

Club Committee Roles

The Club Committee will be formed of between 3 and 7 members, some of these will have specific roles such as **Club Chair**, **Club Secretary** and **Club Treasurer**, others will have the role of **Club Committee Member** and will be expected to help out with the day to day running of the Club, occasionally covering duties the named committee roles and can vote on Club management decisions.

All Club Committee Role Descriptions

Overall Purpose

To organise and maintain the existence of the gaming club.

Responsibilities of all Committee Members

1. Ensure that the Club opens each week and that at least one Club Official is present.
2. Ensure that the Club is run according to the Club Rules.
3. Ensure that a safe, friendly atmosphere prevails at Club Nights.
4. Ensure that the Club is a welcoming environment and that new members (and non-members) are met and their needs catered for.
5. Organise the replacement & repair of Club Gaming Boards, Terrain & Equipment by teams of members or by specialists if necessary.
6. Update club members about any club news or developments
7. Keep a record of member decisions and of meetings such as the AGM.

Club Chair

Overall Purpose

To ensure the smooth running of the Club by providing overall organisation and ensuring that the Club Rules are applied.

Specific Responsibilities

1. Liaises with the hall manager and ensures good relations are maintained.
2. In liaison with the **Club Secretary**, sets the agenda of Club Meetings such as the AGM.
3. Responsible for Club representation at external events (Games day, leagues, tournaments etc).
4. Ensures that Club equipment is properly packed and stored.
5. Ensures that the Club is set up safely and appropriately.
6. Checks Club equipment for wear and tear, ensuring that it is suitable for use.
7. Ensures that Club equipment and the Club hall are secure at the end of each meeting.
8. Organises the replacement & repair of Club Gaming Boards, Terrain & Equipment by teams of members or by specialists if necessary.
9. In liaison with the **Club Treasurer**, reconcile bank statements and investigate discrepancies. Reporting to members.

Delegation

Items may be delegated to the other Club officials as appropriate.

Club Secretary

Overall Purpose

The Club Secretary is generally responsible for the administration of the club, arranging meetings and dealing with administration regarding the club constitution.

Specific Responsibilities

1. Is responsible for arranging club meetings and ensuring minutes are taken.
2. In liaison with the **Club Chair**, sets the agenda of Club Meetings such as the AGM.
3. To organise the Membership Schemes.
4. To organise the planning and purchase of membership related items such as badges, clothing and to purchase consumables such as raffle tickets.
5. To ensure that accurate records of club attendance and membership are maintained in order to assess membership status.
6. To update members' emergency contact details and weed out details of members that no longer attend.
7. Liaise with club officials about club and member needs.
8. Organise membership events such as Members Raffles & special events e.g. Christmas party

Delegation

Items may be delegated to the other Club officials as appropriate.

Club Treasurer

Overall Purpose

To ensure that Club funds and assets are appropriately managed.

Specific Responsibilities

1. To ensure that Club funds are used according to Club Rules, and always in the best interests of the members.
2. By managing Club funds, ensure that finances are available as a first priority to meet essential expenditure (for example hall rent, etc).
3. To keep accurate records of all collection, use and disposal of Club funds and assets to a standard deemed acceptable to an independent auditor.
4. To ensure that Club Accounts are subjected to an annual audit and report from a suitable qualified independent advisor.
5. To ensure that appropriate security arrangements and practices are in place with regards to finance.
6. To reconcile bank statements and investigate any discrepancies, reporting to the members in liaison with the **Club Chair**.
7. To assess the Club's financial health and make a report to the members at the AGM.
8. To cash up at the end of meetings and events, ensuring records are updated and cash prepared for banking.
9. To take cash to the bank and deposit it in the Club Bank Account.
10. Liaise with the hall manager when booking & paying for events

Delegation

Item 8. And 9. May be delegated if necessary to another Club Official or Senior Member (but not to any other member). Other responsibilities cannot be delegated. Senior members at any time will be those who have been a member for over a year and have attended more than Three-quarters of the meetings in the previous six months.

Club Committee Member

Overall Purpose

The role of a Club Committee Member is to support everyone else and to act as a Club Official when required. They will also be able to vote on decisions that impact the running and organisation of the club.

Specific Responsibilities

A Club Committee Member does not have any specific responsibilities but will provide support to the **Club Chair**, **Club Secretary** and **Club Treasurer** as required.

