

Balsall and Berkswell Hornets Roles

Job Title	Key responsibilities	Commitment level	Possible candidate(s)	Current job holder
Chair (mandatory role):	<p>Coordinate setting up of new teams</p> <p>Ensure managers, club officials have up to date qualifications</p> <p>Liaise/Oversee Saturday morning club</p> <p>In conjunction with Welfare Officer deal with incidents</p> <p>Liaise with men's section</p> <p>Ensure club is run in accordance with club constitution</p> <p>Maintain and update club development plan</p>	Ongoing, weekly basis (3 hours)		Steve Tidy
Club Secretary (mandatory role)	<p>Maintain Club constitution, meeting & AGM minutes</p> <p>Organise meetings and AGMs</p> <p>Manage club communication with Leagues & Birmingham FA.</p> <p>Liaise with 5 leagues and managers re any discipline issue, fines. These are time critical and will mean responding during weekend</p> <p>Liaise with 5 leagues and managers re match cancellation, rescheduling. These are time critical and will require response with in 1 hours during weekend</p> <p>Annual FA affiliation process - Registration of teams Chasing managers to ensure right qualifications are in place and work with welfare officer and chairman Assist managers with player registration</p> <p>Ensure club attendance at league meetings & AGMs</p>	<p>General Ongoing, weekly basis (2 to 3 hours)</p> <p>August till May/june</p> <p>July is a quiet month</p> <p>April - can take up to 5/6 hours</p>		Mimi
Finance (mandatory role)	<p>Manage overall control of club finances</p> <p>Maintain excel cashbook (can be done however individual wants)</p>	Ongoing, weekly	1 x volunteer	James Aspinall

	<p>Prepare budget and annual finance plan Manage the HSBC bank account: All posting online, only physical transactions being cash from Presentation night / odd cheque received. Transaction posting and reconciliations on regular basis. Prepare year end summary report. Set annual fees and collect from teams Credit control re fees and invoices (Yoga/ Berkswell PC / Sailing? / Inspired Body) Raise invoices for external users of the Clubhouse and advertising boards Maintain cash tin in clubhouse / spare cash at home Prepare and file statutory and tax accounts Be the legal club company address – Club house does not currently have post box option. Maintain any statutory requirements Receive Sum up payments and check for reasonableness Receive invoices and pay suppliers as appropriate (Dawsons / EE re Wifi / water / Electricity) Manage 3 year Electricity contract agreed from July 2023 with D-energi. Provide monthly meter readings Grant applications as required, and then liaise with relevant organisations as needed Receive cash from Walking football Determine bar prices Management of Sum up Equipment and contract Manage Lease with Solihull Council</p>	<p>basis (2 to 3 hours) May / June 6 hours ad hoc ad hoc - 3 hrs weekly Monthly Ad hoc Ad hoc Ad hoc</p>		
Welfare Officer (mandatory role)	<p>Update membership and consent form annually Maintain club codes of conduct Run through with managers good practice (annually) Process DBS checks In conjunction with Chair deal with incidents</p>	<p>Ongoing, monthly basis (2 hours)</p>	<p>2 x volunteers</p>	<p>Andy King</p>
Club House Manager	<p>Manage cleaners Be point of contact for external users; Yoga, Parish Council etc.. Co-ordinate maintenance & upkeep of building Skip emptying</p>	<p>Ongoing, weekly basis, (2 to 3 hours)</p>		<p>Steve, James & Andy</p>

	Maintain CCTV Key cutting			
Kitchen and Bar Manager	Oversee opening and staff of kitchen and bar Purchase stock for kitchen and bar Clean Pipes once a month Liaise with Brewery as required Manage opening licence	Ongoing, weekly basis, (2 to 3 hours)		Steve & Andy
Pitch Manager	Pitch Allocation Liaise with Solihull council re Lavender hall pitch hire Liaise with Heart of England school re Holly Lane pitch hire Co-ordinate pitch maintenance with club groundsman (Graham Dawson) Organise line marking Oversee pitch marking prior to start of season Oversee containers	Ongoing, monthly basis (2 hours)		Steve & Andy
Club Development Manager	Run development meetings & oversee initiatives. Grant applications	Ongoing, monthly basis (4 hours)	1 x volunteer	Steve, James & Andy
Events Manager	Coordinate Presentation night - takes place in May Coordinate Beer festival (with Balsall Common Lions Club) - usually takes place end June Organise support for Father Christmas (find 6x volunteers for one evening to support Balsall Common Lions Club) Organise support to Lions Raffle	Certain times of year, busiest between March and June.	1 x volunteer + 1 helper	Steve, James & Andy
Communications Manager	Manage and maintain Club Website, Club Facebook, Club WhatsApp	Ongoing, Weekly (1/2 hour per week)	1 x volunteer	Claire Turner
Club Shop & Kit Manager	Responsible for confirming which kits can be used Overseeing a club shop Helping teams to order kit each season	Certain times of year (usually over the summer while teams are ordering new kit)	1 x volunteer	Steve