

Llantwit Major & District Riding Club - Committee Roles

Title	Role	Required	Current Committee
Chairperson	Oversee meetings, agree agenda, ensure procedures are followed, casting vote if required, ensure AGM is held annually and according to club constitution/articles. Review regularly BHS RC regulations	Good communication skills, remains impartial, requires e-mail & internet access.	Jonathan Hopkins
Secretary – Club	Organise with chairperson regular meetings, circulate agenda, take down minutes of meetings, and ensure are held according to club constitution/articles. Review regularly BHS RC requirements for registration.	Access to computer, use of Word (or similar) e-mail, and internet.	Helen McNabb
Secretary – Membership	Maintain Membership Records Update BRC with new members	Access to computer, use of Excel, Word and e-mail skills	Helen McNabb
Public Relations	Produce Newsletter Liaise with local Newspapers and supply articles on the clubs activities	Access to computer with Word or Publisher (printing of newsletters is not required)	Vacant – currently shared Lisa and Ann
Treasurer	Maintain accurate club finance records. Make payments Bank receipts Maintain Bank Accounts. Produce Year End P&L and Balance Sheet.	Access to computer with Excel, internet access.	Ann Barnaby
Health & Safety Officer	Produce and Maintain Risk Assessments on Club activities, Organise suitable First Aid Cover. Liaise with Volunteer officer in organising training of helpers, training for officers, certificates held.	Access to computer with word or something similar, regular review and update of risk assessments. Common Sense!	Vacant – currently covered by Ann
Safeguarding Officer	Includes Child Protection and safeguarding of vulnerable individuals, ensure documentation is maintained and up to date.	Ideally access too computer to keep up to date with current regulations and to receive/send necessary documentation	Jonathan Hopkins & Russell Capeling
Volunteer Officer	Organise adequate help at events. Support with booking judges, liaise with them as required. Support and encourage helpers, training. Organise maintenance activities – such as pole painting, sorting storage areas etc	Good people skills and social media skills.	Vacant
Training / Teams	Organise training / coaching sessions Promote Club's participation in team competitions	Good people skills	Lisa Lindsay
Social Secretary	Organise one or two social activities during the year	Good people Skills	Vacant
Catering	Organise tuck shop at relevant events	Good people skills, preferable if has or prepared to do catering certificate (one person) – shop keeping.	Sue Llewellyn, Elaine Smith supported by Liz Synon
Show Secretary	Taking entries on day of event when required On-line show secretary taking and handling pre-entries – also collating and recording results for annual awards	Good people skills Pre-entered events/points required IT skills, google forms, Excel	Liz Synon Currently Ann
Show Jumping Judges, course building	Setting up course before and/or on day, judging/time keeping and recording results. Organise putting away equipment when required	Carrying and loading jumps, driving 4x4 or tractor with trailer. Experience with course design,	Paul Lindsay, Russell & Jonathan

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