

Inverness Backcountry Snowsports Club Committee structure & responsibilities

Having an active Committee is vital for the effective functioning of the club. Committee members need to adopt a hands-on approach to club admin usually with a specific remit. Without a committee fulfilling specific responsibilities the club could not continue.

Members join the committee after volunteering or after being approached by an existing committee member. Candidates are then formally nominated and voted in at the AGM. In the event more than one person stands for the same role then members vote on their preferred candidate.

Appointments are for ordinarily for one year & thereafter appointees can stand for re-election. The club President ordinarily serves a maximum of 3 terms & thereafter can only continue in role after being asked by the Committee and subsequently approved by club members at an AGM.

Committee roles are

1. Communications Officer
2. Equipment Officer
3. Events Officer
4. General Officers (max 2)
5. Membership Officer
6. President
7. Secretary
8. Training Officer
9. Treasurer
10. Vice-president

The above roles are not intended to be mutually exclusive with members often stepping into other roles to ensure workload is shared.

Communications Officer

The communications officer's role is primarily to run the club communication channels ensuring member information is disseminated and that club social media is maintained. Responsibilities are as follows:

- Regularly refresh news content on website
- Ensure club trips & events get added onto website and thereafter are kept up to date.
- Collate the monthly club newsletter & issue via Mailchimp
- Promote events to club members
- Promote events to non members using appropriate social media channels
- Encourage member contribution to club Facebook page
- Identify & add suitable relevant content to club Facebook Page. Similarly remove any unsuitable/irrelevant content
- In conjunction with Events Officer identify & then gain agreement from a trip participant to produce a trip article for the web site. Ensure article is added onto website
- Manage club email accounts ensuring committee members receive relevant emails
- Website Superuser

Equipment Officer

The Equipment Officer's role is to purchase, maintain, store and issue club owned kit. Responsibilities are as follows:

- Maintain an accurate list of Club equipment and whereabouts
- Coordinate and issue equipment to Club members ensuring electronic hire form is used to manage hires.

- Store equipment or organise storage ensuring that equipment is accessible
- Arrange for lost/ non returned kit to be charged to the hirer
- Familiar with operation of website

Events Officer

The Event officer's role is to organise and manage club trips & outdoor activities. Responsibilities are as follows:

- Work closely with the committee to produce a club programme which is refreshed & updated on an ongoing basis
- Organise accommodation booking delegating the responsibility of booking to other members of the committee.
- Keep track of bookings & take early action to fill places where events are running significantly under capacity
- Manage emails addressed to trips@ibsc.org.uk
- At the start of the season identify members from within & out with the committee who can take on the role of individual Trip Organiser for each club trip. Trip Organisers should be offered offering support & assistance as required. Update trip descriptions & automated booking confirmation emails with Trip Organiser information
- Contact trip participants to confirm who is the day trip Organiser no less than 72 hours in advance of a trip.
- Download trip participants info (only email addresses & mobile numbers) from Membership Works & issue to Trip Organisers no later than 72 hours before the trip takes place providing updates as attendees change.
- Manage access arrangements, keys etc jointly with the Trip Organiser.
- Website Superuser

General Committee Members

General Committee Members contribute to club activities by providing nonspecific assistance in areas where additional help is required.

Membership Secretary

The Membership Secretary's role is primarily to manage the membership database. Responsibilities are as follows:

- Through the use of Membership Works manage the member database
- Monitor membership numbers providing regular reports to the committee
- Manage emails addressed to membership@ibsc.org.uk
- Issue annual membership welcome letter & membership cards, reordering cards & stationary as required
- Liaise with Mountaineering Scotland office regarding affiliation
- Maintain IBSC membership records on MS club member database ensuring the club only pays an affiliation for those members who are not already a member of MS
- In early January each year issue a final membership renewal reminder
- In late Jan provide the communications officer with spreadsheet of lapsed members for removal from newsletter.
- Delete member records two years after last membership fees due
- Prepare presentation for AGM
- Membership works superuser

President

The President's role is to ensure the Club runs smoothly and the committee is supported as required. They act as the public face of the Club and chair meetings of the Committee. Responsibilities are as follows:

- Take overall responsibility for managing the club & its activities through the voted in committee.
- Identify strategic direction of club gaining collaborative support from the committee & in turn club members. In turn ensure club activities remain true to that strategy
- Manage emails addressed to president@ibsc.org.uk
- Provide secretary with committee meeting agendas
- Support other office bearers providing training, advice & actual help as required
- Pro-actively facilitate discussion on important topics and policy
- Chair Committee meetings
- Be the public face of the Club at club events & gatherings
- Provide written comms for use on the website, social media etc.
- Prepare a report on Club development and activities for the AGM
- Appoint & as necessary chair a complaints committee where a formal response is required to respond to a complaint
- Website super user

Secretary

The Secretary's role is to manage and run the administration of the Club, ensuring members with enquiries are directed to the most appropriate person and deal with emails and requests for information. They act as a general coordinator and facilitate communications as well as help the communications officer collate information for the website and newsletter. Responsibilities are as follows:

- Receive and answer emails as appropriate or direct them to the relevant person
- Manage emails sent to hello@ibsc.org.uk + secretary@ibsc.org.uk
- Identify information & content of interest to go into the newsletter
- Prepare draft committee meeting agendas
- Provide information to other office bearers as required
- Website super user

Training & Covid Officer

The training officer's role is to identify training requirements, establish likely demand & liaise with course providers. The training Officer also acts as the Club Covid Officer. Responsibilities are as follows:

- Identify training requirements based on membership requests & experience
- Manage emails sent to training@ibsc.org.uk
- Liaise with training providers & book courses
- Notify Treasurer of deposits & invoices due payment
- Advise Communications officer of training courses
- Identify appropriate equipment which the club may wish to purchase for the use of members
- Appointed Club Covid Officer liaising with committee ensuring club policy is updated in line with current guidelines
- Identify suitable training & knowledge sharing content for the club website.
- Familiar with operation of website

Treasurer

The Treasurer's role is to manage Club finances. Responsibilities are as follows:

- Maintain a current spreadsheet on Club finances
- Manage emails sent to treasurer@ibsc.org.uk
- Manage the Club cheque books including maintaining current signatories
- Pay invoices as required
- Reconcile events income vs expenditure & provide report on individual event finances
- Summarise annual running costs vs membership income & propose membership fee by 30th Aug
- Identify annual surplus by 30th Aug & advise on amount available to reinvest in club
- Prepare presentation for AGM
- superuser - Membership works & Stripe

Vice President

The Vice President's role is to ensure that the Club runs smoothly and that office bearers are supported in their roles. In the absence of the President, they step in as the public face of the Club and chair meetings of the Committee. Responsibilities are as follows:

- Fulfil the role of president when the president isn't available
- Coordinate & plan the annual Winter programme, proposing venues & by enlisting help ensure trip accommodation is booked in good time.
- Liaise with Treasurer to ensure booking deposits are paid and accommodation is confirmed
- Liaise with Communications officer to ensure club events are on the web site
- Organise regular committee social events, either sedentary or otherwise!
- Familiar with operation of website