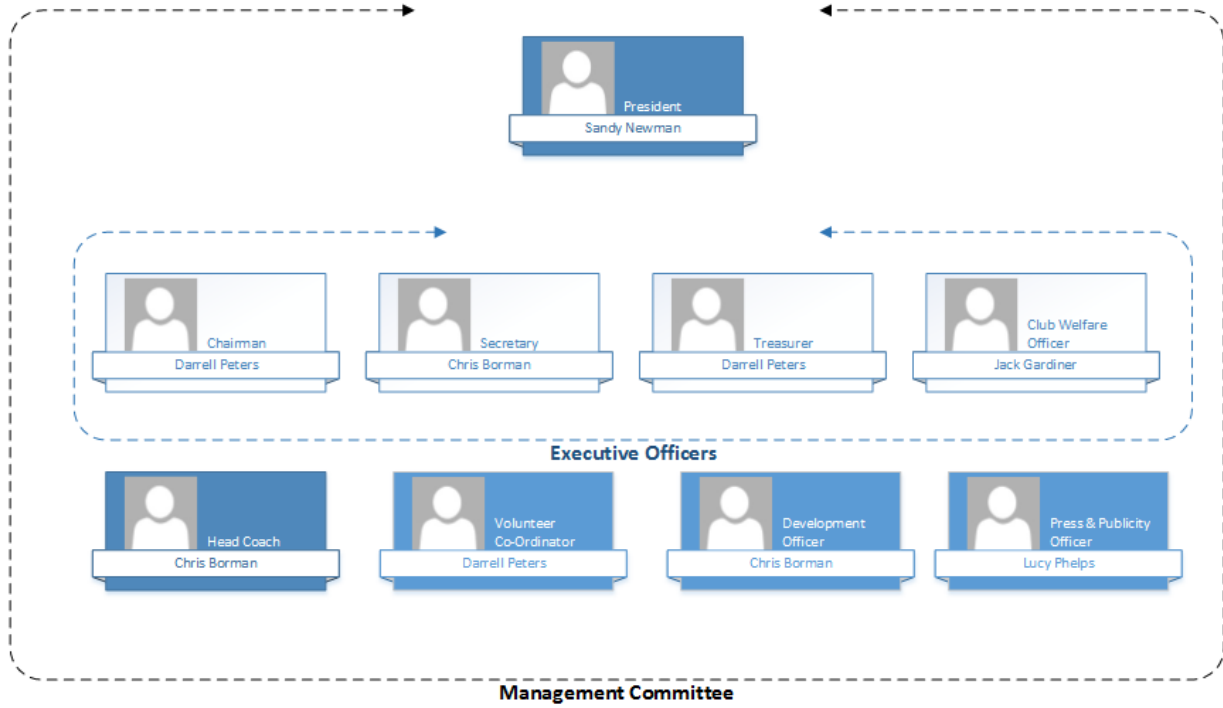


Drybrook Memorial Hall, Drybrook, Gloucestershire, GL17 9JF

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CHAIRPERSON

Responsible to: Apollo Judo Club Management Committee

The chairperson bears the ultimate responsibility for the club, being the bridge between the committee, parents and the club members. This includes:

- Establishing good working relationships
- Being aware of all activities involving any aspect of the club
- Keeping the aims of the club firmly in mind when carrying out their duties
- Respecting confidentiality of information
- Treating all members equally, avoiding involvement in any cliques within the group

It is the Chairperson's responsibility to provide a structure for committee meetings, and to prevent them from becoming shouting matches. They must give everybody a fair chance to speak and be heard, and to make sure that at the end of the meeting, a decision has been made, and everybody knows what it is.

MAIN DUTIES

1. Call committee meetings and General Meetings as and when required.
2. Set the agenda for meetings in consultation with the Secretary.
3. Chair committee meetings.
 - a. Ensure the agenda is followed
 - b. Keep the debate focused and avoid deviations
 - c. Maintain the harmony of the group - act as mediator, arbitrator.
4. Ensure all the other committee members know what their responsibilities are, the tasks they have to perform and by when.
5. Be an ambassador for the club when dealing with other agencies (eg. Local authority, sponsors, etc.)
6. • Ensure that all policies have been implemented and adopted in consultation with the committee
7. • Ensure that all insurances and memberships are up to date
8. • Organise an annual review of all key policies and documents
9. • Personally extend a welcome to new parents / members who join the club

Person specification

Must comply with latest BJA requirements to be eligible for the position.

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Head Coach

Responsible to: *Apollo Judo club* Management Committee

MAIN DUTIES

1. To take full responsibility for the club's junior and senior coaching sessions at Drybrook Memorial Hall.
2. To prepare all coaching sessions beforehand.
3. To work with and include the other club coaches in the preparation and running of each session.
4. To attend club meetings and report on progress.
5. To offer the club feedback on the organisation and degree of success of coaching and competitions.
6. To assist in the selection of teams.
7. To travel to competitions with the team(s).
8. To inform the club chairman in advance of any sessions that cannot be attended.

Person specification

Most hold a minimum of a valid level 2 / club coach award



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PRESS AND PUBLICITY OFFICER

Responsible to: Apollo Judo Club Management Committee

The role of the press and publicity officer is to raise the profile of the club in the local population, and to keep current members informed of what is going on in the club.

MAIN DUTIES

1. Compile a list of local media including newspapers, radio and television
2. Establish contact with sports editors
3. Produce regular press releases of results, forthcoming events, and other items of interest
4. Investigate local opportunities to advertise the clubs activities; (eg. Notice boards, shop windows, libraries, etc).
5. Produce advertising materials to publicise the club's activities
6. Keep a copy of all press cuttings and a record of all other media coverage
7. Keeping the club notice board up to date
8. Produce a regular club newsletter
9. Create a club web site, and keep it up to date

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SECRETARY

Responsible to: Apollo Judo Club Management Committee

The Secretary is the nerve-centre of the Club, not merely a typist and writer of agendas and minutes. The Secretary is usually the first person an outsider contacts, and a good secretary is vital to the successful management of any club or association - they will need to be conscientious and well organised.

MAIN DUTIES

1. Deal with all correspondence
2. Be the first point of contact for potential members and other agencies
3. Ensure the club's registration with the BJA is up-to-date
4. Make the arrangements for meetings
 - a. Book the venue and organise seating, refreshments etc.
 - b. Send out adequate notice of the meeting to all concerned well in advance
 - c. Prepare the agenda for meetings in consultation with the chairperson
5. Take minutes of meetings and circulate to all concerned (within a few days if possible)
6. Prepare for the Annual General Meeting and make arrangements to ensure that all members receive the necessary information
7. Keeping records, such as:
 - a. Minutes of meetings
 - b. Annual reports
 - c. Membership database (this could be on paper)

Anything of historical interest regarding the Club

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VOLUNTEER COORDINATOR

Responsible to: Apollo judo Club Management Committee

The main purpose of the volunteer coordinator's role is to act as a focal point for volunteers within the club, raising the profile of volunteering and the support the club wishes to offer its volunteers.

MAIN DUTIES

1. Act as the main contact for all volunteers.
2. Get to know all club volunteers and potential volunteers by name.
3. Ensure that all roles have a role description.
4. Supervise and oversee all volunteers
5. Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
6. Co-ordinate the implementation of the volunteer recruitment, training and support plans.
7. Ensure volunteers
8. Recognise and nominate your volunteers for the numerous volunteer awards.
9. Ensure all volunteer paperwork is completed satisfactorily.
10. Organise Social and Recruitment events for volunteers.