



# Aberdeen Schools Rowing Association

## Roles of Trustees

Approved by Trustees, August 2011

### Trustees

The three Trustees' will provide leadership and direction for all activities of Aberdeen Schools Rowing Association Charitable Trust (ASRA CT) in accordance with the goals and objectives of the organisation as described in the Trust Deed.

#### **Key Responsibilities**

- To ensure that additional Trustees are recruited if /when required, inducted and receive appropriate training and to ensure that the Board of Trustees operates as a team
- To ensure that the Board is effective in its tasks of setting and implementing the Aberdeen Schools Rowing Association Business Plan.
- To act as Aberdeen Schools Rowing Association's leading representatives, which will involve the presentation of Aberdeen Schools Rowing Association's aims and policies to the outside world
- To ensure that agendas are set and meetings called in line with the Aberdeen Schools Rowing Association's policies and procedures
- To ensure that all decisions agreed by a majority of the Trustees are acted upon
- To manage and supervise the staff of Aberdeen Schools Rowing Association
- To sit on panels e.g. disciplinary panels, recruitment panels as required
- To serve as a member of sub-committees and attend their meetings when invited
- To oversee the management of all facilities and equipment owned by Aberdeen Schools Rowing association.

#### **Person specification**

- Wide knowledge of the sport of rowing in Aberdeen & Scotland at all levels
- Confidence and experience in chairing meetings
- Confidence and experience in public speaking and external representation of an organisation
- Experience of staff management, supervision and appraisal



# Aberdeen Schools Rowing Association

## Roles of committee members

### Rowing Co-ordinator

The Rowing Co-ordinator is responsible for providing leadership and direction in relation to day to day running of the Association in accordance with the goals and objectives of Aberdeen Schools Rowing Association Charitable Trust as agreed by the Trustees.

#### **Key Responsibilities**

- To deliver the aims and objectives of the Aberdeen Schools Rowing Association's current business plan as agreed and presented by the Trustees.
- To chair monthly meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all the relevant information for making decisions.
- To ensure that the organisation's records are effectively managed
- To provide a written/verbal report for all committee meetings on current activities and a full report to the AGM.
- To act as a receiving point and disseminator for all information received by ASRA.
- To work with the sub-committees for:
  - Schools Development
  - Coaching
  - Adaptive Rowing
  - Indoor Rowing
  - Performance
  - Participation
- To represent the Aberdeen Schools Rowing Association at meetings with partner organisations in relation to sports development

#### **Person specification**

- Wide knowledge of the sport of rowing in Scotland at International, school and recreational levels
- Experience of staff and volunteer management, supervision and appraisal
- Confidence and experience in chairing meetings
- Ability to organise personal time and resources in an effective manner



# Aberdeen Schools Rowing Association

## Roles of committee members

### Senior Coach

The Senior Coach is responsible for the development, operation and delivery of the Aberdeen Schools Rowing Association's coaching programme and coach education in accordance with the goals and objectives of the Aberdeen Schools Rowing Association.

#### **Key Responsibilities**

- To attend all Committee meetings.
- To chair the sub-committees for:
  - Coaching
  - Performance
  - Participation
- To co-ordinate coach education and development for Aberdeen Schools Rowing Association inline with the business plan – coaching courses and conferences
- To deliver the aims and objectives of the Aberdeen Schools Rowing Association's Business Plan in relation to coaching.
- To deliver the aims and objectives of the Aberdeen Schools Rowing Association's Business Plan in relation to performance.
- To manage and supervise the staff working on performance
- To ensure that there is adequate coaching provision within Aberdeen Schools Rowing Association.
- To provide a written / verbal report for all meetings on current matters relating to coaching and a full report to the AGM.
- To represent Aberdeen Schools Rowing Association at meetings with partner organisations in relation to coaching.

#### **Person specification**

- Knowledge of the sport of rowing in Scotland & the UK at club and elite levels
- Experience of the development and delivery of the UK Coaching Certificate up to Level 3
- Ability to represent Aberdeen Schools Rowing Association to external organisations



# Aberdeen Schools Rowing Association

## Roles of committee members

### **Rowing Development Officer**

#### **Key Responsibilities**

- Attendance at Committee meetings.
- The development, implementation and operation of the schools' rowing project in the City Secondary schools.
- To deliver the aims and objectives of the Aberdeen Schools Rowing Association Business Plan in relation to participation development.
- To chair participation meetings when required.
- To manage and supervise the staff working on participation programmes.
- To chair the sub-committees for:
  - Schools Development
  - Indoor Rowing
- To participate in the sub-committees for:
  - Performance
  - Participation
  - Coaching
- To represent the Aberdeen Schools Rowing Association at meetings with partner organisations in relation to sports development
- To develop and implement a parent support training program to help support the coaching team with the support of the Trustees.

