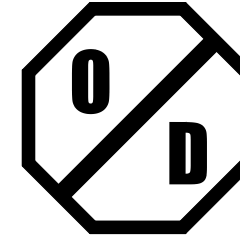




Octavian Droobers Orienteering Club

www.Octavian-Droobers.org



OD Committee job descriptions - October 2015

The following are officers of the Committee of Octavian Droobers for 2015/2016:

Position	Name	Email	
Chairman	Liz Phillips	chair@octavian-droobers.org	<p>Chair Committee Meetings and the AGM.</p> <p>Ensure that the club's annual non-orienteering events (AGM, Club Dinner, Christmas Party) take place by finding appropriate club members to arrange them.</p> <p>Annual review of the OD club development plan.</p>
Secretary	Amy Sarkies	odsec@octavian-droobers.org	<p>Take minutes at Committee Meetings and the AGM and distribute afterwards.</p> <p>Act as a point of contact for letters, e-mails, etc. addressed to the club, forwarding them to other committee members for action as appropriate.</p>
Treasurer	Kevin Ross	treasurer@octavian-droobers.org	<p>1. General financial oversight</p> <ul style="list-style-type: none"> • Oversee and present budgets, accounts and financial statements to the committee • Liaise with committee and members about financial matters • Ensure that appropriate financial systems and controls are in place • Ensure that record-keeping and accounts processes are in place and fit for purpose

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| | | | <ul style="list-style-type: none">• Ensure compliance with relevant legislation. <ol style="list-style-type: none">2. Financial planning and budgeting<ul style="list-style-type: none">• Prepare and present annual budget• Advise committee on financial implications of plans and proposals• Present revised financial forecasts based on actual income and spend3. Payments and Receivables<ul style="list-style-type: none">• Process, approve and pay supplier invoices• Create and issue invoices4. Financial reporting<ul style="list-style-type: none">• Present regular reports on the club's financial position• Prepare accounts for audit and liaising with the auditor, as required• Present accounts at the AGM• Advise on the club's reserves and investment policy.5. Event finances<ul style="list-style-type: none">• Liaise with event organisers regarding finances in advance of events• Maintain and report on individual event finances• Calculate and pay British Orienteering and WMOA event levies6. Banking, book-keeping and record-keeping<ul style="list-style-type: none">• Manage bank accounts• Set up appropriate systems for book-keeping, payments & petty cash• Manage bank signatories and on-line access7. Control of fixed assets and stock<ul style="list-style-type: none">• Ensure proper records are kept• Ensure insurances are in place. |
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The following committee members were elected for 2015/2016:

add "@octavian-droobers.org" after the name in the email column to contact.

Position	Name	Email (add @octavian-droobers.org)	
Club Captain	Alistair Powell	odcap	<p>Organise, enter and manage team entries to the JK, British Championship and West Midlands Relays, the Compass Sport Cup, the Harvester Relays, the Laurie Bradley New Year's Day Score event, and any other senior team events the club wishes to enter.</p> <p>Encourage club members to participate in competitions such as the West Midlands League and the UK Orienteering League.</p>
Membership Secretary	Mike Snell	membership	<p>Manage the annual club membership renewal process.</p> <p>Respond to requests from prospective new members and process new membership forms.</p> <p>Liaise with British Orienteering for both new and renewed memberships.</p> <p>Track annual changes in membership and non-renewals.</p> <p>Ensure OD membership form is up to date.</p> <p>Maintain the club e-mail tree with the details of all members who wish to be included in it.</p> <p>Provide mailing labels for Droober magazine.</p>
Fixtures & Permissions	Margaret Willdig	fixtures	<p>Chair OD Fixtures Sub-committee meetings to plan and prepare a schedule of local, regional and national events for OD to stage.</p> <p>Represent OD at West Midlands Orienteering Association Fixtures Meetings - plan and prepare a schedule for West Midlands League events.</p>

			<p>Maintain database of information on all OD orienteering areas: contact details, car parking arrangements, access restrictions, permit requirements e.g. Woodland Trust etc.</p> <p>Obtain access permission from land owners to hold OD events and prepare and submit associated documentation: application forms, risk assessment forms and Public Liability Insurance certificates etc.</p> <p>Register OD events on the BOF web site.</p> <p>Prepare OD Fixtures List for bi-monthly Droober magazine.</p>
Joint OD Junior Squad Coordinators	Kimberley Lunn and Harrison McCartney	ODJS	<p>Organise, enter and manage team entries to the Peter Palmer Relays, the Yvette Baker Trophy, and any other junior team events the club wishes to enter.</p> <p>Arrange Junior Social events.</p>
Publicity & Promotion	Karin Kirk	news	<p>Identify target groups for recruitment and plan publicity accordingly.</p> <p>Send weekly round-up of events and results to the local press.</p> <p>Liaise with schools who request information.</p> <p>Welcome new members to events when possible.</p> <p>Introduction to orienteering sessions run in conjunction with local Country Parks open days.</p>
Coaching	Andy Emmerson	coaching	<p>To plan, implement and lead the delivery of an annual Club Coaching programme that should provide (so far as is possible) progressive coaching for all ages and abilities.</p> <p>To ensure all club coaching is delivered in accordance with the British Orienteering Coaching Code of Conduct.</p>

			<p>To support other club coaches and to encourage and mentor others within the club to become licenced coaches.</p> <p>To identify talented juniors and to assist them in progressing to regional and national squads.</p>
Event Officials	John Middler		<p>Encourage volunteer officials to organise, plan and control major club events at Level C and above.</p> <p>Source and allocate officials to organise, plan or control events at Level C and above.</p> <p>Provide assistance to new officials, to include introductory training on Condes if required.</p>
Droober Editor	Sue Hallett	editor	Produce and distribute the club magazine, the Droober, every two months.

