

# **Bremex Mountaineering and Climbing Club**

## **Roles and Responsibilities**

### **Executive committee roles**

#### **Chair:**

- In addition to the duties and responsibilities that all committee members have when joining a committee, the role of a chair has other specific requirements. These requirements are focused around the need to ensure that the committee acts as a team and that the business of the meetings is conducted effectively.
- To preside over committee meetings to ensure that the business of the meeting is conducted effectively.
- To ensure that everyone is involved in discussion or decision making and that the committee has all relevant information for making decisions.
- To ensure that all decisions taken are acted upon.
- To liaise with the committee members and/or other staff, and to provide support as required.
- To be responsible for reporting to the Membership at the Club's AGM.
- To represent the Club externally or to endeavour to ensure representative/s of the Club are nominated to attend relevant meetings of the Mountaineering Councils.
- To take chairs action when agreed and in line with the constitution.
- To sit on panel's e.g. disciplinary panels, recruitment panels as required.
- To ensure that the committee operates as a team.
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the club and its beneficiaries.
- To manage or delegate fund raising activities
- To act as a signatory on the club account.

#### **Secretary**

- The Club Secretary shall be responsible for dealing with all club correspondence, distributing to relevant officers for response where required
- For announcing Committee meetings;
- To ensure that agendas are set and meetings called in line with the constitution.
- For the production and distribution of minutes from those meetings.
- To ensure that minutes accurately record resolutions or decisions made and subsequent action and ownership.
- The Secretary shall also be responsible for announcing the AGM and its agenda and shall give at least 3 months notice of such a meeting.
- Items for inclusion should be submitted in writing by full members at least 60 days prior to the AGM

- In addition the secretary shall keep signed copies of all meeting minutes on file.
- Shall keep records about the Membership of the Club in order to circulate relevant information and shall report to the BMC the size of the Membership on a quarterly basis.
- To act as a signatory on the club account.
- To sit on panel's e.g. disciplinary panels, recruitment panels as required.
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the club and its beneficiaries.
- To liaise with the committee members and/or other staff and to provide support as required.

### **Treasurer**

- The Treasurer shall be responsible for the collection of subscriptions from the membership secretary and will accurately account for any other income and expenditure made on behalf of the Club.
- The Treasurer shall be responsible for the payment of the membership subscription to the BMC and the Insurance premium if this option is taken up.
- Hold bank account in the name of the club
- Act as a primary signatory on the club account
- Produce an annual budget
- Prepare annual balance and profit & loss sheets and present accounts to the AGM each year.
- To work with an independent auditor.
- Abide by the following paragraph of the constitution **4.11** Members acknowledge and agree that they will become Club Members of the BMC and that the Club shall pay the appropriate subscription on behalf of each member included in the return filed by the Club with the BMC, and, in the event of the BMC being wound up, shall pay the sum of not more than £1 on behalf of each member included in a return filed by the Club with the BMC at any time within the preceding period of one year pursuant to the guarantee comprised in clause 6 of the Memorandum of Association of the BMC. The members further acknowledge and agree that upon the Club being affiliated to the BMC and each becoming a Club member of the BMC that they will each be bound by the Memorandum & Articles of Association of the BMC.

### **Membership Secretary**

- Provide information about the Club to prospective members.
- Maintain a database of members including relevant mountaineering & first aid qualifications and experience.
- Send and receive application forms.
- Send response letters to club applications.
- Arrange membership selection panels.

- Collect membership subscriptions and ensure they are passed on to the treasurer.
- To act as a signatory on the club account.
- To sit on panel's e.g. disciplinary panels, recruitment panels as required.
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the club and its beneficiaries.
- To liaise with the committee members and/or other staff and to provide support as required.

#### **Health and Safety co-ordinator**

- Keep up to date with relevant guidance.
- Keep the committee informed of necessary requirements and good practice.
- Organise relevant H & S training & Development in liaison with the Training & Development Co-ordinator.
- To sit on panel's e.g. disciplinary panels, recruitment panels as required.
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the club and its beneficiaries.
- To liaise with the committee members and/or other staff and to provide support as required.

#### **Ordinary Committee roles**

##### **Training & Development co-ordinator**

- To research and develop assessment criteria based on NGB standards for in house assessment of prospective leaders and assessors.
- Co-ordinate workshops for assessments
- Oversee leader & assessors development.
- Keep up to date with new practices and keep committee members informed of relevant good practice.
- Co-ordinate training workshops to encourage updated practices.

