

Star Club

Constitution, Rules and Bye-Laws

CONSTITUTION AND RULES

1. Name and Colours:

The Club shall be called Star Club, hereinafter referred to as the Club.

The Club colours shall be sky blue, dark blue, scarlet and white.

2. Objectives:

2.1 The main objectives of the Club shall be the promotion of rowing in accordance with the rules of British Rowing in order to produce crews and scullers competing at their full potential.

2.2 The Club shall also provide facilities for the wider community for training and recreational participation in the sport.

3. Governing Body:

3.1 The Club shall be affiliated to British Rowing and will observe the rules of British Rowing in all matters relating to the sport of rowing. In particular the Club accepts the following policy, procedures and code adopted by British Rowing:

- Equal Opportunities Policy – The Club will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of sex, handicap, marital status, creed, social class, colour, ethnic group, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
- Child Protection Procedures – The Club accepts the policy and procedures relating to Child Protection, as set out by British Rowing, and requires all members to accept them as a condition of membership.
- RowSafe – The Management Board of the Club will appoint a member to act as Rowing Safety Adviser whose duty it will be to understand the requirements of this guidance and advise on its promotion, observation and implementation, at all times.

4. Management:

4.1 The management of the Club's affairs shall be entrusted to a Management Board the Officers of which, apart from the Captain, shall be elected by ballot at the Annual General Meeting (AGM) in October (see

Rule 7), to hold office until the next AGM.

4.2 The Captain shall be elected by ballot at a Special General Meeting (SGM) to be held before the end of July each year. The Captain will be responsible for appointing immediately, or as soon as practicable after the SGM (and as and when a vacancy arises):

- (i) One or more Vice-Captains (who may include a Performance Director); and
- (ii) A leader for each current rowing squad.

The appointments in (ii) shall be made by the Captain in consultation with the athletes in those squads and the Captain will normally appoint the member(s) nominated by the relevant squad.

4.3 The Management Board shall be responsible for:

- Managing the affairs of the Club;
- Promoting the objectives of the Club.

4.4 Candidates for election to the Management Board will stand for specific roles which carry executive responsibility for a defined area of management. The responsibilities of all Management Board Officers, including the Captain, are to be clearly described and defined to enable potential candidates to understand the tasks involved. See Appendix.

4.5 Candidates for all roles are to be nominated and seconded by eligible members (as defined in Rule 7.9) and will sign to agree to their nomination. Candidates should offer a brief statement of why they believe they can do a good job in that particular role.

4.6 Contested elections will be decided by a majority vote.

4.7 The Management Board shall comprise of no more than twelve and no fewer than seven Officers, and must include:

- (a) Chairman;
- (b) Secretary;
- (c) Treasurer;
- (d) Captain;
- (e) Welfare and Safeguarding Officer.

The specific roles of the other Officers of the Management Board will be decided from time to time by the Management Board according to the management needs of the Club. The current roles are described in the Appendix.

A quorum for formal business shall consist of six Officers. Physical attendance and attendance via a live conference link, will both contribute towards a meeting quorum. Decisions of the Management Board are taken by majority decision, with the Chairman having a casting vote. If there is not a quorum and a decision is required before the next meeting, the votes of absent Management Board Officers may be sought by email.

A Management Board position may be shared, but the individuals count as one Officer with a single vote at

Management Board meetings. A Vice-Captain may deputise for and vote on behalf of the Captain at Management Board meetings.

