

LRNSC Committee Role Outlines [inc overseas trips procedure]

Roles as listed in the constitution, all are elected annually with the proviso that the Chair may not be held by the same person for more than three years at a time.

In addition to the specific points listed for each role there are 3 further responsibilities common to every role:

- a) Attend committee meetings and report on own area of responsibility.***
- b) When stepping down from a role, arrange handover and assist in succession planning.***
- c) General assistance at events and races.***

Chair

1. Support the efficient running of the club
2. Chairing regular committee and annual general meetings
3. Helping others understand their roles and responsibilities
4. Communicating with various members within the club
5. Being actively involved in forward planning for the club
6. Assist the club to fulfil its responsibilities to safeguard children at club level
7. Ensuring an understanding of the legal responsibilities of the club to which the club complies
8. Representing the club through the SSE network

Vice Chair

1. To deputise for the Chair as and when necessary
2. To support the Chair in the duties outlined above

Treasurer

1. Managing the Club's income and expenditure in accordance with club constitution
2. Producing an end of year financial report and arranging independent scrutiny prior to approval at the AGM.
3. Efficient payment of invoices and bills
4. Managing the Club's bank and Paypal accounts; depositing cash and cheques that the club receives
5. Keeping up to date financial records
6. Liaising/advising other Committee members on financial administration of Club activities.

Membership Secretary

1. Maintain an up to date list of members and ensure subscriptions are kept up to date and data protection compliant.
2. Provide information to new members on payments, policy, events, committee members etc
3. Liaise with the Welfare Officer with regard to members under 18
4. Provide membership information to other committee member as necessary.
5. Liaise with members responsible for events, trips, courses and racing on potential members from their events
6. Attend committee meetings and report on membership activities and changes.
7. Liaise with Website officer to maintain membership section of website
8. Provide the Newsletter Editor with address information for newsletter distribution
9. Maintain a list of eligible club member benefits, advise members and update membership cards each year.

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Secretary

1. Organising and attending key meetings (including Annual General Meetings) in accordance with the Club constitution
2. Taking and distributing minutes if possible within two weeks of the meeting
3. Liaison with other Committee members to maintain an up to date schedule of activities.
4. Timely supply of latest schedule of activities to Newsletter Editor and Website member to ensure consistent information is published.
5. Dealing with any correspondence.
6. Attending to SSE affiliation
7. Ensuring insurance is up to date and SSE requirements are met.
8. Maintaining up to date Club administration records and reference files

Newsletter Editor

1. To produce a Club newsletter in March, June, September and December of each year
2. To encourage members to contribute articles, photography and reports reflecting the Club's activities
3. Where appropriate, to include articles from non-members, which are of general interest
4. To publish a forward programme of the Club's activities, both on and off snow
5. To liaise with the Website member to ensure consistent information is presented in the newsletter and on the website
6. To arrange printing then distribute the newsletter by post, and email [where requested] liaising with the Membership Secretary to ensure that the membership list is current
7. To provide the committee members with an electronic copy of the newsletter for distribution as required
8. To invoice advertisers in the newsletter and to forward proceeds to the Treasurer
9. To keep the production and distribution costs of the newsletter within budgets agreed with the Treasurer

Roller Ski Racing Member

1. To ensure track bookings for roller ski races and other roller ski events at Hillingdon Cycle Circuit so there is one point of contact to avoid duplication/confusion.
2. To agree the format and dates of roller ski races
3. To work in conjunction with events organised by other clubs and the GB series
4. To be responsible for timing equipment and timing of all events
5. To liaise with Website member and Newsletter Editor to publicise races and disseminate results and promptly
6. To arrange adequate support for races from volunteers including photography of events
7. To ensure safety on the track and that all race rules are followed, and SSE insurance requirements are met including notifying SSE of the names of non-affiliated racers the day after a race.
8. To provide race prizes and organise prize giving

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Member responsible for Coaching

