

# Scottish Sub-Aqua Club

## Role Descriptions

April 2009



Scottish Sub-Aqua Club  
The Cockburn Centre  
40 Bogmoor Place, Glasgow, G51 4TQ  
[www.scotsac.com](http://www.scotsac.com)

Registered in Scotland Number SC313935 VAT No. 596708289  
The Scottish Sub Aqua Club is a Company Limited by Guarantee  
Registered Office: 40 Bogmoor Place, Glasgow, G51 4TQ

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*The words 'his', 'him' or 'he' shall be equally taken to read 'hers', 'her' or 'she' wherever they appear.*

## Chairperson

**Responsible to:** Board of Directors

**The following duties are required for this post as detailed in the ScotSAC Bye-laws.**

### All Directors

5.1.1 The Directors collectively are required to act within the powers of the Company, and ensure that the business is not carried on while the Company is unable to meet its debts as they fall due. Individually the Directors are obliged to act with due care, diligence, and skill.

### 5.2 The Chairman

5.2.1 The Chairman shall be the spokesman for the Company

5.2.2 He shall preside at the Annual General Meeting, Extraordinary General Meetings and the Meetings of the Directors. He shall hold an ex-officio position on all sub-committees appointed by the Directors

### Other duties involved in the job:

- The Chairperson's primary role is to ensure that the Board is effective in its tasks of setting and implementing ScotSAC's direction and strategy
- Act as the Company's leading representative which will involve the presentation of ScotSAC's aims and policies to the outside world
- Chair general meetings and Board meetings
- Determination of the order of the agenda; ensuring that the Board receives proper information; keeping track of the contribution of individual directors and ensuring that they are all involved in discussions and decision making
- The Chair should direct discussion towards the emergence of a consensus view and sum up discussions so that everyone understands what has been agreed
  - Providing leadership to the Board
  - Taking responsibility for the Board's composition and development
  - Ensuring proper information for the Board
  - Planning and conducting Board meetings effectively
  - Getting all directors involved in the Board's work
  - Ensuring the Board focuses on its key tasks
  - Engaging the Board in assessing and improving its performance
  - Overseeing the induction and development of directors
  - Management responsibility for staff
  - Work in conjunction with other Board Members as required.

### The rewards or benefits that this post holder can gain are:

- Satisfaction;
- Witness development of governing body;
- Kudos and Status attached to post;
- Putting back into sport; and
- Giving people opportunities to participate
- CV Quote.

### Time Commitment:

ScotSAC Board/General Committee meetings normally held at least 6 times annually  
In addition approximately 10 - 20 hours per month

**Appointment Term:** 3 years

## **National Diving Officer**

**Responsible to:** Board of Directors

**Responsible for:** The National Diving Council

**The following duties are required for this post as detailed in the ScotSAC Bye-laws.**

### **All Directors**

5.1.1 The Directors collectively are required to act within the powers of the Company, and ensure that the business is not carried on while the Company is unable to meet its debts as they fall due. Individually the Directors are obliged to act with due care, diligence, and skill.

### **5.4 The National Diving Officer**

5.4.1 The National Diving Officer (NDO) shall report to the Directors on all aspects of diving and shall be responsible for all diving arrangements in connection with Company activities.

5.4.2 He shall preside at meetings of the National Diving Council.

5.4.3 He shall prepare diving regulations for the approval of and publication by the Directors, in which shall be laid down the standards of training, experience and theoretical knowledge required for the purpose of the Company Diving Certificate

### **7.1 The National Diving Officer**

7.1.1 The National Diving Officer (NDO) shall be responsible to the Directors for all Training and Diving activities within the Company.

7.1.2 The National Diving Officer shall be suitably qualified. A Deputy National Diving Officer may be appointed by the NDO from the National Diving Council and the appointment shall be ratified by National Diving Council, to act on behalf of the NDO in his absence and to represent the National Diving Council and NDO at meetings of the Directors when the NDO cannot attend. The Deputy NDO will not have voting rights at meetings of the Directors.

### **Other Duties that are involved in the Job are:**

- To be responsible for coach education and development;
- To correspond with Branch Diving Officers as appropriate for the operation of the Club.
- To co-ordinate examples of good practice in diving and dissemination of information regarding Training and Diving
- To oversee the Regional Coaching programme via the National Coach.
- Work in conjunction with other relevant Board members as required
- To co-ordinate national events including the annual Diving Officers conference
- To co-ordinate the investigation and support on incidents

### **The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos and status attached to post;
- Putting back into sport;
- Giving people opportunities to participate
- CV Quote.
- Sense of achievement and personal satisfaction of job well done.
- Congratulations from people enjoying the event.

