

Chair

Purpose: Provides leadership, direction and oversight for the club, chairs meetings, supports committee officers and helps ensure the club operates effectively and in line with its constitution and governing body expectations.

Core responsibilities	Archery GB alignment / additions	Skills, qualities and requirements
• Chair committee meetings and the AGM, ensuring decisions are recorded, actioned and followed up. • Represent the club at external meetings, events and local or regional forums. • Support committee members in carrying out their responsibilities and encourage shared ownership of club priorities. • Ensure the club operates in line with its constitution, rules, codes of conduct and relevant Archery GB expectations. • Lead or support negotiations for leases, contracts and use of club facilities or ranges.	• Present an annual report at the AGM and oversee the ongoing running and development of the club. • Lead and motivate members towards agreed club development goals and objectives. • Represent an unbiased viewpoint and allow free, constructive discussion at meetings. • Work with the Secretary to produce meeting agendas. • Ensure safeguarding remains a standing agenda item and work with the Welfare/Safeguarding Officer on safeguarding and disciplinary processes. • Help committee members understand their roles, responsibilities and the club's legal obligations.	• Strong, objective leadership and confidence chairing meetings. • Clear communicator with good listening skills and an approachable style. • Able to handle disputes or sensitive issues diplomatically. • Well organised, willing to delegate and focused on long-term club stability.

Secretary

Purpose: Acts as a central point for club administration, correspondence and official communications, including liaison with Archery GB and support to the Chair and committee.

Core responsibilities	Archery GB alignment / additions	Skills, qualities and requirements
• Handle day-to-day administration and correspondence within and outside the club. • Organise committee meetings, the AGM and any general meetings. • Maintain or oversee membership records, new member administration, renewals and affiliation payments where this is not held separately. • Keep and archive official club documents, agreements and records. • Maintain club distribution lists, email groups, WhatsApp groups and other communication channels. • Register courses and taster sessions with Archery GB where required.	• Be the first point of contact for club enquiries and distribute correspondence to the right officers for response. • Prepare and distribute meeting agendas and, where not delegated, take and circulate minutes. • Carry out or delegate administrative duties so the club runs smoothly. • Work with the Treasurer to ensure key documents and payments are accurate and completed on time. • Ensure members have access to relevant club handbook, insurance and officer contact information. • Communicate with the Welfare/Safeguarding Officer to support DBS/PVG checks and safer recruitment processes.	• Excellent attention to detail and ability to manage varied administrative tasks. • Clear written communication for minutes, notices and official correspondence. • Responsive to member and external queries. • Able to coordinate information between committee members, members and external bodies.

Treasurer

Purpose: Manages the club's finances, ensuring income and expenditure are recorded, funds are used appropriately, and committee members have clear financial information for decision making.

Core responsibilities	Archery GB alignment / additions	Skills, qualities and requirements
• Maintain accurate and up-to-date financial records. • Ensure club funds are banked promptly and expenditure is authorised and appropriate. • Prepare financial updates for committee meetings and annual accounts for the AGM. • Oversee payment of affiliation fees, subscriptions and other required payments. • Manage budgets assigned to activities or officers. • Maintain authorised signatories on club bank accounts.	• Provide committee visibility of receipts, payments and current balances. • Ensure accounts are prepared and reviewed in good time for the AGM. • Support awareness that club officers and members may have financial responsibilities depending on the club structure. • Work with the Secretary and Chair to ensure financial records, memberships and payments are accurate and timely.	• Comfortable using spreadsheets and basic accounting processes. • Honest, transparent and disciplined with club funds. • Good deadline management, especially for renewals, returns and annual accounts. • Able to explain financial information clearly to non-finance committee members.

Safeguarding / Welfare Officer

Purpose: Acts as the primary contact for safeguarding and welfare concerns relating to children, young people and vulnerable adults, supporting a safe and inclusive club environment.

Core responsibilities	Archery GB alignment / additions	Skills, qualities and requirements
• Implement and maintain safeguarding policies and procedures in line with Archery GB guidance. • Ensure relevant DBS Enhanced Disclosure or PVG checks and other vetting checks are current for regulated roles. • Record and report safeguarding concerns in line with policy. • Provide advice and guidance to members, parents, juniors and committee members on safeguarding matters.	• Work with the Chair on safeguarding and disciplinary processes. • Support safer recruitment and ensure appropriate checks are in place for those working with vulnerable members. • Keep safeguarding visible as a standing committee agenda item. • Promote codes of conduct, best practice and member wellbeing. • Maintain confidentiality while ensuring concerns are escalated appropriately.	• Friendly, calm and trustworthy manner. • Able to manage sensitive information with strict confidentiality and professional integrity. • Mandatory: willing to complete appropriate safeguarding training and maintain it. • Mandatory: willing to undergo required DBS/PVG checks for the role.

Records Officer

Purpose: Maintains official shooting scores, member progress records, handicaps, classifications, club records and related awards.

Core responsibilities	Archery GB alignment / additions	Skills, qualities and requirements
• Process and maintain records of official score submissions. • Maintain handicaps and classifications in line with Archery GB rules and guidance. • Maintain the list of club shooting records and support evidence for county record claims. • Provide information to the Tournaments Officer when required. • Report progress to members and manage achievement badges. • Maintain badge stocks and manage relevant trophies or awards.	• Maintains accuracy and evidence for classifications, handicaps and competition-related progression. • Supports the committee by providing reliable records for tournaments, awards and member development.	• High level of precision and consistency. • Competent using scoring software, databases or advanced spreadsheets. • Able to process scorecards regularly and communicate progress clearly.

Tournaments Officer

Purpose: Plans and administers internal shoots, tournaments and club competitions, ensuring events are organised, inclusive and appropriately supported.