- 4.8 Each Management Board Officer (other than the Chairman) should, as soon as possible after the AGM, convene a sub-group of other Club members working with them to help to execute their responsibilities.
- 4.9 The Rowing Safety Adviser will have the right to attend and speak at all meetings of the Management Board.
- 4.10 The Welfare and Safeguarding Officer of the Management Board shall carry out the duties required by legislation, good practice and the recommendations of British Rowing, with special responsibility for liaison with the Junior section of the Club.
- 4.11 Any member may participate in the management of the Club by joining a sub-group concerned with activities relating to their personal interests.
- 4.12 Details of all elected Officers of the Management Board and supporting sub-groups, shall be posted on the Club notice board and on the Club's website, as soon as practicable after the AGM.
- 4.13 The Management Board shall meet as often as is necessary in order to:
- (a) Receive reports from the Management Board Officers including those originating from sub-groups established by the Officers of the Management Board.
 - (b) Consider reports and recommendations from the Club's Rowing Safety Adviser.
 - (c) Consider other matters affecting the Club and its operations at that point in time, including compliance with legal and contractual obligations.
 - (d) Ensure that all possible efforts are being made to promote the objectives of the Club.
- 4.14 In the event of vacant roles remaining within the Management Board after the AGM or vacancies occurring at any time prior to the next AGM or where there are new roles identified by the Management Board as being required for more efficient management of the Club, then the Management Board shall inform the membership of the vacant roles and invite candidates from within the Club membership. Appointments to those roles shall be made by majority vote at Management Board meetings.

5. Membership:

- 5.1 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability in accordance with our Equal Opportunities Policy. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis. Categories of membership are defined in Rule 5.6 below. To qualify, members must have paid the required membership subscription for the year in question, unless the subscription has been waived by the Club in accordance with Rule 5.12 below.
- 5.2 The Management Board may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a

decision may be made to the Club's members and decided by a majority vote in a General Meeting.

- 5.3 Trial Membership shall be available for a maximum of 28 days at the end of which the applicant must either submit an application for a category of rowing membership or cease to be a member. Trial membership of the Club will carry a fee.
- 5.4 The Management Board may delegate to the Management Board Officer responsible for membership administration. plus two other Officers of the Management Board, the election of candidates to the membership provided that that election is by unanimous vote.
- 5.5 All members are expected to assist as may reasonably be required by the Management Board in the running of the Club's affairs.
- 5.6 Membership categories and fees shall be established by the Management Board and proposed to the Membership at an SGM in July each year.
- 5.7 Election of the Club Captain will take place at an SGM held before the end of July each year.
- 5.8 The membership year shall run from 1st September to 31st August and:
 - (a) Membership subscriptions are to be paid in advance; either annually in advance, or monthly in advance by the payment method(s) allowed by the Management Board;
 - (b) Renewal notices are sent out to members from 1st August and (subject to (c) and (d) below) all subscriptions (or, in the case of monthly payments, the first such payment) must be paid by 1st September;
 - (c) Where paid annually, membership subscriptions are due on 1st September of the relevant membership year. This means that they must be paid on or before 1st September, or on or before the first working day after 1st September if that date is not a working day;
 - (d) Where membership subscriptions are paid monthly, the first payment is due on 1st September, or on the first working day after 1st September if that date is not a working day. Subsequent monthly payments are due on the first working day of each month; and
 - (e) Any arrears in subscription payments will result in the removal of voting rights and of rights to use Club equipment. These rights will be reinstated once payment is received. The setting up and continuation of agreed standing order arrangements shall be deemed to be payment for this purpose. Members whose subscriptions remain unpaid after 1st September shall not be entitled to use any of the Club's facilities or to vote at General Meetings and, after written notice, shall be deemed to have resigned.
- 5.9 All members, other than junior rowing members, must be at least 18 years old at the beginning of the membership year. Junior rowing members between the ages of 16 to 18 years may be permitted to join another squad on approval by the Management Board.
- 5.10 Vice presidents (including the President and the Deputy President) are invited to make an annual donation commensurate with their use of the Club's facilities.

- 5.11 Honorary Life members shall be elected at an AGM from persons nominated by the Management Board in recognition of outstanding contribution to the Club or to rowing. They need not be members when nominated. Associate members shall be elected at an AGM from persons, nominated by the Management Board, who have combined with, represented or otherwise served the Club, RAF Cardington, RAF Henlow, Bedford Ladies or Bedford Star Rowing Clubs at some time, but are currently precluded from regular active membership by reason of residence or employment.
- 5.12 The Management Board Officer responsible for membership administration may, with the approval of the Management Board, reduce or waive the subscription payable by a member, to recognise that individual's outstanding contributions to the Club, hardship or limited use of facilities, in any year.