### **Time Commitment:**

ScotSAC Board/General Committee meetings normally held at least 6 times annually

ScotSAC National Diving Council meetings normally held at least 6 times annually.

In addition approximately 30 – 40 hours per month

**Appointment Term:** 3 years

## Treasurer

**Responsible to:** Board of Directors

**The following duties are required for this post as detailed in the ScotSAC Bye-laws**

### All Directors

5.1.1 The Directors collectively are required to act within the powers of the Company, and ensure that the business is not carried on while the Company is unable to meet its debts as they fall due. Individually the Directors are obliged to act with due care, diligence, and skill.

### 5.3 The Treasurer

5.3.1 The Treasurer shall ensure that proper records of accounts of all monies received and paid on behalf of the Company.

5.3.2 He shall arrange for all such monies to be deposited at such Bank as the Directors may direct, to the credit of an account in the name of the Company, on which cheques or other orders shall be signed by not less than two persons nominated by the Directors.

5.3.3 He shall produce a statement of income and expenditure and a Balance Sheet to the last day of the Company Financial Year. The Statement shall be scrutinised and certified by suitable persons appointed at the AGM.

5.3.4 He shall be prepared, upon request, to submit an interim financial statement at any Meeting of Directors

### Other duties involved in the job include:

- Overall control of the ScotSAC's accounting function
- Financial planning and related ongoing advice for the Chairperson
- Formulating financial targets and budgets in accordance with the strategy determined by the Board
- Overall control of all financial transactions and accountancy matters, including audit systems
- Managing ScotSAC policies regarding capital requirements, debt, and taxation.
- Preparing annual accounts
- Ensuring that the regulatory requirements of all statutory bodies are met regarding all the ScotSAC's financial affairs
- Maintaining accounts;
- Authorising cheques being issued above an agreed level
- Presenting a monthly financial overview to the management group;
- Presenting monthly accounts to committee;
- Ensure all invoices are vetted and actioned as appropriate;
- Drawing the Management Committees attention to financial areas of concern promptly.
- Work in conjunction with other relevant Board members as required

### Desirable Background education and experience:

- Degree-Level education
- Ideally Qualified member of an accountancy body or holder of an equivalent qualification or alternative suitable experience

### The rewards or benefits that this post holder can gain are:

- Experience can be gained of financial matters;
- Satisfaction;
- Witness development of governing body;
- Kudos and Status attached to post;
- Putting back into sport;
- Giving people opportunities to participate
- CV Quote.

### Time Commitment:

ScotSAC Board/General Committee meetings normally held at least 6 times annually .  
In addition approximately 10 hours per month

**Appointment Term:** 3 years

## Secretary

**Responsible to:** Board of Directors

The following duties are required for this post as detailed in the ScotSAC Bye-laws.

All Directors

5.1.1 The Directors collectively are required to act within the powers of the Company, and ensure that the business is not carried on while the Company is unable to meet its debts as they fall due. Individually the Directors are obliged to act with due care, diligence, and skill.

### 5.5 The Secretary

5.5.1 The Secretary shall keep Minutes of the Meetings of Directors.

5.5.2 He shall summon meetings, deal with Company correspondence, maintain in good order and safe keeping all records and documents and books of the Company and present a report to the AGM.

5.5.3 He shall send copies of the Minutes or reports of all meetings to the Branch Secretaries

#### **Other duties that are involved in the job are:**

- Membership liaison.
- Sporting body liaison.
- Library and information maintenance.
- Committee support.
- Minutes, agendas of Board of Directors.
- Work in conjunction with other Board Members as required
- Other official duties as required by Companies House

#### **The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos and Status attached to post;
- Putting back into sport; and
- Giving people opportunities to participate
- CV Quote.

#### **Time Commitment:**

ScotSAC Board/General Committee meetings normally held at least 6 times annually .

In addition approximately 15-20 hours per month (both Secretarial specific and wider ScotSAC Management Board activities)

**Appointment Term:** 3 years

## **Director (applies to all Directors)**

**Responsible to:** Board of Directors

**The following duties are required for this post as detailed in the ScotSAC Bye-laws.**

### **All Directors**

5.1.1 The Directors collectively are required to act within the powers of the Company, and ensure that the business is not carried on while the Company is unable to meet its debts as they fall due. Individually the Directors are obliged to act with due care, diligence, and skill.

### **Establish vision, mission and values**

- Determine ScotSAC's vision and mission to guide and set the pace for its current operations and future development.
- Determine the values and goals to be promoted throughout ScotSAC.
- Determine ScotSAC policies.
- Work in conjunction with other Board Members as required

### **Set strategy and structure**

- Review and evaluate present and future opportunities, threats and risks in the external environment; and current and future strengths, weaknesses and risks relating to ScotSAC.
- Determine strategic options, select those to be pursued, and decide the means to implement and support them.
- Determine the business strategies and plans that underpin the corporate strategy.
- Ensure that ScotSAC's organisational structure and capability are appropriate for implementing the chosen strategies.

### **Delegate to staff and volunteers**

- Delegate authority to staff and volunteers, and monitor and evaluate the implementation of policies, strategies and business plans.
- Determine monitoring criteria to be up by the standard.
- Ensure that internal controls are effective and communicate with staff.

### **Exercise accountability to shareholders and be responsible to relevant stakeholders**

- Ensure that communications both to and from relevant stakeholders are effective.
- Understand and take into account of the interests of relevant stakeholders.
- Monitor relations with relevant stakeholders by the gathering and evaluation of appropriate information.
- Promote the goodwill and support of relevant stakeholders.

### **The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos attached to post;
- Putting back into sport; and
- Giving people opportunities to participate
- Status.
- CV Quote.

### **Time Commitment:**

ScotSAC Board/General Committee meetings normally held at least 6 times annually .  
In addition approximately 10 hours per month

**Appointment Term:** 3 years

## Lead Child Protection Officer

**Responsible to:** Board of Directors

**The Lead Child Protection Officer will:**

- Be supported by ScotSAC and be appropriately trained.
- Implement and promote **The Scottish Sub Aqua Club's** Child Protection Policy and Procedures and regularly report to the **General Committee/Board**.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Act as the main contact within **The Scottish Sub Aqua Club** for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the Police and Social Work services.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review **The Scottish Sub Aqua Club's** Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance.

**The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos and status attached to post;
- Putting back into sport;
- Giving people opportunities to participate
- CV Quote.
- Sense of achievement and personal satisfaction of job well done.

**Time Commitment:**

ScotSAC General Committee meetings normally held at least 6 times annually  
In addition approximately 5-20 hours per month

**Appointment Term:** Undefined

## **National Diving Council Member**

**Responsible to:** National Diving Officer

The following duties are required for this post as detailed in the ScotSAC Bye-laws.

### **7.2 The National Diving Council**

7.2.1 The National Diving Council (NDC) is an advisory body responsible for assisting the National Diving Officer with the diving and training activities within the Company. The NDC shall maintain standardisation and high standards of training throughout the Company and shall provide information on all questions concerning diving and training.

7.2.2 The National Diving Council shall consist of a Chairman, who shall be the National Diving Officer and six Elected Members. Elected Members shall accept such duties as may be delegated by the NDO. In addition, The National Coach, Regional Coaches and all Company Examiners shall be ex-officio Members of the Council.

7.2.3 An individual nominated for election to the National Diving Council shall be a Member and be suitably qualified.

7.2.4 The NDC shall meet at least four times per year

7.2.5 All recommendations made at NDC meetings shall be reported to the Directors for approval.

7.2.6 The NDC shall have the authority to co-opt any person for specialist duties but such persons shall have no voting powers at NDC meetings.

7.2.7 A report of all NDC meetings shall be distributed to all Branch Diving Officers.

### **Other Duties that are involved in the Job are:**

- To support the NDO as appropriate in aspects of training and diving activities of the Company
- To co-ordinate examples of good practice in diving development and dissemination of information regarding training and diving ;
- To support the NDO with the national events programme.
- Work in conjunction with other NDC members as required
- To develop and/or review training materials as required

### **The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos and status attached to post;
- Putting back into sport;
- Giving people opportunities to participate
- CV Quote.
- Sense of achievement and personal satisfaction of job well done.

### **Time Commitment:**

ScotSAC National Diving Council meetings normally held at least 6 times annually.  
In addition approximately 10 hours per month

**Appointment Term:** 1 year

## Regional Coach

**Appointed by and responsible to:** National Diving Officer although this may be delegated to the National Coach

### **Essential Qualifications:**

- Have satisfactorily completed a ScotSAC RI training course and achieved the Regional Instructor Award.

