**Revised NCKC committee roles and structure**

**Chair: (executive committee)**

* Set agendas for meetings
* Organise and chair meetings to ensure that the agenda is covered, that all people at the meeting can have their say
* To make sure that all officers fulfil their role adequately
* To provide leadership to the committee and club
* To help develop policies for the club
* To represent the club and act as a spokesman for the club

**Treasurer: (executive committee)**

* Keeping track of invoices and making financial payments
* Ensuring that all fees are collected
* Ensuring that all fees and invoices are paid on time
* Advising on financial management of the club
* Keeping an overview of the finances of the club
* Prepare annual accounts by 30 April each year
* Arrange for audit of accounts

**Secretary (executive committee)**

* Responsible for taking meeting minutes
* Keeping track of membership details
* Keeping documents on file
* Other admin duties as necessary to run the club efficiently

 **Head of senior korfball (executive committee)**

* Coordinator all of senior korfball opportunities
* Liaise with all captains and coaches regarding playing philosophy
* Coordinator the coaching schedule so all sessions have a coach
* Keep up to date with EKA coaching developments
* Engage in coaching CPD where appropriate

**Head of junior korfball (executive committee)**

* Coordinator all of junior korfball opportunities
* Liaise with all junior coaches regarding playing philosophy
* Coordinator the junior coaching schedule so all sessions have a coach
* Keep up to date with EKA junior coaching developments
* Engage in junior coaching CPD where appropriate
* Coordinate teams for inter-area and national youth day

**Non exec - Youth rep (non-executive)**

* Sit on the junior korfball group
* Represent junior views of training and the club to the committee

**Workforce coordinator (executive committee member)**

* Coordinator the referee, coaching and safeguarding/child protection officers in regards to getting enough individuals involved to make the club sustainable

**Referee officer (non-executive)**

* Keep abreast of rule changes and communicate them to coaches /managers and other club members
* Work with NKA refs co-ordinator and EKA to ensure refereeing standards in the club and the league
* Encourage people in the club to referee
* Help people to train as referees
* Make sure that NCKC referees are allocated to matches throughout the season

**Coaching officer (non-executive)**

* Keep abreast of coaching CPD opportunities and communicate them to coaches
* Work with NKA and EKA to ensure coaching standards in the club and the league
* Encourage people in the club to coach
* Liaise with NKA and EKA re setting up a coaching course
* Help people to train as coaches
* Make sure enough coaches are recruited

**Safeguarding and child protection officer (executive committee member) -**

* Be responsible for coordinating volunteer checks and inductions
* Be responsible for adhering to child protection policies
* Keep up to date records for volunteers, coaches and referees
* Must not be a coach or team manager
* Keep abreast of requirements of national and EKA policy and regulations on child protection
* Work with executive members to produce a child protection policy for the club
* Ensure that coaches are DBS checked
* Ensure that everyone in the club is familiar with good practice and understands policies

**Publicity/communications officer (executive committee member) -**

* To communicate key dates and opportunities within the club
* To create communications/documents for use within the club
* To look for opportunities to promote the club and korfball wherever possible, and an understanding of the game
* To ensure key messages and policies are understood
* To ensure that the club’s activities are publicised

**Social secretary – 1 or 2 (executive committee member)**

* Organise social events for the club, preferably whole club together but also peer-relevant events
* Talk to club members to find out what people want to do
* Represent the club in Norfolk-wide event planning
* Communicate Norfolk- and UK-wide events to club members

**Social media officers – 1 or 2 (non-executive)**

* Look after Instagram/Facebook and Twitter accounts
* Post regular content on these platforms
* Set up and manage internal communications via a WhatsApp Club chat

**COVID-19 Officer**

* BE responsible for writing COVID-19 risk assessment and standard operating procedure
* Hold the clubs track and trace details
* Keep up to date with relevant government and England Korfball COVID-19 guidelines
* Ensure all volunteers are aware of COVID-19 requirements
* Ensure there is an individual at each club activity that is responsible for implementing COVID-19 procedures

**Welcomer’s for training (non-executive)**

* Be a friendly face at training
* Meet and great all individuals new to the club to make them feel welcome