6. Vice Presidents, President and Deputy President:

- 6.1 Vice presidents shall be nominated by the Management Board from members who have given outstanding service to the Club, for election at an AGM. If elected they will hold that status for life unless elected Deputy President or President after which terms of office membership will revert to that of Vice President.
- 6.2 The President shall be elected from among the Vice Presidents to serve a three-year term, at an AGM. The term as President may be extended for single periods of one year when recommended by the Management Board and approved by the membership in a General Meeting. Prior to the completion of the President's term of office, and ideally on initial appointment, members will also elect a Deputy President from among the Vice Presidents to take office at the conclusion of the newly elected President's term of office.

7. Annual General Meeting:

- 7.1 The Annual General Meeting (AGM) shall be held in October each year. Where it is not practicable to hold a physical meeting, the meeting may be held by a video conferencing facility.
- 7.2 Election meetings and meetings at which there will be votes, will be announced 21 days in advance to all categories of members, by email, through Squad Leaders and on notice boards in the Club and will be reinforced with regular reminders.
- 7.3 A Briefing Pack, including details of Agenda and Motions for meetings, together with Minutes of the previous meetings, will be circulated 14 days in advance of the date of the meeting. The Briefing Pack will also state the "pre-defined" period (determined by the Management Board) during which "in absentia" votes may be sent by email under Rule 7.8 below.
- 7.4 A list of members who are eligible to vote will be produced by the Management Board Officer responsible for membership administration at least one day before the meeting.
- 7.5 Not less than 20 members entitled to vote shall constitute a quorum. If no quorum is present the Management Board will decide on adjournment arrangements. For the avoidance of doubt, in absentia votes already cast count towards the quorum.
- 7.6 Nominations for Officers of the Management Board, to be elected at the meeting, signed by the proposer,

seconded and nominee, shall be placed on the notice board 7 days before the meeting and on the Club's website. If it is not practicable to use the notice board, nominations may be made by email to the Chairman and the Secretary and these will be publicised to members by other suitable means

- 7.7 Other resolutions for proposal at the meeting shall be notified to the Secretary at least 14 days before the meeting. Motions not originating from the Management Board shall be signed by 20 members entitled to vote.
- 7.8 Voting may be carried out through a show of hands, by paper ballot sheets, by using an electronic voting system, or by any other means that is suitable and secure.

Where voting on motions is to be based on a show of hands plus voting in absentia, those attending and eligible to vote will have a means of identification provided when joining the meeting. If there are two or more candidates for a post then secret ballots will be taken to eliminate those candidates with the least votes at each ballot.

Where voting is carried out using an electronic voting system, this may be used for all voting including in absentia voting and voting at the meeting. Combinations of the various voting methods may be used.

If an electronic voting system is not used, voting in absentia may be exercised by email. In that case, a member's voting choice(s) for published voting matters must be e-mailed to the Chairman and copied to the Secretary within a predefined period prior to the time that the meeting is due to start. Voting preferences should be clearly stated, as follows:

- (a) In the case of an election, state the name of the person being voted for, or abstain;
- (b) In the case of a proposed motion, state for or against the motion or abstain.

- 7.9 The categories of membership eligible to vote are as follows, together with conditions of eligibility:

7.9.1 Subscribing Members:

- Full Rowing members (seniors, masters);
- Cox - Non-Rowing members
- Coach - Non-Rowing members:
- Recreational Rowing members;
- Student / Apprentice Rowing members;
- Junior Rowing members.

The following conditions apply:

- (a) The above rowing members are eligible to vote only if they are fully paid-up at the time of the vote, or, if paying monthly, provided that the payment mechanism has been set up and funds are flowing.
- (b) New members become eligible to vote only after 3 months have elapsed from the date their membership subscription was received.

- (c) Only Junior Rowing members aged 16 or over on the date of the vote and who have attended a briefing by the Chairman on the subject of the vote, stewarded by the Junior Squad Leader or Coach, are eligible to vote.
- (d) “Cox - Non-Rowing” members and “Coach - Non-Rowing” members are eligible to vote only if they are paid-up at the time of the vote.

