

Team Hallam Club Committee Roles

Leadership Team

The Club Committee Leadership Team consists of the core committee roles of Chairperson, Secretary and Treasurer which it is compulsory for all sport clubs to elect.

Purpose of the Leadership Team:

To lead on the creation of a positive culture and environment for new and existing members whilst driving the club forward towards the successful delivery of the long-term sport/club development plan.

Responsibilities of the Leadership Team:

Each committee member within the leadership team has their own area of responsibility, which is outlined in their role description. In addition it is the responsibility of the Leadership Team to ensure that the responsibilities of all other committee roles are carried out, through leading and delegating to the committee Officer Team. If a club does not have a certain committee role within their officer team, the responsibilities of this role automatically fall to the club leadership team. For example, if a club does not have a Safety & Training Officer, all the responsibilities of this role will fall on the Leadership Team instead.

Secretary

Purpose:

To oversee the administration, record keep and operational functionality of the club

Responsibilities:

- *Deal with all incoming enquiries. (e.g. keeping an eye on inboxes)*
- *Ensure all club members have a relevant and current membership. Keep accurate records of all members including relevant health and safety info needed from members (e.g. emergency contact details and medical info)*
- *Ensure that the Club Risk assessment (s) are completed and submitted in time (either drawing up themselves or delegating to Safety & Training Officer)*
- *Keep minutes from committee meetings (making notes) list actions and circulate them*
- *Take charge of club communications / promotion, and delegate to relevant officer roles*
- *Take charge of overseeing the club webpage on the Team Hallam website, making sure content is up to date and accurate*