

Civil Service Canoe Club (CSCC): Aims, Objectives & Functions

In line with the objectives of CSSC's "Investors in People" (IIP) accreditation, this note sets out the objectives of CSSC Sports and Leisure and of the Civil Service Canoe Club (CSCC); and clarifies the functions of the Committee and the Club's various Officers.

1. Introduction

- 1.1 The Club exists for its members – to provide people with the chance to take part in a range of safe, satisfying, fulfilling and enjoyable canoeing activities, with friends.
- 1.2 But at the same time, the Club is a business – with a turnover of several thousand pounds a year, and a range of assets. The business needs to be properly managed by its Officers and Committee (on an appropriate scale, within available human resources). This includes areas such as:
 - i. Marketing and publicity – communicating with members, with CSSC and with the wider canoeing community, and consciously seeking to recruit, maintain and increase membership levels.
 - ii. Directing the programme of activities – to provide what members want – and to do so with sufficient forward planning.
 - iii. Ensuring that activities are safely led and organised – which requires the building up of skills and competences, through experience and training, and by giving people the opportunity to develop their leadership and coaching skills.
 - iv. Financial management – to ensure propriety and value for money, and to use resources wisely, on the basis of forecasting and prioritisation.
 - v. Administration – maintaining accurate membership records and contact details, taking and circulating minutes of meetings, etc.
- 1.3 *These issues, together with those set out below under "CSCC Aims and Objectives", should, at all times, guide the activities of all those involved with running the Club.*

2. Aims and Objectives

CSSC Aims and Objectives

- 2.1 CSSC's Strategic Aim is ***"to be, and to be recognised as, professional and successful and the leader in the field of corporate sports and leisure provision"***. CSSC's Strategic Objectives (over the 5 years 1999-2004) **are to seek:**
 - **To provide access to sports and leisure activities as required by our members.**
 - **To support employers in promoting health, fitness and teamwork, and work closely with their sports and leisure associations.**
 - **To develop our business acumen so as to compete more successfully under modern commercial conditions.**
 - **To identify changing trends in sport and leisure, and respond appropriately to members' expectations.**
 - **To improve significantly the financial health of CSSC.**
 - **To increase membership and income compared with 1998 levels.**
 - **To ensure that the investment of resources, including voluntary effort, represents good value for CSSC and its members.**

CSCC Aims and Objectives

2.2 The Club's Aims and Objectives, as defined in our Constitution, are:

- **to train members in the sport of canoeing**
- **to organise canoeing activities and to promote canoeing and social activities in any way agreed by the Committee.**

2.3 In more practical terms, the Club seeks to commit itself to:

- Professionalism – looking and acting professionally, in all that we do – we're competing with other clubs etc for people's time and need something to offer them!
- Well organised, publicised, fun activities that can reflect credit on the Club.
- Activities and events which are open to all – and free from discrimination, whether in relation to equal opportunities, racial, sexual or disability issues.
- Meeting the needs of its members – providing principally for those whose interest is fun, recreation and leisure, but also for those who wish to pursue competition.
- Providing activities that encourage members to participate throughout the year.

3. Roles and functions

3.1 CSCC is entirely voluntary-run. The three officers – Chairman, Secretary and Treasurer – are elected by the Annual General Meeting. A Committee – of at least three members plus the three officers – is also elected by the AGM. It is customary for the Committee to allocate specific responsibilities to individuals for overseeing functions such as Equipment, Training, Publicity, Calendar, Competitions and Social.

3.2 The important role for the Committee as a whole is to oversee the management, activities and strategic direction of the Club. This includes planning of activities and of publicity for them; identifying successful and unsuccessful events, and trends; and targeting gaps in provision. It also includes ensuring effective management systems (particularly for financial management and control, and for prioritising resources).

3.3 Indicative job descriptions/objectives are attached. Each year, other specific jobs and functions need to be carried out, and these have customarily been allocated as shown:

- i. Booking Pool sessions – **Secretary** (liaising with Chairman and Treasurer)
- ii. Insurance – **Secretary** (needs to liaise with Treasurer and Equipment Officer)
- iii. Arranging rota for pool sessions and Thames meetings – **Secretary**
- iv. Overseeing pool meetings – **not allocated**.

CHAIRMAN

OBJECTIVE: The role of the Chairman is to guide, lead and represent the Club, assisting and encouraging other Officers, and liaising with other CSSC or canoeing organisations.