7.9.2 Donating Members

- President
- Deputy President
- Vice Presidents.

7.10 For the avoidance of doubt, those categories of membership NOT eligible to vote are:

- (a) Any member who has not paid their appropriate subscription;
- (b) Temporary/Trial members;
- (c) Social members;
- (d) Honorary Life members;
- (e) Associate members;
- (f) Sponsors and Donors who are not members and eligible as defined above;
- (g) New members whose membership subscription was received less than 3 months prior to the vote;
and
- (h) Junior members who have not reached their 16th birthday on the date of the vote.

7.11 The President, or, failing them the Deputy President, or failing them, the Chairman or, failing them an elected chairman shall chair the meeting and shall have a second or casting vote.

7.12 The result of the voting and the Minutes of the meeting will be published to all members within five days of the meeting, including the number of people who voted in total; number for; number against; and abstentions.

8. Special General Meetings (SGMs):

8.1 An SGM shall be convened by the Secretary in July each year for the election of Club Captain and agreement of fees. The Secretary will also convene an SGM on receipt of a request signed by 20 members having voting rights and stating their purpose, or at the request of the Management Board.

8.2 Twenty-one days’ notice in writing shall be given to all members. 20 members shall form a quorum. If a quorum is not present the same provisions shall apply as at an AGM.

8.3 The same arrangements and voting procedures shall apply as at an AGM.

9. Financial:

- 9.1 At the AGM, the Treasurer shall present accounts of the Club for the previous year to 31st July.
- 9.2 The Income and Property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this Constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Club.

10. Legal:

- 10.1 The Management Board may appoint a Legal Adviser to assist in ensuring that Club operations and activities comply with all legal requirements.

11. Club Opening:

- 11.1 The boathouse, gymnasium and clubrooms shall be opened and closed by properly authorised persons as decided by the Management Board or their properly authorised representative, following the guidelines and instructions provided by the Management Board.

12. Bar:

- 12.1 In addition to professional bar staff, only members approved by the Management Board Officer appointed to oversee bar operations, may serve behind the bar. No person under the age of eighteen years may serve behind the bar unless supervised by an adult, and may not under any circumstances serve alcoholic drinks.
- 12.2 The bar shall be open for the sale of liquor during such hours as are decided by the Management Board subject to legislation and, where necessary, permission of the Licensing Magistrates.

13. Affiliated and Associated Clubs:

- 13.1 Individual arrangements shall be agreed by the Management Board with any such clubs at the appropriate time.

14. Changes to Constitution:

- 14.1 No alteration shall be made to these Rules of the Club except by a two-thirds majority of votes cast by members eligible to vote at a General Meeting.

15. Dissolution:

- 15.1 The Club shall be dissolved upon a resolution to that effect passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose.
- 15.2 In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

- Registered charitable organisation(s).
- Another Club which is a registered CASC.
- The sports national governing body, for use by them for related community sports.

16. Liability:

- 16.1 Neither the Club nor the Officers of the Management Board or other members shall be liable to any member or guest for injury, loss or damage to property, occurring on the Club premises or in the course of the Club's activities.
- 16.2 The Officers of the Management Board shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their positions shall not, however, be the personal liability of these Officers but shall be the responsibility of the Club as a whole. All authorised commitments to third parties shall be clearly signed as being entered into on behalf of the Club.

17. Club Rules and Bye-Laws:

- 17.1 The Management Board shall have power to make, alter or repeal bye-laws. A notice posted in the Club shall be deemed sufficient notice of such action. Such bye-laws shall remain in force until reviewed at the next AGM.
- 17.2 The Management Board shall have the power to decide any matter not provided for in these Rules.
- 17.3 The interpretation of these Rules and the Bye-Laws shall rest solely with the Management Board.
- 17.4 Every member is entitled to receive a copy of these Rules and Bye-laws.
- 17.5 Any member who willfully persists in the breach of these Rules or Bye-Laws shall be liable for expulsion.