### **The following duties are required for this post**

- Provide training support to the Branches within their region.
- Regularly visit their Branches.
- Monitor the training and diving standards within their Branches and report to the National Coach / NDO.
- Authorise the satisfactory completion of training as required by ScotSAC's Training Schedule.
- To identify with the BDO of allocated branches suitable candidates for Branch Instructor/Regional Instructor training.
- To manage the assessment of BI candidates within the allocated Branches.
- To assist with the assessment of RI candidates within the allocated Branches.
- To provide a direct line of communication between the NDC and the BDO's.
- To identify and assess the training requirements of allocated Branches.
- To identify undesirable practices and bring them to the attention of the BDO/National Coach.
- Report to NDC meetings, either in person or by submitting a written report
- Take an active part in the development of training and diving
- Attend, where possible, ScotSAC development days, dive conferences and AGMs
- Make regular visits to assigned Branches, normally once per month
- Monitor and ensure membership of ScotSAC within branches
- Communicate information relevant to branches
- Uphold the values of ScotSAC
- Ensure they have the knowledge to deliver the role
- Report issues with training or branches to the NDC
- Support their branches through training and diving
- Be available for contact by branches through phone and email
- Provide notice to ScotSAC if unable to fulfil the role in order that others may be assigned
- Adhere to Child protection and equity policies
- Adhere to all ScotSAC policies & Byelaws

### **In some appointments, a Regional Coach may also have the following duties**

- Caring for, training or supervising children in line with the ScotSAC Child Protection Policy

### **The rewards or benefits that this post holder can gain are:**

- Maintenance of essential skills through repeated demonstration to trainees.
- Participation in the development of the sport.
- Putting back into sport.
- Satisfaction.
- Kudos and status attached to post.
- CV Quote.

### **Time Commitment:**

As required by the needs of the NDO to provide support to Branches.

### **Appointment Term:**

- 1 year although Regional Coaches may be re-appointed annually while continuing to regularly carry out the duties of the post.
- The appointment may be terminated by the NDO at any time.

## **Regional Instructor**

**This Person is appointed by and responsible to:** The Board via the National Diving Council.

### **Essential Qualifications:**

- Have satisfactorily completed a ScotSAC RI training course and achieved the Regional Instructor Award.

### **The following duties are required for this post**

- The RI shall carry out such training that the NDO considers appropriate to their level of skill.
- Training may be carried out in a swimming pool or open water outwith their Branch.
- The RI shall deliver lectures that the NDO considers appropriate to their level of skill outwith their Branch.
- The RI shall assess the skills levels of trainees.
- Caring for, training or supervising children in line with the ScotSAC Child Protection Policy

### **Other duties involved in the job:**

- Assist their Regional Coach with the development of training within the Region.

### **The rewards or benefits that this post holder can gain are:**

- Maintenance of essential skills through repeated demonstration to trainees
- Putting back into sport
- Satisfaction
- Kudos and status attached to post.
- CV Quote.

### **Time Commitment:**

- As required by the needs of the Regional Coach.

### **Appointment Term:**

- Indefinite while continuing to regularly carry out the duties of the post.

This position requires an enhanced disclosure check and appointment will not be confirmed until after a satisfactory check is carried out.

## **Club Examiner**

**Appointed by and responsible to:** The Board via the National Diving Council.

**Essential Qualifications:**

- Have satisfactorily completed a ScotSAC Examiner course and achieved the Club Examiner Award.

**The following duties are required for this post:**

- The CE shall carry out such training that the NDO considers appropriate to their level of skill.
- The CE shall deliver Instructor training courses that the NDO considers appropriate to their level of skill.
- The CE shall assess the skills levels of trainees.

**Other duties involved in the job:**

- Assist the NDO with the development of training.
- Attend NDC meetings and participate.
- Caring for, training or supervising children in line with the ScotSAC Child Protection Policy

**The rewards or benefits that this post holder can gain are:**

- Maintenance of essential skills through repeated demonstration to trainees.
- Participation in the development of the sport.
- Putting back into sport.
- Satisfaction.
- Kudos and status attached to post.
- CV Quote.

**Time Commitment:**

As required by the needs of the NDO to provide support to Branches.

**Appointment Term:**

- Indefinite while continuing to regularly carry out the duties of the post.

This position requires an enhanced disclosure check and appointment will not be confirmed until after a satisfactory check is carried out.

