

Outline of responsibilities of key members of the committee of a Dive Club like iDive

On the following pages are one-page descriptions of the roles of committee members.

As a club we really need some understudies for many of these roles to ensure continuity when the current incumbents need to move on.

Diving Officer

Qualifications:

- Ideally Advanced Diver or above
- Ideally an Instructor

Responsibilities:

- Delegated role from NDO
- Ensuring Diving Safety
- QA of training
- Maintaining a varied Diving Programme
- Incident reporting
- Diving Conduct (adhering to Safe Diving)
- Training team management (delegated)
- Setting standards

Succession: Few Branch Officers can perform all their duties efficiently without help. With the approval of the Branch Committee, as many duties as thought fit may be delegated to suitable and willing members, provided that they are qualified to undertake them. Not only does this lighten the Officer's burden, it also prepares other members for more senior duties within the Branch. Since those delegated to do particular tasks are answerable to the Officer who has delegated to them, there is no need for the member delegated to do a particular job or task to report directly to the Committee or become a Committee Member, unless the Committee chooses so.

The Diving Officer is responsible for developing the diving and training programme for the coming year for both divers and instructors in the club. The full responsibilities for this role can be found in the BSAC Club handbook.

Training Officer

Qualifications:

- Ideally an Instructor

Responsibilities:

- Organisation of the training programme.
- To plan training in conjunction with, and to the satisfaction of the Diving Officer
- Set dates for theory lessons, theory exam and sheltered water (pool) sessions
- To set dates for open water training trips to suitable venues.
- Co-ordinate the availability of students and instructors.
- Work with the Equipment Officer and the students to ensure that suitable equipment is available as required.
- To provide feedback to the Diving Officer and the Committee on the progress of training.

Responsible to the Diving Officer

Chairman

Qualifications:

- To be a listener and facilitator

Responsibilities

- Be the notional figurehead of the club.
- To call and chair regular meetings of the club's committee
- Impartially help the committee reach amicable decisions about club procedures and issues.
- Responsibility to ensure these meetings have minutes (usually delegated)
- To call and hold the AGM once a year, which must have certain content mandated by the constitution, notably setting club fees, discussing proposals for amendments to the constitution, and choosing a new committee.
- Notifying BSAC of outcome of AGM, mainly the new committee members

Membership Secretary

Qualifications:

- Must be organised

Responsibilities:

- To ensure all current iDive members are given their iDive and BSAC renewal membership forms for completion about a month before iDive's common renewal date of 1st March.
- Assist BSAC and iDive membership of new members, cross-over members from different dive organisations and re-joining BSAC members.
- Assist recruitment of Ocean Diver trainee members each year, numbers to be decided by the Training Officer/ Equipment Officer/ Instructors. Acceptance of Ocean Diver Trainees should ideally commence in January.
- Send completed BSAC membership forms to BSAC Membership Department together with any BSAC membership fees due.
- Keep good, accurate and up to date records of iDive membership. Completed iDive membership forms and BSAC membership and medical forms to be kept for the club's records.
- Publish relevant parts of these records as private contacts page on idive.org.uk.
- Hand out Try Dive packs as needed and keep the completed forms.
- Keep the Treasurer informed of membership fees due to iDive and/or BSAC.
- Be the contact point for membership enquiries coming into iDive.

Treasurer

Qualifications:

- Can count

Responsibilities:

- Responsible for sound financial management of the branch
- Monitoring branch income and expenditure
- Liaising with the Membership Secretary over renewals and new members subscriptions
- Providing advice on all matters of expenditure and the Branch's financial position on a regular basis to the Branch Committee.
- Preparing an "Income & Expenditure Sheet" and a "Balance Sheet" for presentation and approval at the Branch's AGM.
- Preparing a budget for the following year in order to recommend the appropriate level of membership fee for the year.
- Ensuring the Branch's equipment is adequately insured.
- Keep records of all account transactions

Detail:

In practice the treasurer's job is straightforward with the right approach and the right tools. Anyone who has made any attempt to keep track of their own personal expenditure should be able to manage it. These days, with simple accounting software and online access to the club's bank account, it is an easy matter to keep a close check between money in the bank and your local records. There should be no need to spend hours trying to find out where that elusive £15.63 has gone!

One fundamental rule that will make life easy for you is that ALL MONEY MUST PASS THROUGH THE BANK ACCOUNT. For example, if somebody who runs a trip and collects boat fees also incurs other expenses they MUST pay the boat fees into the bank account and claim their expenses back as a separate transaction. You should not just accept a net figure from them. This way the bank account accurately tracks all the income and all the expenditure for the year – you just need to keep track of where income has come from and why any expenditure was made.

Whilst it is possible to separately record income and expenditure using a spreadsheet this can be prone to error if any underlying formulae aren't correctly propagated to new entries. eg when a new row is added. (I had problems with this with a complex spreadsheet I inherited).

I have used and highly recommend the free windows-based application VT Cash Book. This is downloadable from www.vtsoftware.co.uk/cashbook/. With this software, with any transaction you enter, you can break it down into the appropriate categories. For example, when somebody pays their subs the figure can be broken down across BSAC subs/iDive subs/BSAC training materials/Kit maintenance. (The latter two are paid by new club members who come in as trainees). You are at liberty to add as many categories as you like so that you can be as fine-grained as you like in tracking things. I work broadly with the categories presented on the "Income & Expenditure" report presented at the AGM.