#### **Person specification**

- Wide knowledge of the sport of rowing in Scotland at international, school, and recreational levels
- Experience of staff and volunteer management, supervision and appraisal
- Ability to contribute effectively to the committee as a team member
- Confidence and experience in chairing meetings
- Ability to represent Aberdeen Schools Rowing Association to external organisations



# Aberdeen Schools Rowing Association

## Roles of committee members

### Treasurer

The Treasurer will oversee all financial aspects of the Aberdeen Schools Rowing Association's business plan and is responsible for the flow of financial information to the Trustees and Committee, and where necessary external parties such as granting / funding bodies.

#### **Key Responsibilities**

- To attend all Committee meetings.
- To oversee the organisations finances, ensuring that a budget is set, accounts are properly kept and audited and that the Board receives regular, up-to-date and accurate financial information
- To present potential opportunities for funding to the Committee for approval.
- To oversee all grant applications for Capital Projects and Revenue funding
- To ensure that the organisation has enough money to carry out its business and is financially viable.
- To ensure that there are adequate financial controls and procedures in place and that these are regularly reviewed with a view to minimising risk
- To ensure accounts are prepared in line with the relevant accounting procedures and that returns are submitted to granting / funding bodies and the Office of the Scottish Charity Regulator(OSCR) annually or as frequently as required
- To ensure auditors' recommendations are acted upon
- To present the audited accounts at the organisation's AGM and draw attention to any salient points
- To take a lead in appraising the financial risk of future plans/proposals
- To represent Aberdeen Schools Rowing Association at meetings with partner organisations in matters relating to finance

#### **Person specification**

- Demonstrable experience in financial management including budget preparation, monthly management accounts, bank reconciliations, VAT, financial audits, and financial control systems
- Ability to contribute effectively and to advise the Trustees and the Committee on all relevant financial matters, including the use of external advisers where appropriate
- Confidence and experience in chairing meetings



# Aberdeen Schools Rowing Association

## Roles of committee members

### **Secretary**

The Secretary is responsible for overseeing communications to & from the Aberdeen Schools Rowing Association Committee.

#### **Key Responsibilities**

- To attend all Committee meetings.
- Coordinate sufficient parental support to the coaching team.
- To ensure an up to date list of contact names, addresses and phone numbers of all key staff and all committee members is maintained
- To call AGMs and EGMs as directed by the committee.
- To prepare agendas and papers for meetings and circulate these in good time
- To report to the Committee on all matters relating to Aberdeen Schools Rowing Association correspondence.

#### **Person specification**

- Demonstrable experience in organisational administration including the preparation of written documents
- Ability to contribute effectively and to advise the committee on all relevant administrative matters, including the use of external advisers where appropriate



# Aberdeen Schools Rowing Association

## Roles of committee members

### Boys & Girls Captains

The Captains will provide leadership and direction to their fellow members in relation in accordance with the goals and objectives of Aberdeen Schools Rowing Association.

#### Key Responsibilities

- To attend all Committee meetings.
- Acting as the members' voice on the Committee for any concerns raised
- Completing regatta entry forms in consultation with the coaches as required.
- Aiding the coaches in preparing a programme of helpers to aid in the beginners training.
- Ensuring that the Association's Guidelines are known and adhered to by all members. Any breaches should be reported to the rowing co-ordinator or Duty Coach who will instigate any necessary Disciplinary Procedures.

#### Person specification

- Knowledge of the sport of rowing in ASRA.

### Parent Reps (up to 4 maximum)

The parent representatives are responsible for representing the athletes and parents of the athletes of Aberdeen Schools Rowing Association at the committee meetings

#### Key Responsibilities

- To attend all Committee meetings.
- Raising any parental concerns with the Committee.
- Providing support and advice to the fund raising group.

### Child Protection Officer

The child protection officer has responsibility for managing Child and vulnerable adult protection issues as detailed within the Associations CP policy para 2.1& 2.2.

### Safety Officer

The safety officer will be appointed by the Trustees on an annual basis and is responsible for updating the Association's HS&E policy and the Association's risk assessment.

To investigate all reported incidents.