

## Roles & responsibilities

Chairperson (ex-officio):	<p>To oversee and direct the meetings of the Club, this may exclude any Subgroups such as Bailiff, Fisheries and Maintenance.</p> <p>To oversee the running and management of the Clubs business.</p> <p>To hold copies of minutes of the Club for reference. To sign minutes of previous meeting, making such amendments as instructed by the Committee, these minutes will be the sole authenticated record of the of the running of the Club.</p>
Secretary (ex-officio):	<p>To be the sole recipient of correspondence unless as directed by the constitution of the club or by the Committee and report all correspondence received to the next committee meeting.</p> <p>To issue correspondence as instructed by the Committee.</p> <p>To ensure the Constitution of the Club reflects the current business practices adopted by the Club.</p> <p>To raise at the next A.G.M. all amendments to the Constitution.</p> <p>Arranging Rule book changes/printing rule book inserts</p>
Treasurer (ex-officio):	<p>To make and record all payments to suppliers within the agreed terms.</p> <p>To record all income and to reconcile it with receipts issued through the Clubs outlets.</p> <p>To co-ordinate annual estimates of Income &amp; Expenditure.</p> <p>To present to the Committee the proposals for Annual Subscriptions and other fees.</p> <p>To present to the A.G.M. the Audited accounts of the club for the past year.</p> <p>To produce monthly statements on Income &amp; Expenditure to the Committee and answer any question raised there.</p> <p>To act as a link with the Clubs bankers.</p>
Membership Secretary (ex-officio):	<p>To issue memberships when required assuming the applicant complies with the Clubs rules.</p> <p>To ensure income via Tackle shops is received in a timely manner and ensuring that such monies reconcile with the membership tickets issued.</p> <p>To bank all income received on behalf of the Club.</p> <p>To resolve any issues relating to such items as "bounced Cheques".</p> <p>To report monthly on the membership position.</p>
Maintenance Secretary:	<p>To produce a 5 year rolling plan relating to works required upon Clubs waters, both rented and owned.</p> <p>To report the Committee any maintenance issue which need action and inform the Committee of all works carried out.</p> <p>To organise work upon such waters as approved by Committee.</p> <p>To produce an Annual plan with full costings to the Committee for discussion so as to be included in the next budget plan.</p> <p>To report to the A.G.M. the plan of work for the forthcoming year.</p> <p>To ensure all tools &amp; equipment are kept in a secure place.</p> <p>To be responsible for maintaining the Clubs inventory (asset register) of Tools &amp; equipment used in connection with Maintenance.</p> <p>To liaise with the Fisheries Officer in relation to works which effect Fisheries.</p>
Fisheries Officer:	<p>To produce a 5 year rolling plan relating to stocking policies across the Clubs waters.</p> <p>To report to the Committee any fisheries issues which need action and inform the Committee of all fisheries duties carried out.</p> <p>To organize work upon such waters as approved by Committee.</p> <p>To produce an Annual plan with full costings to the Committee for discussion so as to be included in the next budget plan.</p> <p>To report to the A.G.M. the plan of work for the forthcoming year.</p>

	<p>To ensure fisheries equipment will be kept in a secure place.</p> <p>To be responsible for maintaining the Clubs inventory of Fisheries equipment used in connection with Fisheries.</p> <p>To consult with the Maintenance Officer in relation to works which effect Maintenance.</p>
Head Bailiff:	<p>To organise Bailiffing on waters which the Club has access to unless expressly told not to do so by either the land owner or in the case of a shared water, by the controlling Club.</p> <p>To report to the Committee any breaking of Club rules.</p> <p>To bring before the Committee any members who the Committee require to see which is likely to result in disciplinary action as a result of breaking club rules.</p>
Match Secretary:	<p>To organise Club matches as agreed by the Committee.</p> <p>To report to the Committee any worthwhile results of Club/ teams.</p> <p>To present to the Committee annual accounts of the match group.</p> <p>To record match information and where required organise the engraving of the Match sections trophies.</p> <p>To report to the Committee on N.F.A. activities.</p>
Web/IT Officer	<p>To maintain Web design/presence and maintenance.</p>
Special Projects Officer	<p>The Special Projects Officer (SPO) works directly with any of the officers of the club. These projects will be as a direct result of an instruction from the committee, they will include Research &amp; Analysis and costing of such projects.</p> <p>They will take responsibility for managing the implementation of the project once approved by the committee. They will negotiate with any contractor's price and delivery. They must update the committee of any variances in budget, timing, and changes to planned project.</p> <p>They will maintain records to allow examination of all aspects of the project.</p>