

**FVO ROLE DESCRIPTIONS and current postholders**  
***Version 3, updated 10/11/2024***

|                     |  |               |
|---------------------|--|---------------|
| <b>Elected 2024</b> |  |               |
| President           |  | Jen Leonard   |
| Vice President      |  | Neil Polwart  |
| Club Secretary      |  | Paul Hammond  |
| Treasurer           |  | Dave Godfree  |
| Committee Members   |  | Steve Scott   |
|                     |  | Neil Polwart  |
|                     |  | John Heaton   |
|                     |  | Bryony McLeod |

|                              |         |                                                                |
|------------------------------|---------|----------------------------------------------------------------|
| <b>Appointed 2024</b>        |         |                                                                |
| Clothing Kit Co-ordinator    |         | Paul Hammond                                                   |
| