

Edited by

George Padolsey - L/U: February 24, 2020

1 Captain (Currently George Padolsey)

“ The Captain is responsible for ensuring the smooth running of the club, recruitment and general decision making on club issues. Organising exec meetings is essential and providing sufficient food at them is even more. If you have a certain vision for the club then this is the prime seat to implement it from. ”

George Padolsey

The Captain is responsible for all matters to do with the running of the club. The rest of the Exec will assist the Captain in this job. The Captain is specifically responsible for the following: weekly emails during term time to all club members, informing them of events the club is organising; representing the club to Team Durham and representing Team Durham to the club; Health and Safety matters; liaising with the Director of Sport and the club's Team Durham 'mentor'; and chairing the AGM and Exec meetings. The Captain is also responsible for the 5-year plan. The Captain should organise the annual club summer trip, but may delegate this responsibility as they see fit.

2 Vice-Captain (Currently Lucy Morgan)

“ Major Role is supporting the captain but technically you're also in charge of ordering stash (hats, PlayerLayer and rashies), taking the minutes in exec meetings, finding necessary club sponsorship, plus coordinating with our alumni 'friends' group, particularly in the run up to BUCs. ”

Lucy Morgan

The Durham Vice-Captain is to support the role of Captain, and to step in when the Captain is absent. The VC is to take minutes of all Exec meetings held in Durham, including topics discussed and decisions made (but excluding voting details apart from the final result). These minutes are to be wordprocessed and made available on the club website. This is to be done not more than one week after the date of any meeting. The VC is responsible for both Club and Team Durham Stash (personalised clothing). The VC is also responsible for the maintenance of current sponsorship agreements and for gaining the club new ones, with both local companies and larger national companies. The VC is responsible for the organisation of the AGM. The VC is also responsible for liaising with the Friends of Durham University Canoe Club group (FoDUCC); keeping the Club up to date with FoDUCC, and vice versa

3 Treasurer (Currently Anthony Gray & Grace Muir)

“ We basically make sure that for every session that is run that people's accounts are updated accordingly for session costs and fuel compensation. This includes any bigger trips as well as the weekly sessions. We have liaison with a finance person who has overall control of the club bank account. We also collect invoices for pool hire costs then make sure they are paid for. ”

Grace Muir

The Treasurer is to oversee all financial matters within the Club. They are to keep an up to date record of all transactions involving the Club, which any member is entitled to inspect. They should send a copy of the Personal Accounts spread sheet to the club mailing list regularly and endeavour to ensure that every member pays their debts in a timely manner. They should also hold all receipts, invoices and guarantees for Club equipment. They should hold an up to date membership list, including non-university members and those exempt from membership fees. Any member of the Club is entitled to inspect this list. The Treasurer is also responsible for ensuring that the club meet its financial responsibilities as a Durham Student Organisation (DSO). As a DSO the club are bound by the financial regulations set out in annex 3 of the DSO Framework. The DSO framework can be found at: http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/CIS_password_required. They should ensure that the Club's financial information is presented to the Division Accounts Team (DAT) in an agreed format, within timescales set and where reasonably possible be available to provide further clarification when required. The Treasurer shall present a written report of the activities, income and expenditure for the year at the AGM. At the discretion of the Treasurer, the Executive may be paid for their expenses. This must be agreed by the Club Captain. The Treasurer shall inform the executive of all financial dealings concerning Club funds. They shall be responsible for ensuring that all financial matters of the club are dealt with in a timely appropriate fashion and provide the Executive with regular updates concerning the Club's financial position. They will raise any queries or concerns regarding the clubs finances to the Club Captain and / or Dean of Experience Durham / DAT as appropriate. Should a conflict exist between the financial regulations laid down by the Club and Annex 3 of the DSO framework, the latter shall be adhered to.

4 Media Secretary (Currently Thomas Alcock)

Responsible for maintaining the Club's website and the Club e-mail account. They are also responsible for liaising with other Canoe Clubs, and informing members of issues relating to canoeing which arise outside of the University. They are responsible for the collation of trip reports, articles and photographs to be used for publicity purposes. The Information Secretary is required to maintain any club social network accounts and ensure that they are regularly updated and to post regular updates onto the club website.

5 Social Secretary (Currently Oscar Sill)

“ Being a Social Sec is basically just making sure we do fun stuff off the river too - ‘cos at the end of the day uni isn’t all about kayaking (ikr), it’s about building friendships [sic] n funny memories that we’ll have after we graduate. Whether its organising anything from a Spags trip to a full blown tied olympic games social, just giving the club opportunities to bond and have a good laugh really also it helps if ur cool asf like me. ”

Oscar Sill

Responsible for all the Club’s social events. Events may include, but are not limited to:

- Weekly socials to be held throughout the year.
- A Freshers’ Social near the start of the Michaelmas term. This may be held in association with other outdoor sports clubs.
- A Christmas Meal at the end of Michaelmas term
- The AGM Meal, to be held near the end of the Epiphany term.
- The evening entertainments during club weekends away
- A summer barbecue, to be held after University exams at the end of the Easter term.
- A paddling film night.

6 Kit & Safety Officer (Currently Robbie Simpson)

The Kit and Safety Officer is responsible for maintaining the Club boathouse (fixtures, equipment and general tidiness) and Club fleet which reside in Durham. They are also responsible for the maintenance and repair of all other Club equipment including canoeing equipment. The kit officer should sort out any kit related insurance issues that arise throughout the year through loss or damage to kit that resides is on the Durham Insurance policy. They should also ensure that all kit available to club members is safe and fitfor-purpose.

7 Competition Secretary (Currently Nicole Hudson)

“ This role basically involves sorting entries into the BUCS events for the year and the national and regional leagues that we play in, including ladies div 2 and regional div 2. The role also includes making sure there are enough players to play at these tournaments and sorting travel for them. ”

Nicole Hudson

Competition secretary is responsible for the organisation of competitions for the club throughout the year. This should include BUCS events, developmental polo leagues and any other competitive events for members of the club. This role would also be expected to organise entries, transport and accommodation when required.

8 Welfare Officer (Currently Anna Marshall and Sioned Russell)

Welfare Officer is there to keep all club members feeling included and supported. This requires an active awareness of making events more accessible on and off the water, as well as online, and a commitment to ensuring the club is an understanding and welcoming community. The Welfare Officer would be expected to attend club events in a supportive capacity, and be willing to undertake relevant welfare training to promote a healthy group both physically and mentally.