

Exe Water Sports Association
**EWSA Committee and
 Functional roles**



Committee Roles	
Chair	Overall in charge of the club. Responsible for ensuring all within the club perform their roles as required. Chairs EWSA meetings.
Treasurer	Takes care of all club financial matters including managing membership fees, club expenses, equipment and maintenance costs. Keeps records and provides a financial report for the AGM.
Secretary	Issues agenda for meetings, sends out reminders and writes minutes of meetings.
President	A volunteer role to act as figure head for EWSA and provide advice and experience.
Club Delegates	<p>A Member Club's Representative to EWSA. This role represents the interests of the club and it's members to EWSA, and to the other three clubs in the Association and to feedback information from the monthly meetings to the club management committee.</p> <ol style="list-style-type: none"> 1. Participate actively in all relevant discussions both at EWSA meetings and other EWSA forums (mailing lists etc) 2. Report back to the Club's Management Committee in a timely fashion to ensure that the club is aware of all relevant information and decisions. 3. Consult with the Management Committee or other relevant groups within the club to ensure that the information and views presented to EWSA represent those of the club and it's members 4. Complete actions as delegated by the Club in relation to EWSA requirements
Functional Roles	
Safeguarding representative	Club Safeguarding Officer is responsible for looking advising and helping member clubs carry out their document updates and assisting in an advisory role.
Health & Safety representative	Club Safety Officer is responsible for looking after all health and safety issues and carrying out a risk assessment of the club's activities.
Facility/ Maintenance	For current premises (62 Haven Rd) organise maintenance tasks including one off repairs and ongoing weekly, monthly and annual tasks and organising relevant contractors. Will liaise with the treasure for relevant payments.

Fundraising (optional Publicity)	To identify possible sources of grants and funding for the new build (or general EWSA activities) and undertake the application process for these funds. Will include liaison with the treasurer where necessary.
Independent Examiner	To review the EWSA and EWSC accounts for audit purposes prior to the AGM.
New Build representative and deputy	Acts as liaison and attends the meetings with EWSA committee, Council and Developer. Will make some decisions on behalf of EWSA but will also know when to ask the club representatives for input of design and configuration.
Web	Maintains and improves profile of website including addition of information for uses. Maintains and moderates club mailing lists
Bar	Manages the stock in the bar and ensures that we are not holding unnecessary stock. In the future will ensure that consumables and plates, cutlery, glasses etc are in stock and in good repair.

The Committee roles are made up of those directly elected to the post and those who are co-opted to particular roles from the EWSA committee.

Club members may hold more than one post.