1. Plan and organise a programme of roller ski courses for Club members and guests.
2. Implement the Club's coaching plan as agreed with the committee
3. Encourage and support club members who want to qualify as instructors in order to maintain a panel of club instructors accredited by the governing body [SSE]
4. Implement the instructor payment policy as agreed with the Committee
5. Follow the coaching guidelines and meet the insurance requirements of the governing body
6. Promote nordic skiing skills at all levels to the club membership
7. Keep up to date with developments in skiing techniques
8. To work with Newsletter Editor, Website and other members to ensure promotion of tuition via all Club communication channels.

Member responsible for Website/publicity

1. Create a user-friendly, professional-looking website that supports the Club's objectives as set out in the club constitution
2. To maintain the website on a timely basis to ensure information is as up-to-date as possible and consistently presented to meet the needs of members/prospective members
3. To provide online payment options for membership and Club activities to facilitate take-up
4. Liaise with members to obtain content [text & images], edit and create content where necessary to engage visitors, and optimise for the web and search engines
5. To manage payment for website & domain services
6. To maintain interest and encourage participation in Club activities by driving traffic to the website via regular email updates using Mailchimp system, etc
7. Help to ensure compliance with the Club's data protection responsibilities
8. Assist the Club to fulfill its responsibilities to safeguard children through publication or links to relevant material.

Member responsible for Equipment

1. To maintain the Club's roller ski equipment in good working order and organise its storage
2. To conduct an annual inventory and advise the committee on any replacements or upgrades needed to maintain adequate and suitable equipment for the Club's activities
3. To purchase roller ski equipment agreed by the Committee in liaison with the Treasurer
4. To coordinate with course and race organisers to organise [in person or via other volunteers] distribution and collection of equipment, and to administer any payments made on the day.

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Member responsible for Entertainment/Events

1. To plan and organise events/entertainment, as agreed with the Committee, which gives members opportunities to foster their interest in Nordic skiing. [nb The role does not cover the Club's snow trips, racing and roller ski programmes which are organised by other committee members.]
2. To organise the Annual Dinner and post event refreshments/meals, including at the AGM and 4 hour event, as agreed with the committee.
3. To liaise with the Treasurer regarding financial administration of events/entertainment.
4. To work with the Newsletter Editor and Website member to ensure timely pre and post event publicity [including photography].
5. To act as facilities manager to organise and give general assistance at Club events and races, or arrange for other volunteers to provide this support.

Child Protection/Welfare Officer [NB not a committee role]

1. Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
2. Assist the club to implement its safeguarding children and vulnerable adults plan at club level
3. The first point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
4. Implement the club's reporting and recording procedures
5. Maintain contact details for the local children's social care department, the police and local safeguarding children board
6. Promote the club's best practice guidance/code of conducts within the club
7. Represent welfare on the club's management committee
8. Ensure adherence to the club's safeguarding children training
9. Ensure appropriate confidentiality is maintained
10. Promote anti-discriminatory practice

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On-Snow Coordinator - Recreational & Coaching

1. To promote and encourage participation in cross country skiing at all levels by organising an on-snow programme for Club members, as agreed with the Committee. This should include 1) recreational trips (individually led, or specifically organised 2) coaching trips (to provide an opportunity to learn how to cross country ski / improve existing techniques).
2. To organise at least one snow trip per year and encourage other members to organise additional snow trips.
3. To implement the programme and coordinate/ support other members who may organise trips as part of the programme to ensure a high level of satisfaction amongst participants.
4. To liaise with members on suitability/desirability of trips.
5. To liaise with instructors to provide the best possible mix of coaching for the group.
6. To liaise with the Treasurer regarding financial administration of on-snow trips.
7. To work with the Newsletter Editor and Website member to ensure timely pre and post event publicity [including photography]