18. Grievance and Disciplinary Procedures:

- 18.1 An individual or member with a complaint about treatment by the Club should set out their grievance, in the first instance to the Club Chairman or President. The Club will seek to deal with complaints in a fair and timely manner, with reference to Star Club's Grievance Policy a copy of which is available upon request and also British Rowing's guidelines on grievance and disciplinary procedures in rowing.

This Constitution incorporates and reflects Amendments approved at SGMs held on 1st October 2018 and 1st August 2019, and at AGMs held on 24th October 2019 and 18th November 2020..

BYE-LAWS

General Meetings Format

In order to ensure that General Meetings at which elections and votes will take place will be conducted in a consistent manner and to minimum standards, the following will apply:

1. The room for General Meetings will be laid out in meeting format: Table in front for President, Chairman, Secretary and other officials presenting reports or motions; also, allow space for any candidates and scrutineers, where required.
2. The room will be set out to allow the best view of proceedings for attendees.
3. Copies of agendas, reports, and minutes of the last General Meeting are to be available in sufficient quantity for distribution to attendees.
4. The bar will be closed 10 minutes before the meeting starts.
5. A microphone/public address system will be made available and used.
6. A roll of members present will be taken and eligibility to vote confirmed (checked against a report generated on the previous day)
7. Where voting on motions is to be based on a show of hands, those eligible to vote will have a means of identification provided when joining the meeting.
8. The President/Chairman will be deemed responsible for fair and equitable proceedings, including summary of items to be captured in the minutes.
9. if it is not possible to hold a physical meeting, the meeting may be held by Electronic Conferencing facilities.
10. Where an electronic voting system is used, this will be set up to ensure that only members eligible to vote can use it.

Use of equipment

The Management Board strongly advises all individuals who use Star Club equipment on the water, to ensure that they have adequate insurance in case of personal injury, injury to other people or damage to other people's property. The Club does not provide such insurance for members. Insurance is however available through membership of British Rowing.

Boats, oars, ergos and other equipment shall be used in accordance with stipulations issued by the Captain, (or other officers to whom the Captain has delegated authority), subject to any restrictions when made available to the Club by sponsors. In the case of the latter, such equipment shall only be used in accordance with the sponsor's wishes. Where practicable, a clear policy shall be made known to members on this matter.

Damage to equipment and to third parties.

All damage to equipment or to a third party shall be reported to the safety advisor, the Captain, the equipment officer and the insurance officer and shall be recorded in the accident book. If the Management Board decides that the damage was caused wilfully or by the gross negligence of a member, then that member or members shall be liable to bear the cost.

Safety

Before using any Club equipment all members shall confirm in writing that they are familiar with the

RowSafe guide published by British Rowing and any additional safety rules of the Club and agree to comply with them.

Those officials of the Club responsible for non-members using club equipment shall ensure that those persons do not breach any of the provisions of the code or rules.

Juniors

No member of the Club may coach, transport or otherwise assist in dealing with members under the age of 18 unless they have complied with the Club's Child Protection procedures.

Other Clubs

No member shall row or scull with any other club without notifying the Captain. If competing the crew concerned will normally compete as a composite crew.

Rowing Kit

All members competing in any event shall wear only the approved Club kit.

Overdue Debts

No member shall be entered for any event if subscriptions or entry fees are overdue.

Access to Club Premises and Use of Equipment

Access to the premises and use of Club equipment by any member shall only be permitted in accordance with instructions given by the Captain or the Management Board.

Loan of Equipment

Equipment shall not be loaned to or from third parties without the consent of two members of the Management Board except during the course of a rowing event. In such circumstances the senior member in attendance may give consent for a loan to or from a third party if suitable undertakings are received. Charges may be made or received at the discretion of the authorising member(s).

Personal Effects

No responsibility is accepted by the Club for any loss of personal effects.

Appendix: Officers of the Management Board

Note: This Appendix does not form part of the Constitution and Bye-Laws. It is for guidance only. The Management Board roles and their descriptions may be changed from time to time by the then current Management Board, according to the needs of the Club.

