

Responsibilities of NOC Committee Roles becoming vacant at AGM

Chairman

- Attend NOC committee meetings and send apologies if circumstances prevent this.
- Report all actions relating to the role two weeks before the NOC Committee meeting.
- Co-ordinate all aspects of club activities.
- Chair Committee meetings and the AGM.
- Mediate in disputes.
- Co-ordinate Helper Group team leaders.
- Jointly authorise expenditure in conjunction with Committee.
- Communicate Committee decisions to club membership.
- Present end of year report to AGM.
- Promote the club locally, regionally and nationally.
- Provide encouragement to all club members to assist them in raising their standards.

Secretary

- Attend all NOC committee meetings and send apologies if circumstances prevent this.
- Publish date, time and location of Committee Meeting two weeks in advance; include a reminder to committee members to distribute their activity reports.
- Report all actions relating to the role two weeks before the NOC Committee meeting.
- Publish Agenda for Committee Meeting and collate and send all committee reports one week before the meeting.
- Take Minutes at the Committee meeting.
- Publish Committee Meeting minutes to the NOC Committee within 1 week of the meeting taking place and email to be put on NOC website.
- Publish date, time and location of AGM at least 28 days beforehand.
- Publish Agenda for AGM at least 7 days beforehand.
- Provide membership statistics and copies of last year's minutes for the AGM.
- Take minutes at AGM.
- Publish AGM Minutes within one month.
- Maintain NOC Membership database.
- Provide copies of membership list as required.
- Provide copies of team lists and contact details to Team Leaders when requested.
- Provide new members with 'Welcome Packs'.
- Allocate new members to a team.
- Receive correspondence on behalf of NOC and file (email or hardcopy).
- Distribute correspondence as appropriate to Committee.

Mapping Co-ordinator

- Attend NOC committee meetings and send apologies if circumstances prevent this.
- Report all actions relating to the role two weeks before the NOC Committee meeting.
- Liaise with club mapmakers regarding matters arising from committee meetings.
- Manage the digital archive of NOC area maps.
- Be point of contact for organisers and planners of events.
- Oversee the updating of maps in conjunction with the fixtures secretary.

Volunteer Co-ordinator

- Attend all NOC committee meetings as a co-opted member and send apologies if circumstances prevent this.
- Report all actions relating to the role two weeks before the NOC Committee meeting.
- Identify volunteers for each event for the roles of planner, organiser and controller.
- Liaise with both the fixtures and permissions secretaries about planned events and keep them informed about officials so that registration can be updated.
- Circulate to event officials all guidance on file to assist them in the fulfilment of their roles and any further informant pertinent to the event.