On-Snow Coordinator – Racing & Coaching

1. To encourage participation in cross country ski races at all levels by organising an on-snow racing programme for Club members as agreed with the Committee.
2. To organise at least one snow trip per year and encourage other members to organise additional snow trips.
3. To implement the programme and coordinate/ support other members who may organise trips as part of the programme to ensure a high level of satisfaction amongst participants.
4. To liaise with instructors to provide the best possible coaching/training for the group if the trip allows this alongside racing.
5. To liaise with the Treasurer regarding financial administration of on-snow trips.
6. To promote on-snow racing and participation in citizen racing.
7. To work with the Newsletter Editor and Website member to ensure timely pre and post event publicity [including photography]

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Agreed Procedure for Overseas Trips

The LRNSC committee agreed in 2016 that anyone proposing to run an on-snow trip should submit a proposal to the committee for agreement. Please complete the proposal form and email it to Pauline Styles on

lrnscmembership@gmail.com.

Participants

Club membership is mandatory for all participants [including members of any other SSE affiliated clubs] on LRNSC trips organised by Club members for liability insurance purposes and to avoid the risk of being regarded as a tour operator. Non members should take out membership before they book their place on a trip and their names will be passed to SSE for their records.

Initial process for members who would like to organise a trip

An initial outline proposal should be emailed to the committee for consideration. Subject to this receiving the go-ahead, the email should be followed by a more detailed proposal. This is to safeguard use of Club funds, and to maintain the standard of Club trips through sharing of organising expertise.

The outline proposal template is attached and should set out who the organiser is and if:

- It is a Club trip organised by a member[s] for other members exclusively using various accommodation & travel services or based on a package tour [e.g. Inghams];
- or
- It is a trip organised by another organisation but also open to LRNSC members [e.g. Totally Nordic's Alan Eason];

NAME OF TRIP

PURPOSE

-

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Anyone wishing to join the trip should become a member if they are not already one. This should be done at the start of the booking process.

DATE AND LOCATION (links to any further information)

ORGANISATION THE TRIP IS BEING BOOKED THROUGH (i.e. Inghams, LRNSC)

ACCOMMODATION Description

Price

Any Hotel booking/pricing terms

Cancellation terms

FLIGHTS (which are the preferred choice for group travel)

TRANSFER (if transport is going to be provided, provide the expected cost, or if people make their own arrangements suggested links to route/train-bus timetable etc)

SKI BUS location/costs (if there is one in the local resort)

Other Costs

Loipe pass €..... for days

Ski hire €..... for days

Any other incidentals €.....

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RACE NAME AND INFORMATION (if one is included in the trip)

TUITION (if appropriate) Price and description (i.e. number of days, technique etc)

Tuition Fees (a break down of overheads payable to cover the instructor)

Instructors	
Flight*	
Hotel half board	
Instruction @ £/€ a day for days	
Divided between people approx on the course	

Full trip breakdown for participants (per person)

Flight*		
Half board		
Instruction		
Transfer cost		
Ski Hire		
Loipe pass		
Ski Bus cost		

Do you require assistance from the Treasurer in payment of deposits or collection of booking money? If so, what?

WHAT TO DO NEXT (e.g. Complete the online booking form and you will receive confirmation of your place and how to pay the £... deposit to secure your place room, 1. Book your flights. 2. Book your race places (when registration opens). 3. The tuition fee is payable by ... and an email will confirm the amount nearer the time.

- 1.
- 2.
- 3.

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The trip organiser will be asked to:

- a) provide the final list of people participating before travel to ensure they are on the SSE list
- b) provide a breakdown of ins & outs at the end of the trip to ensure arrangements and financial payments are transparent as far as the club is concerned and not being run as a “tourist” venture. This will also help in planning future trips.
- c) Reimburse surplus money from the trip across the number participating
- d) Advise any additional payments not originally budgeted that were incurred during the trip so that they can be considered for reimbursement by the Club.

Name of Organiser: _____

Email of Organiser: _____

Date: _____