Core responsibilities	Archery GB alignment / additions	Skills, qualities and requirements
- Plan and manage the club shooting calendar and tournament schedule. - Provide a varied programme that supports new and experienced archers. - Maintain trophies, record winners and coordinate trophy purchase or distribution. - Ensure required equipment is available and set up for events. - Liaise with external bodies for hosted competitions where required.	- Supports broader participation and progression by creating opportunities for structured competition. - Works closely with Records Officer, Equipment Officer, Head Coach and external league contacts.	- Good logistics, coordination and people-management skills. - Calm under pressure when weather, equipment or attendance issues affect events. - Understands how to make shoots enjoyable and inclusive for different skill levels.

Gentleman Vice President

Purpose: Provides senior support, continuity and ambassadorial representation for the club, particularly where a respected long-standing male member can help promote club values, history and member engagement.

Core responsibilities	Archery / external body alignment	Skills, qualities and requirements
- Act as an ambassador for the club at internal events, open days, presentations and formal occasions. - Support the Chair and committee by providing advice, continuity and historical context where helpful. - Welcome new and prospective members and promote positive standards of conduct and sportsmanship. - Assist with presentations, awards or ceremonial duties when requested. - Support dispute avoidance by modelling respectful behaviour and encouraging constructive engagement.	- Supports club reputation, culture and member retention through visible senior representation. - Helps maintain continuity between current committee activity and the club's traditions. - Can provide informal mentoring to newer members or volunteers while respecting committee decision-making authority.	- Respected and approachable member with strong club knowledge. - Diplomatic, impartial and supportive of committee decisions. - Good interpersonal skills and willingness to attend key club events. - Able to act as a positive role model for members.

Lady Vice President

Purpose: Provides senior support, continuity and ambassadorial representation for the club, particularly where a respected long-standing female member can help promote club values, inclusion and member engagement.

Core responsibilities	Archery / external body alignment	Skills, qualities and requirements
• Act as an ambassador for the club at internal events, open days, presentations and formal occasions. • Support the Chair and committee by providing advice, continuity and historical context where helpful. • Welcome new and prospective members and promote inclusive participation across the club. • Assist with presentations, awards or ceremonial duties when requested. • Support a positive and respectful club culture through visible leadership and encouragement.	• Supports inclusivity, member engagement and the club's public-facing reputation. • Helps maintain continuity between current committee activity and the club's traditions. • Can provide informal mentoring and encouragement to members while respecting committee governance arrangements.	• Respected and approachable member with strong club knowledge. • Diplomatic, inclusive and supportive of committee decisions. • Good interpersonal skills and willingness to attend key club events. • Able to act as a positive role model for members.

Team Manager

Purpose: Coordinates club teams for league matches, external competitions and representative events, ensuring team members have clear information and are supported before, during and after shoots.

Core responsibilities	Archery / external body alignment	Skills, qualities and requirements
• Coordinate team entries, availability, communications and attendance for agreed matches or competitions. • Confirm event details, timings, travel arrangements and any venue requirements with team members. • Act as the main communication link between selected archers, organisers, captains and the committee. • Ensure results, attendance and relevant feedback are passed to the Records Officer, Tournaments Officer or committee. • Support team morale and ensure members understand expected standards of conduct and sportsmanship.	• Works closely with the Team Selector, External Shoots & League Officer, Tournaments Officer and Records Officer. • Supports participation in leagues, inter-club matches and external competitions. • Ensures club teams are organised, informed and represented professionally.	• Strong organisational and communication skills. • Able to coordinate deadlines, availability and logistics. • Calm and supportive manner during competitions. • Fair, reliable and able to work collaboratively with selectors and officers.

SCAS Representative

Purpose: Represents the club in matters relating to the Southern Counties Archery Society (SCAS), sharing relevant information between SCAS and the club committee/members.

Core responsibilities	Archery / external body alignment	Skills, qualities and requirements
• Act as the club contact for SCAS-related communications, meetings, notices and consultations. • Attend SCAS meetings or forums where required and report key updates back to the committee. • Share relevant SCAS competition, governance, development or policy information with the appropriate club officers. • Coordinate club responses to SCAS matters where committee input or voting is required. • Promote relevant SCAS opportunities, events and resources to members.	• Provides a clear communication route between the club and the regional archery body. • Supports awareness of regional competitions, development activities and governance updates. • Works with the Secretary, Chair, External Shoots & League Officer and Tournaments Officer as required.	• Good written and verbal communication. • Able to summarise external updates clearly for the committee. • Reliable attendance or follow-up for regional meetings and deadlines. • Interest in wider archery governance and regional participation.

Team Selector

Purpose: Supports fair, transparent and performance-aware selection of club teams for leagues, matches and competitions, using agreed criteria and available records.

Core responsibilities	Archery / external body alignment	Skills, qualities and requirements
• Apply agreed selection criteria when recommending or confirming teams for competitions. • Use relevant scores, form, classifications, availability and event requirements to inform selections. • Work with the Team Manager to confirm selected archers and identify reserves where appropriate. • Liaise with the Records Officer for accurate performance information. • Promote fairness, transparency and inclusion while supporting competitive team objectives.	• Works closely with the Team Manager, Records Officer, Tournaments Officer and External Shoots & League Officer. • Supports consistent selection decisions and reduces ambiguity for members. • Helps ensure club teams are selected in a way that is fair, evidence-based and appropriate to the event.	• Good knowledge of archery rounds, scoring, classifications and team requirements. • Fair, objective and able to handle potentially sensitive selection conversations. • Confident using records and evidence to support decisions. • Able to maintain confidentiality and manage conflicts of interest appropriately.