

Richmond Canoe Club Committee – Role Descriptions



Role	2012/3	Description
Commodore	Richard Hendron	The Commodore provides leadership and direction for the Club. Taking a strategic view to ensure RIC is following a clear strategy that encourages and supports marathon and sprint racing. The commodore is also responsible for chairing committee meetings.
Vice Commodore	Sean Martin	The vice commodore supports the Commodore in his role and fills in for him in his absences.
Treasurer	Hazel Greasby	The treasurer is responsible for collecting and banking all monies coming into the club, keeping accurate accounts, reimbursing expenses, and paying bills.
Secretary	Simon Wood	The secretary provides administrative support to the club, including organising meetings, keeping minutes and records, and dealing with correspondence.
Rear Commodore	Jovis Howieson Karen Quibell	The rear commodore is responsible for organising the galley and for the day to day running of the clubhouse – including cleaning and sourcing supplies. The rear commodore will also obtain club clothing for members and work jointly with the social secretary for parties, events and arranging catering at Richmond Races
Membership	Klaudia Galucka	The membership secretary is responsible for maintaining the database of club members, processing membership applications, and keeping a record of subscriptions paid and due. The membership secretary is also responsible for issuing club access key tokens and maintaining a database of current key holders.
House Steward	Tim Killip	The house steward is responsible for the maintenance of all club buildings and facilities and their permanent fixtures and fittings, including the inspection of fire and safety equipment. This includes the boathouses, gym / clubroom, galley, changing areas, toilets, showers and stairs.
Harbour Master	Ian Clark / Coralie Vial	The harbour master is responsible for managing the boathouses and for the allocation of rack space to private and club boats. The harbour master will keep a record of all club boats and help ensure equitable use for races and events. He/she will work with coaches to propose the acquisition or disposal of boats.
Racing Secretary	Tim Middlehurst	The racing secretary is responsible for promoting sprint racing, both locally and at the Nottingham regatta, facilitate entries and act as Richmond Team leader for the regattas. The role is currently combined with that of lead Junior Coach.
Marathon Secretary	Will Abson	The marathon secretary is responsible for promoting marathon racing within the club, including participation in the Hasler races, the National Marathon Championships and any other races. He/she will organise the pre-entries, keep the necessary records of participation in Haslers, and is responsible for organising and running the Richmond Hasler and Frank Luzmore Races.
Boat House Secretary	Freddie Purcell	The boat house secretary is responsible for ensuring that the boathouses are safe, clean and tidy and that boats are properly maintained (<i>currently undertaken by Peter Barnes.</i>) He/she will ensure the pontoon is safe and properly maintained, and will also maintain the safety motor boat, keeping a list of authorised drivers and organising training.
Basic Skills Instructor	Peter Barnes	The basic skills instructor is responsible, together with the coaching secretary, for the structure of coaching for novice paddlers. <i>Peter Barnes also undertakes the repair of club boats.</i>
Coaching Secretary	Jemima Johnstone	The coaching secretary is responsible for co-ordinating coaching across the Club, including new coach training and refresher training. He/she is responsible for working with other club coaches, overseeing the coaching structure, especially for novices, whilst ensuring there is a clear path to enable novice senior paddlers with the ability and commitment to rise to the highest levels.
Publicity Secretary	Chris Gavin	The publicity secretary is responsible for internal and external communications, including the club website. He/she is responsible for moderating social media including the club's facebook page, twitter account, and yahoo group, and for working with the external press and media when required.
Social Secretary	Gaby Stevenson	The social secretary is responsible for arranging club social events, including a spring and autumn party and, along with the rear commodore, the Christmas party.