##### **Weekend meets co-ordinator**

- Co-ordinate weekend organisers and ensure a weekend organiser rota is produced for all club meets.
- Arrange backup weekend organisers in the event of unforeseen events e.g. sickness.
- Act as a key contact for weekend organisers.
- Ensure organisers are aware of their responsibilities.
- Develop a checklist for weekend organisers.

##### **Huts/camping booking co-ordinator**

- Produce accommodation lists for each weekend meet venue.
- Where appropriate ensure Huts/camps sites are booked in advance for the year.

### **Indoor meets co-ordinator**

- Where necessary co-ordinate regional indoor meets

### **Press/advertising co-ordinator**

- Ensure Club is advertised in Club sections of relevant magazines; promote the Club and its interests.
- Develop and maintain the Club website

### **Website Enquiries Officer**

- Respond to any website queries about the club and copy to the relevant executive member.

### **Non Committee roles**

#### **Weekend meets organiser**

- Producing and sending out weekend plan, to include meeting point time and venue, details of themed planned activity e.g. security on steep ground, scrambling, wild camping, and accommodation list. (Huts and Camping organiser will produce accommodation list for each venue)
- Providing information about shared transport arrangements.
- Organisers will be responsible for finding out who is attending the weekend, introducing to each other members of similar experience.
- Allocating leaders of more experience to led groups and allocating workshop facilitators for peer groups.
- Ensuring that group leaders and facilitators understand their roles.
- Ensuring new members are welcomed and provided with relevant information.
- Receiving & checking route plans.
- Providing a current weather forecast.
- Ensuring kit checks are carried out.
- Encouraging groups to adhere to agreed timetables for the weekend.
- Checking return of groups.

#### **Weekend group leaders**

- The Club follows the guidance within the *BMC Club Guidance Notes*.
- Individuals leading groups select objectives that would normally be within their capabilities, and those of the group.
- Individuals leading groups should:

i) have an awareness of foreseeable hazards

ii) make those hazards clear to those involved

iii) minimise those risks where possible

iv) be aware of appropriate actions to take if emergency situations do occur.' (Ref: BMC Club Guidance notes Leadership and Duty of Care)

To ensure the above is happening:

- All Group Leaders will submit to the weekend organiser prior to the meet: a plan of their proposed activities and a route card with escape routes marked.

- Prior to leaving each group will carry out a kit check to ensure appropriate clothing is being worn and appropriate equipment to the activity is taken on the hill.
- All group leaders and group members should obtain an up to date weather forecast prior to the weekend.

### **Weekend group facilitators for peer group workshops**

Facilitators are not responsible for leading the group. Members participating in peer group workshops do so on the understanding they are not lead by a more experienced member but that each member of the group is of similar experience to one another. The purpose of the group is to facilitate each others learning.

The facilitator ensures the following:

- That a plan is agreed by the group about the activity and timescales proposed for the weekend.
- That all group members are aware of what is planned.
- That group members research good practice for the skills and techniques they wish to practice prior to the weekend. This may involve bringing information from training courses or training manuals to share with each other.
- Encourages group members to discuss their mountaineering judgement and decision making.
- That at least one person in the group submits a route plan including escape routes to the weekend organiser.
- That at least one person obtains an up to date weather forecast for the weekend.
- That group members agree what equipment they need to take.
- That the group does a kit check before going on the hill.
- Encourages group members to keep to previously agreed times of departures, arrivals and activities to ensure the most is gained from the weekend.

# **Bremex Mountaineering and Climbing Club**

## **Weekend structure: roles & responsibilities**

### **Weekend Structure**

The weekend organiser is responsible for organising and choosing the theme for the weekend e.g. scrambling, wild camping and navigation. They are also responsible for producing a weekend plan (see roles & responsibilities below) and sending it out to club members at least 3 weeks prior to the weekend. Members attending the weekend should contact the weekend organiser as soon as possible.

All group leaders and facilitators should read Bremex MCC guidance for volunteer leaders. In the event that a weekend leader or facilitator has to cancel through sickness or change of circumstances they should contact the weekend Coordinator as soon as possible so that alternative arrangements can be made.