Other club roles, all of whom are invited to attend or report to committee meetings:

Position	Name	Email (add @octavian-droobers.org)	
Club Vice Captain	Kirsten Strain	odvice-cap	Assist the Club Captain, typically by taking on the team organisation for one or more of the events listed above.
Event Advertising	Barry Elkington	races	<p>Prepare printed OD event adverts for publication in the Droober, on the web site, and for distribution at events.</p> <p>Use Facebook and other social media to promote OD events.</p>

Equipment	Liz & Graham Urquhart	equipment	<p>Store the club equipment.</p> <p>Make recommendations as to what equipment should be replaced and when.</p> <p>Identify new items of equipment that may be useful for the club.</p>
EMIT Coordinator	Graham Urquhart	results	<p>Maintain the club's EMIT equipment.</p> <p>Run the download service at the club events at Level C (West Midlands League) and above.</p> <p>Make results available for publication on the OD and BOF web sites.</p>
Permanent Orienteering Course Coordinator	John Bowman		<p>Partner with local landowners to provide permanent orienteering courses.</p> <p>Establish POCs, with posts, signs and maps, in local OD areas and promote their use.</p> <p>Co-ordinate annual survey and updating of all OD POCs.</p> <p>Monitor usage of POC maps.</p>
Club Shop & Club Kit	Melanie Elkington		<p>Maintain a stock of club clothing - 'O' tops, hoodies, T-shirts, etc. - and identify opportunities for extending the range.</p> <p>Look after the Club Shop pages on the OD web site.</p> <p>Take the Club Shop to appropriate OD events (usually Level C and above).</p>
Saturday morning local events coordinator	Currently vacant		<p>Arrange event organisers for the OD Saturday morning events and ensure that they have all the information that they need.</p>

Wednesday evening events coordinator	Bob Brandon		Arrange event organisers for the OD Wednesday evening series of events and ensure that they have all the information that they need.
Event Officials Development	Currently vacant		<p>Ensure there are sufficient trained Organisers, Planners and Controllers within the club to meet the requirements of the club's fixture schedule.</p> <p>Ensure all mandatory training for event officials has been completed.</p> <p>Ensure an up-to date list of club member's Event Officials' qualifications, including the Event Safety Workshop, is maintained on the BOF web site.</p> <p>Review OD Organiser's and Planner's guidelines for currency.</p>
Webmaster	Rob Smart	webmaster	<p>Maintain and update the OD club web site.</p> <p>Identify improvements that can be made to the web site and suggest these to the club committee.</p> <p>Look after domain name registration renewal.</p>
West Midlands Orienteering Association Rep	Barry Elkington		Attend West Midlands Orienteering Association meetings to represent the interests of the club and feedback a summary of the meetings to the OD Committee.
University liaison	Currently vacant		University liaison
Welfare Officer	Liz Phillips		<p>Act as the first point of contact for welfare issues related to the club.</p> <p>Ensure that the club's Child Protection policy is up to date.</p> <p>-----</p> <p>Ensure all mandatory welfare training required for Clubmark is completed.</p> <p>Ensure an up-to date list of club member welfare qualifications is maintained on the BOF web site (First Aid, Safeguarding, etc. Event officials' qualifications are covered elsewhere).</p>

			<p>To help safeguard young people and vulnerable adults by the promotion and implementation of the British Orienteering, O-Safe – Child Welfare Policy and Procedures at a club level.</p> <p>To be the first point of contact in the club for the reporting of concerns relating to the safety and welfare of children and vulnerable adult.</p> <p>To assist in the raising of awareness of others in orienteering at a club level in respect to the safety and welfare of children and vulnerable adults.</p> <p>To be the source of advice and information on the safety and welfare of children and vulnerable adults at a club level.</p> <p>To report regularly to the club’s committee, becoming a club Committee Member if appropriate.</p> <p>To maintain confidentiality, as far is practically possible, in all child and vulnerable adult’s welfare matters – further information is available on confidentiality and the related flow of information in the document entitled ‘Protocols for Information Sharing’ on the British Orienteering Website.</p>
Mapping Officer	Currently vacant		<p>Identify new areas that may be suitable for events (Forest / Park / Urban).</p> <p>Arrange for the mapping of new areas.</p> <p>Review existing maps and arrange for them to be updated as required by the fixture schedule.</p> <p>Provide advice on map printing for events.</p>