Pressing F5 at any time produces the “Income and Expenditure” listing in a format that is close to what will be required for the report and accounts presented at the AGM. It is also a convenient way to present the current state of the club’s finances at the monthly committee meetings.

All in all I find VT Cash Book very easy to use and the tool has made the job of tracking the club finances a doddle.

There are two potentially busy times of year:

- February/March when everybody is renewing their membership.
- December/January in producing the accounts for the AGM.

The Membership Secretary takes the brunt of the effort in dealing with membership renewals. Hopefully they will also be paying any cheques received straight into the bank rather than handing them on to you – but this may not always be the case. They may also be paying the collected BSAC membership fees direct to BSAC. If not, you’ll need to either write them the occasional cheque or transfer the money straight to BSAC using a reference provided by the Membership Secretary. You should be working closely with them during this period so that you can accurately track what is coming in from the members and what is being passed on to BSAC.

During the year, on a regular basis, you should be ensuring that the records are up-to-date – that the figure for the money in the bank account agrees between the on-line statement and VT Cash Book. You should be doing this anyway just before each committee meeting when you prepare your report.

Come the year end VT Cash Book should provide the figures you need to put into your report for the AGM. These figures also act as a guide for likely expenditure in the coming year and can be balanced against the funds likely to be raised from the predicted level of membership for the coming year.

When looking at the accounts I separate out income associated with BSAC membership subscriptions and the cost of BSAC training materials. With these the club is acting as a middle man – we collect membership subscriptions on behalf of BSAC and then pass that money on to BSAC. Similarly, on behalf of our members, we buy training materials from BSAC and charge them the actual cost without any markup. Income and expenditure in these two categories should balance out and, in my opinion, aren’t really part of the club’s turnover.

The final thing is maintaining the Asset Register. This should record everything the club owns, when it was bought, how much it cost, expected life, current value and the likely cost of replacement. This should be reviewed and updated yearly, and any new acquisitions or disposals added as and when they occur.

A yearly check against the Asset register ensures that expensive dive equipment is not mislaid or lost. It shows what money we should have in the reserves to enable us to replace equipment as-and-when it reaches the end of its life. Your responsibility is in ensuring that it is in place and up-to-date. Other members of the committee (e.g. equipment officer, boat officer) should be providing the information that goes into it.

Responsibilities description provided by David Parkinson Treasurer 2016

Communications Officer (a better name than publicity officer)

Qualifications:

- Good with words

Responsibilities:

- 1 To use external facing communications channels to raise awareness of the club with the aim of supporting recruitment of new members including:
 - Public relations through local and regional media (working where appropriate with BSAC's PR people)
 - Drafting and issuing news releases to support the above around club events, activities and recruitment campaigns (eg Try Dives)
 - Maintaining contacts with local media
 - Providing support to digital media including Facebook, club website etc
 - To proactively seek opportunities to raise the profile of the club
- 2 To use internal facing communications channels to ensure:
 - Club members are aware of activities and events
 - Conduct surveys of members to help the club understand how members want to receive communications and the kinds of events and activities members want to be involved in
- 3 To ensure the club has a clear brand identity in keeping with BSAC's guidelines ensuring all publicity channels and materials are in keeping with the identity. Channels can include the whole marketing mix including:
 - PR
 - Advertising
 - Digital media including Facebook, Twitter, Websites
 - Newsletters (print and digital)
 - Posters
 - Club noticeboard
 - Banners
 - Clothing
 - Promotional events

Boat Officer

Qualifications:

- Useful to know a bit about boats

Responsibilities:

- To ensure the club's boats are maintained and ready to go diving
- Engines serviced
- Any necessary repairs completed
- Radio in good working order
- Fish finders in good working order
- GPS/chart plotters in good working order
- Trailers in good working order
- Ropes/shots & anchors in good working order
- Flares ready and in date
- First aid kits ready and in date

This is a lot of stuff to keep in good order and it's important to realise that the boat officer doesn't do this by themselves. Jobs can be delegated to other club members to help e.g. on designated "maintenance days", or by asking for volunteers to take things away and deal with them, e.g. flares, first aid kits etc.

Equipment Officer

Qualifications:

- Cares about equipment
- Useful to have decent sized vehicle that can transport several sets of kit

Responsibilities:

- Keeps track of SCUBA equipment belonging to the club
- Knows who has each piece on loan
- Looks after store of equipment not on loan
- Knows the maintenance state of each piece of kit and when servicing (regulators) and testing (cylinders) are due.
- Arranges for regulators to be serviced
- Arranges for cylinders to be tested
- Issues sets of equipment to new students
- Recovers equipment from members when servicing needed.
- Brings equipment to club events such as try-dives.

Secretary

Qualifications:

- Organised
- Can take notes and summarise meeting discussions

Responsibilities:

- Summarises discussion in minutes of the committee meetings
- Notes actions and tracks progress
- Can organise committee meeting and AGM locations
- Uploads meeting minutes on to Website

Welfare Officer

- Assist the club to fulfill its responsibilities to safeguard children and vulnerable adults at club level
- Assist the club to implement its safeguarding children and vulnerable adults plan at club level
- The first point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the club's best practice guidance/code of conducts within the club
- Represent welfare on the club's management committee
- Ensure adherence to the club's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

History

Version	Date	Changes	Author
0	Apr 2016	New Document	John Cook
1	Dec 2017	Added Secretary Role and removed Ordinary Member	Raj Mistry
2	Apr 2018	Added Welfare Officer Role	Naina Mistry