## **Branch Diving Officer (BDO)**

**This Person is Responsible to:** the Branch Committee

**The following duties are required for this post as detailed in the ScotSAC Bye-laws:**

- 7.3.1 The Branch Diving Officer (BDO) shall be responsible to the Branch Committee for carrying out the rules and regulations laid down by the Company for diving and training.
- 7.3.2 The Branch Diving Officer shall hold at least Master Diver Certificate. Exception to this rule may be made with the approval of the NDC and under the guidance of the Regional Coach. Such persons will be recognised as Acting Branch Diving Officers until such time as they attain Master Diver standard.
- 7.3.3 The Branch Diving Officer immediately after his election shall select from suitably qualified Members of his Branch his Training Personnel who should hold or be working towards Branch Instructor Qualification. He shall present the list to the Branch Committee for approval. They shall constitute the Branch Diving Committee and shall be responsible for all the Training and Diving activities of the Branch. Only Qualified Branch Instructors can certify the training schedules of trainees.

**Other Duties that are involved in the Job are:**

- To inform the Members of any changes made by the NDC and the effects this will have on the Branch.
- Responsible for overseeing the proper completion of members log books and training schedules and the agreeing of information therein.
- Responsible along with the allocated Regional Coach for Branch Instructor Training within the Branch.
- To raise awareness of national courses and identify suitable candidates for Branch Instructor/Regional Instructor training.
- Endeavour to attend ScotSAC conferences and AGM
- To liaise and work alongside Regional Coach
- To identify undesirable practices and address as appropriate bringing about effective change.
- To promote fairness and equality in all assessments.
- To remain approachable to all members of the branch.
- To complete incident reports and inform Regional Coach/National Diving Officer of any incident within the Branch irrespective of the nature.
- Shall hold and maintain the Branch copy of the Branch Diving Officer's Handbook, and hand to subsequent BDO's.

**The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos and status attached to post;
- Putting back into sport;
- Giving people opportunities to participate
- CV Quote.
- Sense of achievement and personal satisfaction of job well done.

**Time Commitment:**

**Appointment Term:** Defined by the Branch

## **Branch Instructor**

**Responsible to:** The BDO of their Branch and National Diving Council

**Appointed by:** The Board via the National Diving Council

**Essential Qualifications:**

- Have satisfactorily completed a ScotSAC BI training course and achieved the Branch Instructor Award.

**The following duties are required for this post:**

- The BI shall carry out such training that their BDO considers appropriate to their level of skill.
- Training may be carried out in a swimming pool or open water.
- The BI shall deliver lectures that their BDO considers appropriate to their level of skill.
- The BI shall assess the skills levels of trainees.
- Caring for, training or supervising children in line with the ScotSAC Child Protection Policy

**Other duties involved in the job:**

- Assist the BDO with the development of training within the Branch.

**The rewards or benefits that this post holder can gain are:**

- Maintenance of essential skills through repeated demonstration to trainees.
- Putting back into sport.
- Satisfaction.
- Kudos and status attached to post.
- CV Quote.

**Time Commitment:**

As required by the needs of the Branch to train new Members.

**Appointment Term:**

- Indefinite while continuing to regularly carry out the duties of the post.

This position requires an enhanced disclosure check and appointment will not be confirmed until after a satisfactory check is carried out.

## **Branch Child Protection Officer**

**This Person is Responsible to:** the Branch Committee and Lead Child Protection Officer

Within Branches of **The Scottish Sub Aqua Club**, the Child Protection Officer will:

- Be supported by ScotSAC and the Branch and be appropriately trained.
- Implement and promote **The Scottish Sub Aqua Club** Child Protection Policy and Procedures.
- Regularly report to the **Club Committee**.
- Act as the main contact within the Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with **The Scottish Sub Aqua Club's** Child Protection Officer.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to **The Scottish Sub Aqua Club's** Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the Police and Social Work services.
- Monitor and review the Child Protection Policy and Procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

**The rewards or benefits that this post holder can gain are:**

- Satisfaction;
- Witness development of governing body;
- Kudos and status attached to post;
- Putting back into sport;
- Giving people opportunities to participate
- CV Quote.
- Sense of achievement and personal satisfaction of job well done.

**Time Commitment:**

As required to by the Branch to perform the above duties.

**Appointment Term:** Undefined

## Branch Chairperson

**RESPONSIBLE TO:** The Branch Committee

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Leadership
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

**MAIN DUTIES:**

- 1) Be the spokesperson for the branch, presiding at branch AGM, EGM and meetings of the branch committee.
- 2) Take responsibility for managing the committee and the affairs of the Branch and hold an ex-officio position on all sub-committees appointed by the branch committee
- 3) Supervise all the affairs (in particular the exercise of financial prudence) of the Branch
- 4) Oversee and guide all decisions taken by the committee and sub committees
- 5) In conjunction with the secretary, prepare and present the annual report
- 6) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- 7) Be familiar with the constitution, Branch rules, committee procedures and the ScotSAC Byelaws and other rules or procedures.
- 8) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the Branch
- 9) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 10) If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda
- 11) Other duties as required by the Branch

In some Branches, this role may be covered by another committee member such as the Branch Diving Officer.

