

SWCC Committee Roles

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Chairman

Role

To direct, organise, motivate and advise the members of the Committee in their running of SWCC and to achieve the objectives of South Wales Caving Club (SWCC) in accordance with its Constitution and Policies

Key Tasks

- To direct Club policies on internal and external affairs
- To organise discussions on these within the Committee
- To monitor that policies and actions arising are agreed and clearly defined following discussions
- To direct Committee actions towards maintaining and enhancing the image of SWCC within the caving community
- To direct Committee actions towards maintaining and developing SWCC Member facilities and benefits
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Agree Committee meeting agenda items with the Secretary
- Chair Committee meetings
- Monitor follow-up actions arising from Committee meetings
- As above for the Annual General Meeting
- Keep in contact with Committee members at intervals to listen to 5 their problems and check that actions and projects are proceeding as planned
- Maintain an overview of the Club, particularly where Club Officers need to interact and consider how their part of the Club interacts with others
- Be the source of original ideas or introduce ideas new to the Club then see that these are evaluated and if appropriate, followed up
- Look at existing Club ways and means with a view to making them better, quicker or more effective
- Act as the highest source within the Club for advice with difficult decisions, disputes within the Club or direction on handling issues with outside persons or organisations

Secretary

Role

To maintain the efficient running of the Committee and the Club's General Meetings. To maintain the Club records and to represent the Club to outside organisations in accordance with the SWCC Constitution and Policies

Key Tasks

- To arrange and organise Club General Meetings, record the Minutes and disseminate them
- To arrange and organise Club Committee Meetings, record the Minutes and disseminate them
- To record the Minutes of Club Committee and General meetings
- To act as the first point of contact for enquiries made to the Club
- To deal with such matters as falls within the delegated remit of the Secretary in an efficient and timely manner.
- To defer other appropriate matters to the appropriate Club Officer in an efficient and timely manner and as may be required
- To bring to the attention of the Committee all matters, including those dealt with by way of remit and deference in an efficient and timely manner.
- To make record of all official Club documents (see Club Documents below)
- To manage the flow of historical club documents to the Club's Records Officer
- To produce a report for the Annual General Meeting On a

Continuing Basis

- Agree Club meeting agenda items with the Chairman
- Collate Officers' Reports to the Committee and issue the Agenda for Committee meetings in a timely fashion
- Ensure dates are set for Club meetings in a timely fashion
- Ensure that the Minutes of Club meetings record the basis of discussion, results of votes and actions arising from decisions made
- Ensure that Minutes of Club meetings are circulated in a timely fashion

Treasurer

Role

To run all aspects of SWCC financial affairs in accordance with the SWCC Constitution and Policies

Key Tasks

- To open and close the Club's bank accounts as required
- To record money going out of and coming into the Club
- To obtain payment from the Club's debtors
- To pay the Club's creditors
- To recommend to the Committee any changes required to subscriptions and hut fees
- To run the Accounts taking into consideration any recommendations of the Auditor
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Maintain bank signatory mandates as agreed by the Committee
- Maintain a robust accounting system that will record all Club financial transactions, provide management information and will satisfy the requirements of an audit
- Handle income and expenditure, including Members' expenses
- Maintain balanced accounts during the Club year and report these not less than quarterly to the Committee
- Manage the signatories for the Club accounts; these should include the previous Treasurer
- Provide the Committee with financial information and forecasts
- Report on the Club's financial status to the membership on an annual basis in the AGM Agenda and Reports
- At the Club year end, balance the Accounts and submit them together with the paperwork to the Auditor

Cave Rescue Liaison Officer

Role

To transfer information between SWCC and South and Mid Wales Cave Rescue Team (SMWCRT) for the benefit of both organisations and in accordance with the SWCC Constitution and Policies

Key Tasks

- To aid SWCC in its support of SMWCRT
- To handle any issues arising from SMWCRT's leasing of No. 2 Powell Street
- To produce a report for the Annual General Meeting On a

Continuing Basis

- Forward any requests from SMWCRT to SWCC to the Committee
- Report to the Committee any damage, work required or proposed changes to No. 2 Powell Street

Conservation Officer

Role

To co-ordinate the Club's cave conservation effort in accordance with the SWCC Constitution and Policies.

Key Tasks

- To determine locations where conservation is needed
- To carry out preventative and restorative conservation activities
- To develop and maintain a cave conservation ethos amongst the Club's membership and visitors
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Tape off areas of local caves requiring conservation
- Monitor and maintain existing taped off sections of caves
- Report to the Committee on conservation activities and on damage to caves
- Maintain the cave conservation profile via the Club's Member media links

Editor

Role

To publicise Club achievements and activities in accordance with the SWCC Constitution and Policies

Key Tasks

- To produce at least 1 Newsletter per annum
- To produce a report for the Annual General Meeting

On a Continuing Basis

- To source and collate material for the Newsletter
- To arrange publication and distribution of the Newsletter to Members and other external organisations

Equipment Officer

Role

To support the cave exploration and other associated activities of Members in accordance with the SWCC Constitution and Policies

Key Tasks

- To maintain the Club's Tackle Store in an ordered and tidy condition
- To monitor the condition of equipment and report any issues arising to the Committee
- To update the Committee about equipment which has been replaced
- To carry out the safe disposal of any equipment deemed unsuitable for further use
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Maintain the continuing operation of the rope washer in the outside washdown area
- Monitor the condition of ropes and other equipment in the Tackle Store for cleanliness and/or damage
- Check that battery powered equipment is working properly
- Check that equipment taken out of the Tackle Store has been returned and if not, follow this up with the user
- Clearly mark old equipment and remove it from the Tackle Store so that it may not be used accidentally

Estate Manager

Role

To manage the Club's property and land in line with legal requirements and in accordance with the SWCC Constitution and Policies

Key Tasks

- To manage the Club's estate and facilities to meet statutory requirements including, but not limited to, gas, electricity, fire, water, sewage and handling of recyclable and waste materials
- To keep all paperwork and certificates current
- To maintain adequate insurance for the Club
- To manage the planning, budgeting, co-ordination and organisation of Working Weeks
- To develop and maintain an SWCC Estates Operating and Maintenance Manual. This to include operating and maintenance schedules, land and boundary plans, services plans and records of tasks done
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Arrange an annual Gas Safe inspection and certification
- Arrange electrical certification at maximum 5-year intervals
- Arrange an annual fire risk assessment, and alarm certification
- Renew annually, the Club's premises licence to sell alcohol
- Keep all certificates current and where required, display them
- Arrange annually the Club's Duty of Care documentation for handling trade waste
- Develop and maintain the Club's recycling policy and facilities
- Review annually the Club's land boundaries, make a record of the review and of any actions arising
- Maintain either a grounds maintenance contract or organise volunteer Club Members to do the maintenance instead
- Oversee the organisation of the annual Working Week (WW). This task may be devolved to the WW team
- Manage the Club's contract for supply of LPG, reviewing the best options at contract renewal times
- Manage the Club's contract for supply of electricity, reviewing the best options at contract renewal times

- Manage the Club's contract for supply of broadband internet and telephone, reviewing the best options at contract renewal times
- Manage the Club's contract for supply of trade waste services, reviewing the best options at contract renewal times
- Charge annual rent to the lessees of No. 2 Powell Street, Wern House and the Penwyllt Inn
- Manage the Club's buildings, contents and third party liability insurances, reviewing the best options at contract renewal times
- Recharge the appropriate buildings insurance element to the lessees of Wern House and the Penwyllt Inn

Records Officer

Role

To maintain the Club Library in accordance with the SWCC Constitution and Policies

Key Tasks

- To maintain and develop a comprehensive collection of speleologically related material
- To arrange reasonable access for SWCC Members and visitors to the Library
- To maintain the contents of the Library and keep it in good condition
- To maintain and develop the SWCC Archive as part of the Archive Sub-Committee (Working Group?)
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Keep the Library collection updated with new and revised written, recorded and digital material together with speleological software
- Maintain an index of Library items
- Organise a system to monitor items borrowed from the Library and their return after use
- Keep the condition of the Library in good order to prevent damage to its contents
- Safely archive sensitive items not to be borrowed by Library users

Training Officer

Role

To organise training in caving techniques for Club Members in accordance with the SWCC Constitution and Policies

Key Tasks

- To assess training needs within the Club
- To keep Club Members updated with training opportunities that might be of interest
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Contact Members via the Club's Member media links with training information
- Maintain a list of internal and external trainers

Warden

Role

To manage the Club HQ at 1-10 Powell Street for use by Club Members and visitors in accordance with the SWCC Constitution and Policies

Key Tasks

- To keep all HQ facilities in good working order
- To maintain supplies of consumable items
- To organise cleaning of the HQ and its preparation for Members and visitors
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Check all door and window locks to maintain security
- Monitor combination lock codes for doors and key safes, reporting changes made to these to the Committee as appropriate
- Monitor and maintain where needed the water supply
- Monitor the LPG supply
- Maintain stocks of consumable items including cleaning materials, waste bags and toilet rolls
- Replace dirty towels and wash them

- Empty waste bins
- Clean wash basins, toilets and floors
- Arrange emptying of the septic tank not less than 3 times per year
- Monitor and maintain where needed the fire alarm system and other fire related equipment
- Carry out and record tests of the fire alarm and emergency lighting systems
- Monitor the disposal of recyclable items and waste materials
- Supply keys and collect fees for HQ doors, food lockers and equipment lockers

Assistant Secretary

Role

To manage Club membership, on behalf of the Secretary, in accordance with the SWCC Constitution and Policies

Key Tasks

- To manage and maintain the primary source of Member contact details for the purposes of Club administration
- To manage and administer the Provisional Membership and Full Membership procedures
- To encourage as many Provisional Members as possible to make the transition to Full Membership
- To encourage as many Full Members as possible annually to renew their Membership
- To ensure that all Members have the appropriate third party liability insurance
- To manage BCA insurance on behalf of Members and the Club
- To maintain income and liability accounts related to the Subscription Account
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Maintain a list of current Members with Membership class identified
- Update the Club Member contact list in response to identified changes in Member details
- Advise, as required, other Club officers and role holders of changes in Member details

- Maintain and develop as necessary the Club Membership application forms
- Ensure that all applications to be considered by the Committee are complete and that the necessary fees have been paid
- Maintain the list of Full Member applicants displayed at the HQ
- Update the Committee with applications for Provisional and Full Membership
- Produce or procure and send out SWCC and BCA Membership cards as required
- Update the Committee on lapsing Full and Provisional Members
- Update the Committee on Membership statistics
- Deal with Provisional Members as required to ensure that their Membership remains valid
- Encourage Provisional Members to apply for Full Membership in a timely manner
- Organise staged Full Membership renewal reminders via the Club's website and communication links
- Deal with Full Members on a one-to-one basis, as required, in connection with renewals
- Advise BCA in a timely manner of new Provisional Members and Temporary Members

Communications Officer

Role

To manage electronic communications between the Club and its Members

Key Tasks

- To maintain and develop an SWCC web presence
- To update and inform the membership about the Club and its activities
- To maintain the Club's external profile
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Maintain the Club's e-mail system enabling communications to SWCC and between its Members and groups of Members
- Keep the Club web site updated with information of use to both Members and visitors

- Keep the web site Calendar updated, working in conjunction with the Bookings Secretary
- Maintain the Club's presence on other social media outlets

Fixed Aids Officer

Role

To maintain Fixed Aids in certain caves in accordance with SWCC Fixed Aids policy and in keeping with the long-term ethos of Fixed Aids within OFD

Key Tasks

- To monitor Fixed Aids
- To maintain a list of Fixed Aids
- To replace Fixed Aids where required
- To assess and respond to requests for new Fixed Aids
- To remove unofficial Fixed Aids
- To manage keys and locks on caves
- To produce a report for the Annual General Meeting

On a Continuing Basis

- Form and run a Fixed Aids working party to manage Fixed Aids
- Inspect all official Fixed Aids at the prescribed intervals
- Display at the Club HQ a list of official Fixed Aids together with the last inspection date for each
- Where a Fixed Aid is no longer in a suitable position or its condition is deemed to be unsafe, replace it
- Advise the Committee on requests for new Fixed Aids
- Maintain a dialogue with National Resources Wales (NRW) concerning Fixed Aids on OFD
- Replace where necessary keys and locks on caves controlled by SWCC