

## Notification of Curlew RC AGM

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Nominations are now open for the election of Curlew RC committee members for the 2018/19 season. If you would like to stand for one of the positions listed below you must be a member of the club and you will need to be nominated by TWO other club members.

All nominations must be sent to a normal club member, Jamie Sunderland and be received no later than Friday 17th August. The election will take place at the AGM to be held on Tuesday 21st August at Curlew RC clubhouse at 7pm. If you are unable to attend the AGM, you will be able to register your vote by email up until the day before with Jamie Sunderland. If you would like to know more about any of the roles or how committee works, please contact [matthew.richardson86@gmail.com](mailto:matthew.richardson86@gmail.com)

### 2018/19 Committee Positions

The following is a list of the 14 positions available for the 2018/19 season:

#### 1. Chairperson

Runs all committee and coaches/captains meetings and calls all general and executive meetings. Responsible for all policy matters; oversees general conduct of Curlew RC, liaising with all committee members – including the plans of captains and coaches as appropriate. Encourages, motivates and supports all other committee members in the delivery of their objectives. Sits on the Trafalgar Trust committee and East London Rowing Forum to represent the interests of Curlew RC.

#### 2. Club captain R

represents Curlew RC and all of its members, key contact for the RADT, Globe RC and Otters. Supports the chairperson and leads the captains in the delivery of their roles and responsibilities. Has responsibility for coach and cox recruitment / supervision / mentoring. Owner of the training and racing programmes. Represents the coaches at committee meetings. Sits on the Trafalgar Trust committee to represent the interests of Curlew RC and its involvement with the Trust – specifically the services the Trust provides to the Club (Club House/Gym/ Equipment/ Boathouse).

#### 3. Men's captain

Represents all members of the men's squad and organises squad meetings. Works with the club captain and coaches to co-ordinate and organise the activities of the men's squad, including training plans/ outings/ training sessions, agreeing races and racing crews. Acts as main point for coordination/ communication of plans and wellbeing of the male members - ensuring compliance with club and ARA rules and regulations.

#### 4. Women's captain

Represents all members of the women's squad and organises squad meetings. Works with the club captain and coaches to co-ordinate and organise the activities of the women's squad, including training plans/ outings/ training sessions, agreeing races and racing crews. Acts as main point for

coordination/ communication of plans and wellbeing of the female members - ensuring compliance with club and ARA rules and regulations.

#### 5. Dev's captain

Represents all members of the dev squad and organises squad meetings. Works with the club captain and coaches to co-ordinate and organise the activities of the development squad, including training plans/ outings/ training sessions, agreeing races and racing crews. Acts as main point for coordination/ communication of plans and wellbeing of the dev squad members - ensuring compliance with club and ARA rules and regulations.

#### 6. Treasurer

Oversees all financial aspects of Curlew RC. Controls all finances, produces monthly status reports and presents to committee each month and the end of year accounts. Files annual accounts with Companies House, and prepares balance sheet and income and expenditure accounts for the AGM. Monitors all accounts, ensuring all fees/bills are paid on time - liaising with all committee members as required to ensure all finances are reconciled each month.

#### 7. Club secretary (includes responsibility for Health & Safety)

Maintains and updates the club constitution. Responsible for taking and distributing minutes from each committee meeting. Key contact for British Rowing, completes all British Rowing requests and distributes their information. Acts as Company Secretary for all filings to Companies House. Ensures Curlew RC's adherence to Health & Safety procedure, completes the annual Water Safety audit and advises on new measures to be enforced. Maintains and distributes Curlew RC's Health & Safety leaflet to members and co-ordinates capsizing courses.

#### 8. Information Officer

Responsible for all communications activity, including updating the Curlew RC website, facebook page, Twitter feed and compilation of a monthly newsletter. Co-ordinates all Curlew RC external messaging, including; press activity, promoting boat sales, coaching advertisements. Promotes Curlew RC through video compilation at key events throughout the season. Supports the social secretary and fundraising officer in the promotion of upcoming activities by designing marketing material.

#### 9. Membership secretary (includes responsibility for kit orders)

Responsible for the upkeep of all membership status, including next of kin notification forms, medical conditions, contact numbers / addresses of club members. Liaises with captains to collate a database / list of club members, ensuring all membership fees are paid each month. Responsible for all kit requirements – choice of supplier, design, sponsorship, co-ordination of regular kit orders, distribution of kit to members and billing to members for kit purchased. Liaison with the Treasurer to ensure all membership fees and kit bills are paid for in advance/on time.

#### 10. Regatta secretary (includes responsibility for training camps)

Responsible for all Curlew RC race entries by the entry deadlines. Liaises with the respective captains on which races to enter, timings of entries, crew line-ups and hire of towing vehicle. Calculates the race fees per entrant (including cost per seat, towing charges and petrol reimbursement), communicates fees and ensures fee collection from members. Keeps an up-to-date copy of the regatta spreadsheet. Responsible for the organisation and booking of a winter weekend training camp and a summer week training camp. Liaising with the Treasurer to track and chase regatta and training camp payments.

#### 11. Social secretary

Responsible for the organisation and promotion of all Curlew RC social events. Socials should be aimed at bringing club members together. Compilation of a full plan of social events for the year, including (but not limited to) 'start of season social', 'bonfire night', 'Christmas dinner', 'end of Head season social', 'Henley BBQ', 'end of regatta season social'. Includes sourcing of venues (including Curlew RC clubhouse), themes, catering, decorations. Liaising with the Treasurer to track and chase ticket sales. Seeks new social ideas from members, motivates members to attend socials and recruits volunteers to support delivery of events.

#### 12. Fundraising officer

Responsible for the organisation and promotion of all Curlew RC fundraising activities. Fundraisers should be aimed at attracting funds from outside active club members. Compilation of a full plan of fundraising initiatives for the year, including (but not limited to) plum pudding races, Oxford/Cambridge boat race raffle, Curlew RC open day / ergathon. Sourcing equipment/ premises and the appropriate resources via suppliers/contacts as appropriate. Co-ordinates and drafts all business cases/grant funding proposals for clearance by committee. Promotes [easyfundraising.com](http://easyfundraising.com). Seeks new fundraising ideas from members, motivates members to fundraise and recruits volunteers to support delivery of initiatives. Plans, organises and resources two 'Learn To Row' courses each year (Oct-Dec and Feb-Apr).

#### 13. Alumni officer

Responsible for facilitating past members continued connection to Curlew RC with the creation of an alumni network. The Alumni officer will build and grow a network, linking the past and present, keeping past members aware of the club's achievements, developments and needs. They will communicate and engage regularly through a newsletter, reunions, events, web pages and social media. The Alumni officer will aim to integrate past members to support the club and its aims today.

#### 14. Equipment officer

Responsible for the upkeep of all boats/equipment owned by Curlew RC, ensuring all equipment in use is fit for purpose. Organises two boat maintenance days at the docks, asking all members to attend and help. Responsible for the co-ordination of major equipment repairs with suppliers. Liaises closely with the captains and coaches to agree any spares requirements and keeps them informed of the status of current equipment repairs. Holds an annual audit of equipment and reports monthly to the committee on the status of stock levels and repair schedules. Responsible for the listing and selling of boats/equipment no longer required by Curlew RC