



City of Glasgow Gymnastics Club – Board Roles Available

City of Glasgow GC is long established and hugely successful gymnastics club based in the heart of Glasgow. We have been producing successful athletes for decades with many Scottish Champions crowned, and some have represented Scotland at the Commonwealth Games. We always strive to give the best experience to all connected with the club. Our current focus is on men's artistic, women's artistic, acrobatic, and disability gymnastics.

The club, which is Limited by Guarantee, is looking to expand the knowledge and expertise of the Board of Directors ahead of one of the most exciting and challenging projects undertaken by the club. The next phase of our growth and development aligns with our National Governing Body, Scottish Gymnastics.

We are seeking the following roles to create the dream team to lead the club:

- Secretary
- Finance Director
- Governance/HR Director
- Marketing & Communications Director
- Project Management/Planning Director
- Non-portfolio Director

These roles are voluntary, but all out of pocket expenses will be covered as per our expenses policy. We also recognise voluntary board roles are not always the most appealing, but this is a truly unique opportunity to make a huge difference to the Glasgow community and be part of something special. We anticipate only three hours per week will be required plus a monthly board meeting.

Prior knowledge of gymnastics is not required, and don't worry we won't expect any new directors to participate in any gymnastics sessions.

For an informal chat about this excellent opportunity, please contact Chairperson Shirley Gorrell on 07470 231 017 or by email coggclub@gmail.com.

Application Process

Applicants should apply by submitting a copy of their CV and a maximum two-sided cover letter detailing motivations for applying and how the applicant's skills and expertise fit with the board role applied for. Applications should be sent to Chairperson Shirley Gorrell, via email at coggclub@gmail.com.

The closing date for applications is **noon on Monday 31 January 2022**. Interviews will take place during the first two weeks of February.



City of Glasgow Gymnastics Club – Finance Director Role Descriptor

ROLE TITLE: Finance Director

RESPONSIBLE TO: The Club Board

TIME COMMITMENT: three hours per week plus monthly board meeting

SKILLS REQUIRED:

- Well organised
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

MAIN DUTIES:

- Responsible for overseeing and protecting the club finances
- Manage the bank accounts with authorised club personnel
- Deal efficiently and effectively with all invoices and bills
- Keep up to date records of all the financial transactions
- Issue receipts and record all money received
- Ensure that funds are spent properly
- Ensure appropriate policies and procedures and implements and maintained
- Work with the board to create financial projections in line with strategic plans
- Attend quarterly club board meetings and present the budget report
- In liaison with the Club Manager and Bookkeeper prepare the end of year accounts to present to the accountants
- Work with broker to finalise management accounts
- Oversee QuickBooks
- In agreement with the board, plan the annual budget
- Assist with future plans of the club
- Monitor the budget throughout the year
- Attend committee meeting at least one per quarter
- If an urgent issue arises be available or at least have input into matter