

# Lancaster University Archery Club Exec Positions

The document below gives a brief and non-comprehensive outline of the Executive positions available for the following year. Anybody is allowed to run for any position on the Executive Committee, all which is required is that you place your name on the signup sheet with the name of two people who are willing to second you for the position. The only requirement of a seconder is that they are a fully paid member of the Club; there is no limit to how many people a person can second. The list below gives an overview of the jobs and hopefully should give an idea of what each job entails. If you have any further questions about the positions then please feel free to question and interrogate the current exec.

## President

- Chairs and arranges regular Executive meetings.
- Acts as a liaison between the Club and the Student Union.
- One of the three exec members that creates the senior archers list.
- Chairs and arranges GM's, AGM's and EGM's and is responsible for creating an agenda for said meetings.
- Attends all LUSU meetings whenever possible.
- Oversees and ensures that jobs are getting done by other exec members.
- Responsible for welcoming new members to the Club.
- One of the signatories for the Club's bank account.

## Treasurer and Kit Officer

- Collects membership fees and any other money owed to the club.
- One of the four signatories for the Club bank account and oversees expenditure.
- Sets up a club shop through the website ADM, and informs members when this shop is open and when it closes.
- Keeps full account records of the club expenditure to ensure the club remains solvent.
- One of the signatories for the Club's bank account

## Safety and Equipment Officer

- Ensures all safety documentation is available to the Club and is responsible for enforcing the rules of the club.
- One of the three exec members that creates the senior archers list.
- Works with the Training and Development officer to ensure that all safety rules are taught to new Club members.
- Works with Captain/Line Captain at each shoot to ensure the Club's safety rules are being adhered to.
- Creates a first aider list and ensures this and the senior archers list is available to the Club.
- Responsible for organising first aid training and food safety courses for Club members.
- Responsible for the upkeep and maintenance of club equipment. This will include: carrying out repairs, buying new equipment, cage organisation, maintaining the bosses and stands, and updating the Club inventory.

- Responsible for planning and coordinating the Equipment Talk, Equipment Maintenance Evening, and any trips to Merlin.

### Captain

- Responsible for the organisation of all competitions including entries and transport arrangements.
- Acts as the field captain for the majority of shoots.
- Acts as a judge at NEUAL matches.
- Organises and arranges home competitions.
- Works with the Training and Development Officer to decide on how training will be run and implemented.
- One of the three exec members that creates the senior archers list.
- Responsible for communicating with tournament organisers where appropriate.
- Responsible for overseeing the running of the archery ladder, intra-club competitions and fun shoots.
- Ensure that those entering competitions are aware of relevant rules, dress code etc and that they are made aware of travel details in advance of the competition.
- Organises outdoor shooting which is done through the Sports centre.
- One of the signatories for the Club's bank account.

### Training and Development Officer

- Responsible for the training and development of both Novice and Senior Archers.
- Organises and oversees the novice coaching course at the start of the first term.
- Ensures that safety rules, etiquette rules and competition rules are taught to all new members, in conjunction with the Captain and Safety and Equipment Officer.
- Responsible for organising lectures to assist in the training of members on various topics.
- Decides with the safety officer which senior archers are capable of training novices.
- Organises Outdoor shooting with the Captain.
- Liaises with the external coach to provide high level coaching to archers

### Secretary and Records Officer

- Writes minutes at Exec and General Meetings.
- Writes minutes for Athletic Union Meetings.
- Email minutes from exec meetings to other exec members and make them available for Club members to view at their leisure.
- Responsible for organising Archery GB membership for Club members.
- Responsible for collecting and submitting scores for the Archery e-league.
- Responsible for checking the club pigeon hole in the AU for post.
- Responsible for communicating with other clubs.

### Social and Publicity Officer.

- Organises socials and ensures there is an exec member available for sober duty.
- Responsible for creating a social calendar for each term and making it available to all Club members.
- Organises the promotion of the club during Fresher's week including posters, flyers and the setup of the Fresher's Fair stall. All exec members are responsible for helping during Fresher's week.

### Webmaster

- Responsible for updating and maintaining the club website
- Organise and manage the clubs presence on social media including Facebook and Twitter.
- Writing and publishing a weekly club newsletter
- Updates minutes weekly

### Welfare Officer

- Responsible for the wellbeing of club members and safeguarding during social events
- Promotes equality in all aspects of the sport