



### Background

Warlingham Archery Club (WAC) provides target archery facilities that enable its members to achieve whatever level they wish to achieve in archery. Shoots include practice days and competitions that allow members to obtain handicaps, Club awards and classification levels designated by the national body, the Grand National Archery Society (GNAS, trading as Archery GB). WAC also hosts tournaments and 'friendly' competitions.

'Introduction to Archery' courses are a significant source of new members for WAC. The post holder liaises with committee members and coaches to ensure resources are available to enable successful provision of these courses.

### Key roles

#### Provision of archery within the club

1. Executive officer responsible for the smooth running of the Club on a day-to-day basis
2. Responsible for general Health & Safety matters.
3. Set out a programme of shoots and events in liaison with the Records Officer.
4. Organise internal and external tournaments<sup>1</sup> and events.
5. Follow up with Archery GB and county/region any issues that may arise concerning the running of the Club and shooting in general.
6. Oversee negotiations in respect of the Club ground with the landlord and other parties as necessary.
7. Ensure resources are available for courses, as appropriate, for example:
  - Liaise with Secretary concerning numbers of applicants on Beginners courses and Taster sessions;
  - With the senior coach, seek to develop the standard of archery within the Club by arranging coaching, as necessary;
  - Liaise with senior coach to ensure the smooth running of courses;
  - Liaise with committee/coaches to ensure equipment for courses is in good condition;
  - Agree timetable of events based upon availability of resources and coaches.
8. Publicise events as appropriate.
9. Ensure all equipment used by Club members is fit for purpose and in adequate numbers. Any repairs/replacements/purchases can be delegated, as appropriate.
10. Agree expenditure in liaison with the Treasurer.
11. Seek sources of additional funding as appropriate (e.g. grants from Tandridge District Council or Surrey County Council)



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### Additional

12. Work with other members of the Committee and the Club to follow up agreed actions and ensure they are completed as agreed.
13. Maintain record of Club history in liaison with Secretary.
14. Act as deputy Chairman of meetings in absence of the President.

### Reporting

15. Prepare and present a report at the Club's AGM, highlighting the achievements of the Club or it's members in the year to date (liaising with the Club President).

### General

16. Any personal information shall be processed in accordance with the WAC "Data Protection Policy and Procedures".
17. Notify Directors to any potential change to the Memorandum & Articles of the Company and Constitution of the Club and propose draft amendments to either as a consequence of changing law, Club practices or CASC compliance requirements.

### Accountability

The post holder is a member, director and an officer of WAC. Members appoint the post holder each year at the WAC AGM.

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