



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 – Secretary Role Descriptor

ROLE TITLE: Secretary

RESPONSIBLE TO: The Club Board

TIME COMMITMENT: three hours per week plus monthly board meeting

SKILLS REQUIRED:

- Good communication
- Well organised
- Prepared to make a regular time commitment
- Approachable & friendly
- Ability to delegate

MAIN DUTIES:

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Prepare and distribute the club board meeting Agendas
- Keep the Minutes of all club meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Carry out or delegate all the administrative duties thereby enabling the club and its members to function effectively
- Work alongside the Finance Director to see that all affiliation/registration documents are accurate and are paid on time (delete if a separate membership coordinator role exists)
- Ensure that all members have a copy of the club handbook, insurance details and officers contacts etc
- Assist with future plans of the club
- Attend committee meeting at least one per quarter
- If an urgent issue arises be available or at least have input into matter