Chairman

- Spokesperson and representative of the Club on all official business matters.
- Ensures the effective and compliant operation of the Management Board and ensures the broader membership is kept informed of matters arising and important decisions made.
- Reviews the composition of the Management Board and recommends adjustments to roles and responsibilities as required.
- Works with Treasurer to set an annual budget and subscriptions at a level to balance the club's financial obligations with the needs and expectations of members and is consistent with the long term ambition and strategy of the club.
- Maintains a close relationship with club sponsors to ensure both parties are satisfied with the services provided.
- Maintain relationship with the Poynter Charitable Trust to maintain their close relationship with and financial support for the club
- Ensures there is effective liaison with the board and activities of Star Club Bedford Limited, with at least one Star MB member serving as a director of SCBL.
- Maintains an active relationship with Viking to ensure that activities and responsibilities of both clubs are shared and understood.

Captain

- Spokesperson and representative of the Club on all rowing matters. Builds on the Club's achievement level and encourages the aims and ambitions of all members in a harmonious environment.
- Creates, manages and chairs a Rowing Group where all squad leaders and other experienced individuals associated with the Club can offer/receive effective, independent advice on equipment, rowing technique, training and individuals' development as athletes.
- Makes the best use of current boats and oars, reviewing equipment utilisation and boat sharing arrangements on a regular basis.
- Ensures that the equipment needs identified and specified by the Rowing Group are properly researched and take into account the availability of funding.
- Increases and develops the coaching resource.
- Establishes and develops a new entrant programme properly provisioned with suitable equipment and coaches.
- Responsible for supervision of rowing-related employees.
- Working through the Captain's sub-Group, responsible for maintaining Club boats, oars and other equipment (including gym equipment and ergos) in optimum condition and provided with an annual budget to do this.
- Reports on the condition of the fleet, arrange repairs and advise on replacements.
- Records and maintaining a register of the Club's rowing and training equipment, including any on loan to schools.
- Documents procedures for maintenance and safe use.
- Liaises with the Captain's Rowing Group in devising a system for recording the use of boats and equipment by members.

Vice-Captain(s)

- Deputises for the Captain as required, including at Management Board meetings
- Advises and assists the Captain in the setting and achievement of rowing standards for all rowing squads.
- Supports the Captain as a key member of the Rowing Group.

Secretary

- Liaises with external bodies such as British Rowing and the Environment Agency.
- Calls and arranges Annual and Special General Meetings and Management Board Meetings, as required for Club business or requested by the President or Chairman. Prepares all papers for meetings and publishes minutes.
- Reviews and prepares updates to the Club Constitution, for acceptance by the Club Membership.
- Maintains the MB Dropbox database and Operations Spreadsheet.
- Along with the Chairman, liaises with Viking.
- Liaises with Bedford RC on Bedford Star RC constitutional issues.

Treasurer

- Responsible for all financial matters for Star Club and maintains oversight of the financial activities of Star Club Bedford Limited.
- Maintains adequate accounting records and a system of financial control to ensure safe stewardship of club funds and assets.
- Maintain and control banking facilities and controls to safeguard the club's cash resources.
- Ensures club is compliant in all UK HMRC tax filings (CT, VAT, NIC and Gift Aid) and maximises club income through recovery of VAT and Gift Aid.
- Works with Chair and Membership to set an annual budget and subscriptions at a level to balance the club's financial obligations with the needs and expectations of members, and is consistent with the long-term financial stability, ambition and strategy of the club.
- Provides regular financial information to the Management Board.
- Prepares Annual Financial Statements to 31st July each year, and arranges for them to be independently examined and presented to the AGM in October.
- Oversees adequacy of insurance arrangements, including club assets, liabilities and officers (with input from Insurance officer and SCBL).
- Controls the club's invoicing and recovery of all sums due relating to Café, Viking, room hire, sponsorship, sales of assets and social events through ticket sales.
- Works with Events Committee to reconcile all race fees and pay all competition related costs.
- Works with Membership team to reconcile all subscription payments received from members and charges levied by payment processing organisations.
- Oversees financial activities associated with bar, including control of bar takings, reconciliation of monthly sales and bar purchases, review of margins and bar operating costs.
Ensure that the club pays any employed staff through an HMRC-approved software package or contracts with a professional payroll provider. Controls all wage and overtime payments.
- Works with Premises to ensure the club has appropriate contracts in place for provision of utilities and services, including power, communications, waste and water.
- Works with SCBL to ensure that Rent and Rates due to Bedford Borough Council are paid promptly and in accordance with the lease and sub-lease contracts.