### **Led groups**

The weekend organiser groups the members attending into levels of experience and allocates a volunteer leader according to experience.

To ensure adequate preparation, information is provided to volunteer leaders prior to the weekend about what type of weekend they will be leading. Volunteer leaders will plan the weekend and submit a route plan or request that one of the group members prepares one for submission and ensures they have weather forecast. Leaders are encouraged to contact the individuals in the group prior to the weekend.

### **Peer groups**

In advance the weekend organiser groups the members attending into levels of experience and appoints a group facilitator.

Members will be encouraged to contact each other prior to the weekend to decide what they want to achieve, prepare a route plan and make sure they bring the appropriate equipment/clothing. Check the weather forecast.

Members of the peer group will be encouraged to prepare for the weekend by reading up on the skills they want to practice and bring prompts to share with the group e.g. diagrams of ML rope work, a checklist of navigation tools, information from training events.

## **Roles & Responsibilities**

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## **Bremex Mountaineering and Climbing Club**

### **Criteria for full club membership**

1. To demonstrate commitment to the principles and values of the club i.e. share experience in order to learn, develop, practice and maintain mountaineering skills within a structured programme guided by National Governing Body (N.G.B.) good practices, to promote safety and good practice in the mountains.
2. To demonstrate commitment & willingness to foster an atmosphere of welcome, co-operation and team spirit.
3. The following is unlikely to be achieved with less than 50 logged days of hill walking, mountaineering or climbing activities.
4. To demonstrate summer hill walking and mountaineering experience and skills. Competent in micro and macro navigation in good and poor visibility, competent on steep ground, competent at route planning, appropriate use of clothing and equipment. Competent at wild camping.
5. To demonstrate a reasonable level of fitness to sustain a full day 6-7 hours on the hill.
6. To provide evidence of active logged hill walking/climbing experience

## **Bremex Mountaineering and Climbing Club**

### **Criteria for volunteer group leaders and level of authorisation**

**In order to validate group leaders competence the Club has adopted the following process:**

A 'one off' assessment process which validates a full members level of competence and 'authorises' the level they can lead.

**Constitution paragraph 4.9** *'Only Full members can be volunteer group leaders. Any member acting as a volunteer group leader must demonstrate:*

*A continuing level of activity/competence in the activity they are leading.*

*They will be required to undergo an 'in house' assessment (regardless of qualification) to ascertain their level of experience'... (this will involve self assessment of the level a member feels comfortable operating and validation by 3 different full members, over one weekend.)*

*'Keep a written log of mountain days*

*Hold a current first aid certificate:*

*And will be encouraged to attend formal training from a recognised mountain activities provider.*

*The Club reserves the right to refuse to allow a member to be a leader if it is considered they do not have the relevant experience or competence.*

*Assessment will be carried out over a period of at least two weekends by a minimum of 3 different Full members based on written criteria.'*

Subsequent annual informal reviews can be conducted as experience is gained and competence is developed to lead at higher levels. These reviews will involve self assessment of the level a member feels comfortable operating and validation by 3 different full members, over one weekend.

# **Bremex Mountaineering and Climbing Club**

## **Under 18's Guidance**

1. Child protection is a rapidly changing subject, with stringent guidelines.
2. Unaccompanied children under 18 would require the Club to adopt a Child Protection Policy and appoint a Child Protection Liaison Officer and carry out Criminal record Bureau (CRB) checks. In view of this the Club has decided that unaccompanied children cannot be accommodated on Club events.
3. However, children aged 14 up to 18 years can join the Club and hold Junior membership, providing they are accompanied **at all times** by their parent/guardian or a nominated adult in 'loco parentis.'
4. A nominated adult must provide the Membership secretary with written consent from the parent/guardian stating that they have read and accept the BMC participation statement and that they fully understand the risks involved in mountaineering and climbing activities.
5. Children under the age of 14 years can accompany Club members on specified meets providing they are accompanied **at all times** by their parent/guardian and their accommodation is separate to other club members. They cannot become Club members and they cannot stay in huts used for Club meets.
6. No club member, when acting in the capacity of a group organiser, leader or facilitator will be allowed to bring children to that event.
7. Club members who are not the parent/guardian or adult in 'loco parentis' should be aware that where possible they should not be alone with an under 18 on Club events.