

Committee Roles

This document sets out the roles and responsibilities of the Club committee in more detail than that set out in the club constitution.

The committee shall:

- A. Work together to come to agreement in club matters wherever possible.
- B. Be open, honest and genuine in all communications.
- C. Be positive and encouraging about the club, its officers and members.
- D. Promote the club's code of conduct.
- E. Support and promote our partners.

Chair

- A. Leads the committee and chair committee meetings from time to time as necessary.
- B. Define the strategic direction of the club and set club objectives.
- C. From the strategy, set the club budget for the year with the Treasurer.
- D. Chair meetings of the club officers from time to time as necessary.
- E. Provide direction to the club officers and members and listen to feedback from them.
- F. Manage the risk to the club and take steps to mitigate risks that could affect the success of the club.
- G. Identify and manage 3rd party relationships outside of the club - such as the venue, sponsors and other local clubs
- H. Manage the club complaints process or appoint an independent committee member or club officer to do so.
- I. Chair the club formal meeting structure (AGMs and EGMs)

Secretary

- A. Contribute to the club strategy, planning and risk management.
- B. Define and manage the club's approach to internal and external communications, promotion and social media presence.
- C. Manage the club calendar
- D. Manage updates to club documentation, and manage the club document repository
- E. Manage the club website structure and website contributors
- F. Ensure the club is GDPR compliant.
- G. Manage the club membership system
- H. Produce agenda and minutes for club meetings.

Treasurer

- A. Contribute to the club strategy, planning and risk management.
- B. Keeps accurate financial records.
- C. Provides financial reports as from time to time required by the committee as well as formal reports quarterly.
- D. Provides the annual accounts to the committee for agreement.
- E. Manages the various budgets of the club.
- F. Makes financial transactions from the club cash float and club bank account, or authorises another committee member to do so.
- G. Is responsible for the club accounting systems, point of sale systems and financial processes.

Deeside Defenders Gaming Club

Common Responsibilities

- A. Key holder for the Daniel Owen centre building, and club assets. Responsible for opening and closing the building on game nights.
- B. Assist in taking weekly fees from members.
- C. Communication to the members through the approved club channels, website and social media.
- D. Keep the club calendar up to date.
- E. Support the planning and delivery of club events.
- F. Agree the appointment of club officers.
- G. Contribute to club budgeting and expenditure decisions
- H. May provide support to the management and content of the club website.
- I. Process new member applications.

Issues arising

From time to time issues may arise that are not covered by the above responsibilities. The chair shall allocate responsibility for such issues to a committee member, club officer or other member as is appropriate.

Amendments

Amendments to this document may be made by agreement of the committee without referral to the club membership.