Responsibilities

1. Chair Annual or Special General meetings, and meetings of the Committee.
2. Oversee the Club's activities to ensure that they are well-run, safe, and that an appropriate range of activities takes place
3. Oversee management of the Club to ensure value for money, and proper financial controls.
4. Advise, assist and support other Officers as necessary.
5. Represent the Club as appropriate (eg CSSC meetings and conferences).
6. Foster liaison and co-operation with other CSSC or canoeing organisations.

SECRETARY

OBJECTIVE: The role of the Secretary is to manage the administration of the Club, ensuring that information is maintained, and distributed in a planned, timely, professionally-presented manner which adequately represents the Club, and to do so in liaison with the other officers.

Responsibilities

1. Convene (and attend) Annual or Special General Meetings and Committee Meetings. Arrange suitable venues, catering and circulation of all necessary papers in advance.
2. Ensure that effective Minutes are taken at all meetings, and that a typed version is produced and circulated promptly amongst the respective members.
3. Prepare and circulate newsletters on a regular basis, aiming to do so monthly.
4. Maintain and update the Club's web site, at least in line with published newsletters.
5. Receive and deal with incoming correspondence (whether on paper or by e-mail), actioning it with the necessary level of urgency, liaising with other Officers as required.
6. Retain and file original copies of all relevant correspondence and Minutes of meetings.
7. Ensure that effective membership records are maintained and that a directory of Club contacts is maintained and regularly updated; circulate information from this as necessary.
8. Advise the Treasurer of any significant anticipated expenditure. Submit to the Treasurer on a regular basis, and at least at the end of each financial year, claims for expenses incurred.
9. Assist, support and encourage others in ensuring that the policies of the Club and of CSSC are furthered through the Club's activities.

TREASURER

OBJECTIVE: The role of the Treasurer is to manage the Club's accounts, including financial planning, preparation of estimates and forecasts, and liaison with the other Officers, CSSC and others, to promote effective financial control.

Responsibilities

1. Maintain an accurate, up to date record of all financial transactions. Keep all cash, cheques, cheque books, paying in books and records secure at all times.
2. Bank all income and pay all bills promptly. Ensure that all bills are properly documented, verified for accuracy, and certified, before paying.

3. Prepare such financial records as are required, including at least an Income and Expenditure account and a monthly Bank Reconciliation Statement, and have these records available for inspection by any CSSC Authorised Officer(s). Present an up to date copy or summary of such records to each Committee Meeting and to each General Meeting.
4. Pursue all debtors promptly, if necessary in writing, to recover amounts owing.
5. Liaise with CSSC Head Office as necessary, over grant issues, including preparation of such estimates of income and expenditure for the following year as may be requested.
6. Promptly after the year end, prepare the annual accounts and arrange for their audit.
7. Submit a copy of the agreed annual accounts to CSSC Head Office promptly.

EQUIPMENT OFFICER

OBJECTIVE: The role of the Equipment Officer is to ensure that Club equipment and premises are properly maintained to a safe and functional standard; to ensure that procedures are in place for notifying and remedying defects; and to assist the Committee in planning to meet the current and future equipment needs of the Club.

PUBLICITY OFFICER

OBJECTIVE: The role of the Publicity Officer is to assist the Club in reaching prospective members, through preparation and/or distribution of posters and flyers, and through submission of articles, photographs etc to Departmental, CSSC and other magazines.

TRAINING OFFICER

OBJECTIVE: The role of the Training Officer is to ensure that members are adequately coached in canoeing skills; that specific training opportunities are provided; that members attention is drawn to centrally-provided training schemes (and to the availability of grants or other funding to take advantage of such training); and to help encourage the more experienced members to develop their coaching and leadership skills.

CALENDAR CO-ORDINATOR

OBJECTIVE: The role of the Calendar Co-ordinator is to ensure that a forward calendar is maintained at all times – generally for the forthcoming 3-4 months at least – and available to the Secretary for publication in the newsletter. Forward plans should be agreed by the Committee. Where bookings for facilities need to be made, they should be made sufficiently far in advance. Obtain (or recover) deposits from the Treasurer. Keep up to date with (and take account of) river access arrangements publicised by the canoeing governing bodies.

COMPETITIONS CO-ORDINATOR

OBJECTIVE: The role of the Competitions Co-ordinator is to publicise competitive opportunities that members may want to take part in – such as slalom, wild water racing, and canoe polo. Keep in touch with arrangements and calendars being made or published by the canoeing governing bodies. Act as a point of contact for the club with such governing bodies.

SOCIAL SECRETARY

OBJECTIVE: The role of the Social Secretary is to coordinate and publicise social opportunities for the Club – including summer barbecues and the Christmas party – and to develop further such opportunities as appropriate.