**Youth Clubs/Centres – Office Holders Role Descriptions**

**Chairperson**

* To ensure that the aims and objectives of the club are maintained
* To chair Management Committee meetings
* To delegate responsibilities to various members of the Committee
* To ensure that the club is adequately insured
* To liaise with other local groups
* To meet with the Club Leader on a regular basis
* To ensure adequate and regular communication within the club
* To visit the club regularly
* To keep in touch with members and the members’ committee
* To produce an annual report for the Annual General Meeting (AGM)
* To ensure correct recruitment and vetting procedures are in place for all leaders
* To understand any agreed management supervision in relation to leaders
* To ensure sufficient funds are available to keep the club running

**Treasurer**

* To keep the accounts of the club up to date at all times
* To manage the bank account
* To ensure that there are three or more signatories on the account who are not related, from the same household, or employed by the Club
* To receive monies and attend to their banking
* To attend and report to Management Committee meetings
* To advise the Management Committee on the feasibility of proposed expenditure
* To consider and advise with respect to the financial wellbeing of the club
* To help determine club policy
* To prepare the accounts for such scrutiny as is required, report at the AGM and retain them for at least six years

**Secretary**

* To prepare the agenda for Management Committee meetings
* To take minutes of Management Committee meetings and the AGM
* To distribute all documents necessary for the meetings within the time scale specified by the club Constitution
* To keep records of meetings, committee members and correspondence

**Club Leader**

* To be responsible for the day to day running of the club
* To represent the members’ views to the management committee
* To help determine club policy(ies)
* To ensure that club policies are adhered to by all leaders
* To assign responsibilities to other leaders on the team
* To be responsible for the induction of new volunteers

**Safeguarding Officer**

* To be responsible for the implementation of the Safeguarding Policy
* To ensure, as part of the Safeguarding Policy, that DBS checks are in place
* To ensure safe recruitment policies are followed
* To have sight of DBS certificates and to record the disclosure number, date of disclosure and any other relevant information
* To attend appropriate training session(s) organised by Action4Youth

**Young People’s Representative(s)**

* To represent club members’ views to the Management Committee and Leaders’ Planning Group
* To relay Management Committee’s views to the members, or Members’ Committee to help with club projects and decision-making
* To help determine club policy