



Background

The Warrington Archery Club (WAC) provides its members with archery facilities and provides opportunities to the local population to undertake 'Introduction to Archery' courses. WAC exists within a national, regional and county hierarchy and must comply with relevant requirements of such organisations. WAC is also a legal entity and is registered with both Companies House (CH) and HMRC.

Effective communication with WAC's stakeholders is essential.

Key roles

Communication

1. Central contact for all incoming correspondence (e.g. Archery GB, County, SCAS, other clubs, landlords, HMRC, various local organisations etc.) Read, act on or communicate to other club members such correspondence as appropriate.
2. Maintain organised files of all correspondence and other written materials that may be needed for future reference.
3. Produce and distribute various written communications for Club members and Management Committee - membership lists (Committee only), social notices, subscription reminders, newsletters.
4. Produce and distribute notice of Annual General Meeting (21 days notice required). EGM notices ditto as appropriate.
5. Communicate with organisations from which we hire fields or premises; and, in liaison with Club Captain, ensure a common understanding of when we are able to use such facilities. Liaise with Treasurer to ensure that rent and hire charges for such facilities are paid on time.
6. Contact prospective attendees of 'Introduction to Archery' courses and 'Taster' sessions and ensure they are notified of course dates and supplied with application forms.
7. Take minutes of Committee meetings and distribute to the Committee on a timely basis.
8. Take minutes of AGMs and ensure these are available for distribution at the following year's meeting.
9. Supply updated contact details for various local databases (e.g. Libraries, local magazines etc.) and liaise with Webmaster concerning contact details for the Club's website
10. Responsible for all official external communications sent on behalf of the Club either within the organisation of the sport, or with other individuals or organisations.

Membership

11. Liaise with Treasurer concerning subscription renewals and number of paid up members.
12. Ensure current members and prospective new members are supplied with application forms and details of current subscription and affiliation costs.



13. Produce and distribute new members' information packs. Keep packs updated with latest information.
14. Maintain a list of current members, together with their membership status, contact details and contact preferences. Make certain details available to other Management Committee members as required (e.g. For Records Officer)
15. Register new members on the Archery GB online system.
16. Renew Archery GB membership on the Archery GB online system by 1st October each year for all members who have renewed their Club membership.
17. Liaise with Archery GB concerning any membership queries.

Additional

18. With the Club Captain, oversee negotiations in respect of the Club ground with the landlord and other parties as necessary.
19. Primary Contact for issue of Quick's account letters to members. Inform the Treasurer as and when these are issued.
20. Maintain record of Club history in liaison with Club Captain.
21. Register the Club's shooting ranges on the Archery GB online system and keep such records up to date, in liaison with the Management Committee
22. Record details of forthcoming 'Introduction to Archery' courses and 'Taster' sessions on the Archery GB online system.
23. Complete the annual 'Club Disclosure' on the Archery GB online system
24. Complete the annual Confirmation Statement (CS01) on the Companies House online system.
25. Maintain a list of keyholders to the Club's ranges. Keep a stock of any un-issued keys. Issue keys as required and ensure keys are returned when keyholders give up their responsibility or leave the club

Reporting

26. Prepare and present a report at the Club's AGM, highlighting and proposing any changes to costs of membership.

General

27. Any personal information shall be processed in accordance with the WAC "Data Protection Policy and Procedures".
28. 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.