# Swindon Fencing Club

## Roles on the Committee

The following is a list of roles and responsibilities that should ideally be represented on the committee. Each of these roles does not necessarily need to be filled by separate people and one person could fulfil more than one role within the committee.

Some roles are colour coded as these are the roles that would make the most sense to be done by the same person if we don’t have sufficient people volunteering to join the committee.

1. **President**
   1. Current: Neil
   2. Face and head of the club
   3. Liaises with coaches
   4. Sources grants for the club
2. **Secretary**
   1. Current: Jenny
   2. Schedules and runs meetings
   3. Records and chases up actions
   4. Takes minutes
3. **Treasurer**
   1. Current: Claire
   2. Manages the accounts
   3. Arranges payments and expenses
4. **Competitions**
   1. Current: Patrick
   2. Runs the handicap and club competitions
   3. Organises teams for external competitions
5. **Armourer**
   1. Current: Mike
   2. Maintains club equipment
6. **Website and Facebook**
   1. Current: Patrick
   2. Maintains and updates the website
   3. Runs the Facebook pages
7. **Communications**
   1. Current: Clare
   2. Manages the club email address
   3. Sends out notifications to the club
8. **Social secretary**
   1. Current: Jenny
   2. Organises the Christmas and annual dinners
   3. Encourages people to the pub after fencing
   4. Plans social events for the club
9. **Recruitment**
   1. Current: None
   2. Organises the beginners courses
   3. Involves beginners in the club
10. **Junior/Parent representative**
    1. Current: Martin
    2. Represents the issues and concerns of juniors and parents
    3. Organises club clothing
11. **Child protection/Health and safety**
    1. Current: Deirdre
    2. Monitors health and safety in the club
    3. Ensures the safety and protection of juniors
12. **Projects**
    1. Current: Sian
    2. Creates and circulates the newsletters
    3. Involved in ad-hoc projects