## BORC Committee – role descriptions

### Chair:

* Oversee club activities and finances,
* Ensure compliance with BRC affiliation
* Represent BORC at Area and Nationally
* Devise & implement BORC code of conduct, vision, constitution and see T&C's are adhered to
* Foster a culture of inclusiveness,a supportive community, enjoyment and learning amongst members and counter any poor behaviour, bullying inappropriate activities.
* Chair committee meetings and where agreement is not possible have decision making power/ final vote
* Ensure all committee members are aware of their remit and are undertaking their roles appropriately
* Ensure new website is kept up to date
* Undertaken a monthly newsletter to members
* Instigated campaigns to recruit members
* Run clinics and events
* Planned and implemented summer camp
* Monitor and administrate the social media sites
* Participate !!

### Secretary:

* Set up and own Dropbox for sharing BORC files and keeping master documents
* Take meeting minutes and follow up actions
* Organise meetings and agendas as required
* Support Membership secretary with website where necessary
* Set up and monitor BORC email – [bicoxrc@gmail.com](mailto:bicoxrc@gmail.com)
* Hold BORC debit card to assist Chair/Treasurer with payments as required
* Add Accident reports – follow guidance from Lydia, supported by Emma B.

### Treasurer:

* Log accounts incoming and outgoing
* Reconcile account against stripe payments in and bank transfers, card payments out
* Create monthly report monthly highlighting profit and loss breakdown and overall balance
* Make payments to BRC, event organiser, trainers, venues etc as authorised by committee
* Provide float for events as required (please give notice)
* End of year accounts, committee to confirm end of year day
* Notify committee of any foreseeable cash flow shortages, unauthorised activity etc
* Move money to and from savings account as required to budget for future expenditures
* Initial contact for Barclays as required

### Membership & Communications:

* Following up new and renewing membership applications. Making sure they have paid and sending welcome letter, and sending details to BRC.
* Answering member and non-member queries from website, Facebook and Email.
* Some website editing and maintenance.
* Maintaining correct details on Wix contact list so that it is a useful resource for committee members.
* Negotiating and publicising Member Benefits. Putting these on website.
* Maintaining Participation League Spreadsheet and working out leaders at end of each month.
* Facebook pages admin functions.
* Composing group emails and sending out group emails and newsletters on behalf of others.

### Events Co-ordinator

* coordinate the clinics and events run by the club
* set dates with instructors and confirm
* coordinate with venues and book
* create events on wix
* promote clinics through social media
* answer queries, deal with people moving on and off clinics
* post event put invoice or expense sheets through the treasure to get timely payment
* complete clinic budget sheet and send to treasurer
* coordinate a team of 4 people who each are responsible for organising clinics
* any other adhoc duties such as setting up zoom calls etc

### Team Manager

* Select teams for the area qualifiers throughout the year.
* Correlate their passport information and send the information to the area six database.
* Sort and pay for the prelim entries 21 days prior to the competition.
* Organise payment from team members for direct entries to the hosting club.
* Complete declaration forms which have to be accurate and sent to the chief steward who has been selected for each particular show.
* Try to encourage all members to participate in the teams.
* Organise members to volunteer to the hosting club for RC events

Welfare Officer

* To ensure that all members and non-members attending Bicester & Oxford Riding Club events and training are adhering to the British Riding Clubs Code of Conduct for the welfare of the horse/pony, which can be found here <http://www.bhs.org.uk/enjoy-riding/british-riding-clubs/brc-handbook>.
* To be familiar with this Code of Conduct and to ensure that organisers of Club events are too.
* To ensure that any welfare issue at a club event is reported to the correct person.
* To inform the committee of any changes to the code of Conduct and support the Chair and committee in dealing with any reported welfare issues.
* BORC does not have junior members but the welfare officer should advise whether a DBS checked steward should be in attendance at Open Shows to oversee safeguarding.
* To keep a register of Committee Members who are DBS checked.