Further details can be found in Byelaws 2.3.1

**Appointment Term:** Normally 1 year

*N.B. This is a template role description. Some Branches may include the above duties within another committee role.*

## **Branch Secretary**

**RESPONSIBLE TO:** The Branch Committee

**SKILLS REQUIRED:** Well organised  
Communication skills

### **MAIN DUTIES:**

- 1) Recording and safe keeping of minutes of meetings of the branch committee, annual general meeting and other branch meetings.
- 2) In conjunction with the Chairperson, prepare and present the annual report
- 3) Liaise with the Chairperson on the Agenda for each meeting
- 4) Summon branch meetings, prepare agendas, record and deal with Branch correspondence.
- 5) Maintain and hold Branch record
- 6) Be the liaison with ScotSAC Headquarters, maintaining membership lists and verifying the membership information provided by ScotSAC Headquarters.
- 7) Notifies ScotSAC Headquarters of changes of Branch Committee personnel.
- 8) Present a report to the Branch Annual General Meeting
- 9) Be familiar with the constitution, Branch rules, committee procedures and the ScotSAC Byelaws and other rules or procedures.
- 10) Other duties as required by the Branch

Further details can be found in Byelaws 2.3.3

**Appointment Term:** Normally 1 year

## **Branch Equipment Officer**

**RESPONSIBLE TO:** The Branch Committee

**SKILLS REQUIRED:**

- Well organised
- Understanding of equipment maintenance

### **MAIN DUTIES:**

1. Maintains the branch equipment in full working order, advising the committee of any issues or problems.
2. Defines and documents routine maintenance tasks.
3. Maintains an Inventory of all club equipment
4. Encourages other club members to contribute to maintenance tasks.
5. Co-ordinates the maintenance of equipment.
6. Makes recommendations to the committee on any new equipment required.
7. Ensures all equipment is correctly maintained and renewed as necessary, maintaining records of such.
8. Keeps the Training Officer informed of equipment availability.
9. Allocates kit to members and keeps track of where it is.
10. Assists the Treasurer in reviewing the asset register and recommending equipment hire charges annually in such a way as to cover maintenance and depreciation charges.
11. Other duties as required by the Branch

**Appointment Term:** Normally 1 year

*N.B. This is a template role description. Some Branches may include the above duties within another committee role.*

## Branch Training Officer

**RESPONSIBLE TO:** The Branch Diving Officer

**SKILLS REQUIRED:**

- Well organised
- Understanding of the ScotSAC training structure

**MAIN DUTIES:**

1. In conjunction with the BDO organises the pool training on club nights
2. Organises training lectures
3. Organises open water training and tests.
4. Manages the clubs training materials e.g., overhead projectors, screens and other training materials.
5. Maintains and holds club training records.
6. Helps ensure members are aware of training opportunities and encourages appropriate advancement.
7. Other duties as required by the Branch

**Appointment Term:** Normally 1 year

*N.B. This is a template role description. Some Branches may include the above duties within another committee role.*

## Branch Treasurer

**RESPONSIBLE TO:** The Branch Committee

**SKILLS REQUIRED:**

- Well organised
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

**MAIN DUTIES:**

1. Responsible for the club finances
2. Deal efficiently and effectively with all invoices and bills
3. Arrange for all monies received to be deposited at such a Bank as the Branch Committee may direct to the credit of an account in the name of the Branch on which cheques or other orders shall be signed by not less than two office-bearers of the Branch Committee
4. Keep up to date records of all the financial transactions
5. Ensure that funds are spent properly
6. Issue receipts and record all money received or paid on behalf of the branch
7. Collect Branch levies from members
8. Attend committee meetings and present the budget report
9. Prepare the end of year accounts to present to the auditors (if required), and send a copy of the Final Branch Accounts to the ScotSAC Company Secretary
10. In agreement with the committee plan the annual budget
11. Monitor the budget throughout the year.
12. Other duties required by the Branch

Further details available from Byelaws 2.3.2

**Appointment Term:** Normally 1 year

*N.B. This is a template role description. Some Branches may include the above duties within another committee role.*