

The Committee

One of the key ingredients of any successful club is a forward-looking and pro-active committee (or proprietor if owner-managed) to look after the day-to-day running of the club as well as long-term planning and dealing with any issues which may arise. The committee will meet on a more-or-less regular basis several times a year, as well as holding an Annual General Meeting to which all members are invited once a year.

In many organisations committee meetings are looked upon as a bit of a chore to be avoided if an excuse can be found, but there is no need for this to be the case. Some of the most successful committees function as a group of friends meeting occasionally for a pleasant social get-together over a glass of wine or coffee and biscuits while getting the important business of the club done at the same time.

Committee members should normally stand for (re-)election on an annual basis at the club's AGM.

Committee structure

At a minimum a club committee will normally consist of three main officers of the club:

- 1) The Chairman who, of course, chairs the meetings and generally represents the club to the outside community, as well as undertaking representative functions as and when required, e.g. presenting prizes or speaking to an individual member of the club about inappropriate behaviour.
- 2) The Secretary, who usually takes minutes at the committee meetings, is normally the first point of contact for club administration and generally deals with the day-to-day running of the club.
- 3) The Treasurer, who deals with the financial affairs of the club, organises the collection of members' dues and their banking, makes sure all bills are paid and draws up and presents the annual accounts.

See subsequent sections for fuller details of the roles of Chairman and Secretary.

Note that many banks and building societies require the signatures of two designated officers of the club for issuing cheques.

The bigger the club, the more work there is, and the more committee members are needed to share the load. Other possible roles are:

- Chief Scorer
- Chief Tournament Director
- Club Affairs Liaison with County Association and EBU
- Membership Secretary
- Competition Secretary
- Education Officer
- Historian/Archivist
- Holiday Organiser
- Internet Officer/Webmaster
- Partnership Secretary
- Premises Officer
- Welfare Officer

Of course, these need not all be committee roles and, equally, not all committee members need to have designated functions.

If a club owns its premises, then it will probably need a separate Board of Trustees with responsibilities and duties beyond the scope of this handbook. Specialist legal advice should be sought if necessary.