- Ensures that all supplier payments are authorized by MB delegates, are paid promptly and recorded accurately.
- Work with Viking to calculate costs that can be re-charged to VKC in accordance with the First Floor Facilities Agreement.

Welfare and Safeguarding Officer

- Ensures that the Club complies with legislation, adheres to good practice and adopts British Rowing's guidelines with regard to all aspects of welfare and safeguarding for all members.
- Participates and advises in the operation of the Junior Group.
- Is a Member of the Participation Fund management team.

Membership Officer

- Manages the day to day aspects of Membership Administration, currently using the BR ClubHub system.
- Responsible for the establishment, operation and maintenance of membership databases, systems and processes for the effective and timely control of recruitment and collection of membership subscriptions, fees and donations.
- Ensures the rules relating to membership are understood and enforced, and that regular reporting to an agreed format takes place.
- Reports to the Management Board on a quarterly basis regarding up to date membership status and details of new members elected since the last report.
- Is a member of the Participation Fund management team.

Communications Officer

- Manages the day to day aspects of Club Communications and PR. This includes web and social media.
- Undertakes communications campaigns which engage and inform members, sponsors, friends and supporters of the Club.

Premises Maintenance and Development Officer

- Leads a support group to oversee the maintenance and servicing of the premises in accordance with the terms of the lease; also, refurbishment in line with the agreed programme plan; organises repairs where necessary.
- Oversees the cleaning of premises, to include the boathouse, clubroom, kitchen, ergo room, gym, toilets and changing rooms, rear stairs and parking area.
- Responsible for the intruder alarm system, liaising with the suppliers and also the CCTV, external lighting, heating and ventilation systems.
- Documents procedures and checks compliance with them (including Health and Safety).
- Responsible for supervision of employees connected with property cleaning and maintenance.

Event Management and Fundraising Officer

- Works with the Rowing Events Committees responsible for staging Star's Head Races and Regatta, and ensures the MB has effective engagement with those committees so that the events are popular and valuable.
- Ensures that the contractual relationship with Café franchisee is appropriate for the club's needs, working with the Treasurer to set and control the financial impacts of the same.

- Works with the Café franchisee and the Bar events working group to deliver a successful clubhouse social programme.
- Creates and works with a Fundraising Working Group using various MB Officers (Junior Liaison, Captain, ED&I, Treasurer) to co-ordinate approach to potential fundraising bodies and submit applications.

Junior Squad Liaison Officer

- Responsible for ensuring that relevant issues from the Management Board are communicated to the Junior Squad Leader.
- Responsible for ensuring that important issues arising in the Junior Squad are brought to the Management Board.
- Liaises closely with the Welfare and Safeguarding Officer to ensure that all safeguarding measures and requirements are observed within the Junior Squad, and that any such issues are brought promptly to that Officer's attention.
- Manages any paid junior coaches, in close liaison with the Captain.
- Is a member of the Participation Fund management team.

Assurance Officer

- Ensures that the Club operates in a "risk-aware" fashion to protect members, the public and Club assets.
- Supported by a "Risk, welfare and Safety Working Group" covering all on and off-water issues and working closely with the Club Welfare and Safety Officers.
- Creates and maintains a risk register, regularly reviewing risks and the controls and policies implemented to manage these risks.
- Liaises with British Rowing and other relevant bodies (e.g. BB Council) on all safety matters, including Covid guidance.

Equality, Diversity and Inclusion Officer

- Ensures that the MB adheres to its principles and ambition for the Club to be more inclusive and broaden its community reach and decide what the Club can realistically offer through new outreach initiatives.
- Identifies and develops initiatives that the Club could adopt to help it be a more inclusive participant in the local community.
- Works with local and national bodies to explain our plans and secure support, guidance and funding.
- Is a member of the Participation Fund management team.

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