Crossfire Gaming Club Constitution

1. Identity

- a. The club will be called **Crossfire Gaming Club**.
- b. The club will be based at **Cumbernauld Village Hall**
 - i. **Village Hall, The Wynd, Cumbernauld, Glasgow G67 2SU**

2. Purpose

- a. To provide an environment and the opportunity for members and non-members to participate in the hobby of collecting and gaming with miniatures, board games, card games and roleplaying games.

3. Membership

- a. Membership of the club is gained by paying an annual membership fee.
- b. Club meetings are open to non-members who can make use of the club facilities upon payment of the standard meeting ticket price.
- c. Attendees must be 16 years old or more to attend the club or become a member. Club officials and signatories must be 18 years or older.

4. Club Assets

- a. The assets of the club (gaming equipment, cash in hand and cash at the bank) belong to the club and its members.
- b. If the club ever closes the assets will be distributed to the current members as evenly as possible. Current members at any time will be those who have attended more than half the meetings in the previous six months.
 - i. Where possible, any donated items will be returned to their previous owners

5. Club Officials

- a. Decisions involving expenditure in excess of £50 or which involve a change to the Club Rules will be made by majority vote of club members at a normal meeting. Club officials may make decisions on day to day running and expenditure of up to £50.
- b. At the AGM the members will appoint a **Club Chair, Club Secretary, Club Treasurer** and up to 4 additional supportive **Club Committee Member** positions.
- c. Officials must have attended at least half of the meetings held during the past 12 months to be eligible for election or re-election.
- d. Within reason, a minimum of one official will be present at each club meeting.
- e. At least one member will be trained in First Aid. Within reason, at least one First Aid trained member will be present at all club meetings.

6. Club Funds

- a. Club funds will be administered through a bank or building society account which is designed for this purpose.
- b. There will be three signatories to the club bank account. Any two of the signatories must sign club cheques and make cash withdrawals.
- c. The **Club Treasurer** will keep a record of transactions on club funds showing all credits, debits and the current balance. The record will be available for inspection by any club member.
- d. A receipt will be obtained for all club expenditure, checked by the Treasurer and retained for audit purposes. If the Treasurer commits expenditure then the receipt will be checked a different signatory
- e. The club year will run from January to December. At the end of the year a suitably qualified independent person will inspect the financial records.
- f. Public liability insurance and rent will be the highest priority purchases for the club. Sufficient funds will be put aside for these as required.

7. Voting and club decisions

- a. Decisions regarding the club, including amendment of club rules, will be made by majority vote at normal club committee meetings.
- b. Decisions affecting day-to-day running of the club will be made by majority vote by the Club Officials.
- c. Only current members (not visitors) may vote.
- d. There will be an Annual General Meeting to discuss the general direction of the club and forthcoming events.

8. Standards of conduct

- a. Club members and visiting non-members will at all times adhere to the following standards of behaviour.
- b. There will be no verbal or physical abuse of any other member or visiting non-member.
- c. There will be no discrimination of any kind by any member or visiting non-member towards any other person at the club meetings. This includes but is not limited to discrimination on grounds of:
 - i. Class;
 - ii. Ethnic origin, nationality (or statelessness), or race;
 - iii. Gender;
 - iv. Age;
 - v. Marital or sexual status;
 - vi. Mental or physical ability;
 - vii. Political or religious belief.
- d. No attendee under the age of 16 years will be left unattended by less than two adults over the age of 18 years at any time.
- e. It is the responsibility of all persons to ensure that:
 - i. they do not endanger the health and safety of themselves or others;
 - ii. they observe the rules established for the safety of those involved in club activities. These are defined as required by the Club Officials.
- f. Disagreements between club members
 - i. Any disagreements between members in a Gaming Club must be referred to the **Club Chair**.
 - ii. If the **Club Chair** is unable to resolve the disagreement, or if personally involved in it, the matter must be referred to the **Club Secretary** and **Club Treasurer**.

9. Suspension of members

- a. Suspension of membership ensures that no situation in the Gaming Club arises which could cause further concern and that no member is placed in a position which could cause further compromise. Such action may be necessary in the following cases:
 - i. When an allegation is made that a Member has committed a serious criminal offence. In this case the Member must be suspended until police inquiries and any legal proceedings have been concluded.
 - ii. When a disagreement between adults cannot be resolved quickly. In this case the suspension is to be for a period of not more than 90 days in the first instance. Suspension for further periods of not more than 90 days may follow.
 - iii. When the action of an individual could seriously harm the reputation of the Gaming Club.
- b. Membership may only be suspended by the club committee