensure the club is meeting its legal obligations. Act as the Club contact with British Rowing for administration purposes. Receive all club mail and report or publicise as required. Ensure committee minutes are written and an up-to-date membership list is maintained.

Key Activities

Coordinate and disseminate correspondence. Maintain membership databases including BR numbers, points, DOBs and medical conditions. Keep AGM and committee minutes, produce agendas and coordinate meeting preparation. Prepare AGM election details. Notify membership of changes to bye-laws and subscriptions. Maintain notice boards and supply of forms. Ensure Ariadne club is maintained and organised. Canvas members' opinion and forward to committee where appropriate. Ensure safety concerns and accidents are reported appropriately. Ensure constitution and rules are abided by. Nominate a representative to the North-Western Rowing Council. Provide links with the Police.

Experience Required

Ideally has committee experience and understands the issues facing the Secretary. Can communicate effectively and is familiar with committee working practices and database management.

Treasurer

Roles and Responsibilities

Manage club accounts and ensure they are audited. Keep the committee informed of financial status and advise on future spending. Ensure bills are paid and prepare an annual budget recommending subscription levels.

Key Activities

Measure and analyse financial performance against budgets and report to committee. Manage insurance and regulatory fees. Prepare annual budget and accounts for AGM. Provide floats for functions and ensure creditors are paid. Resolve financial problems. Canvas members' opinions where appropriate. Ensure safety concerns and accidents are reported. Ensure constitution and rules are abided by.

Experience Required

Ideally has committee experience and understands Treasurer responsibilities. Is numerate, trustworthy, computer literate and capable of preparing club accounts and correspondence.

Safety Advisor

Roles and Responsibilities

Establish standards for safe rowing aligned with British Rowing and key stakeholders. Encourage safe behaviour and reporting of incidents. Ensure safety performance is regularly reviewed and learning points implemented.

Key Activities

Organise audits of facilities, equipment and arrangements. Communicate and complete actions raised. Maintain Safety Code and documentation. Provide safety training including swim tests and capsize drills. Inspect safety features of boats and equipment. Liaise with British Rowing and North-Western Rowing Council. Maintain Incident Log and report to committee advising on appropriate action.

Experience Required

Ideally has rowing or coaching experience and understands rowing safety issues and the importance of safety.

Junior Co-ordinator

Roles and Responsibilities

Develop a framework and performance pathway for Junior rowing. Ensure compliance with Participant Welfare requirements. Represent the Club at the North-Western Rowing Council and liaise with British Rowing, Local Authority and Sport England.

Key Activities

Develop and review a performance pathway from beginner to National Standard. Act as primary contact for World Class Start. Provide training programmes and coaching support. Maintain safe and secure environment. Maintain databases of Junior participants and volunteers including required checks. Match equipment to ability levels and develop annual Junior social and rowing activities.

Experience Required

Attendance at a British Rowing Participant Welfare workshop. Minimum British Rowing Level 2 or IA qualification.

Welfare Advisor

Roles and Responsibilities

Act as first point of contact for welfare concerns. Implement reporting and recording procedures. Promote best practice and assist safeguarding responsibilities. Maintain confidentiality and promote anti-discriminatory practice. Act as first point of contact with British Rowing Welfare Officer and maintain local agency contact details.

Experience and Knowledge

Knowledge of safeguarding policies and procedures. Understanding of club safeguarding responsibilities and British Rowing safeguarding policy. Basic knowledge of statutory agencies and child protection legislation. Awareness of equalities issues.

Skills

Approachable and child focused. Basic administration and record keeping. Communication and interpersonal skills. Ability to promote organisational policies, procedures and resources.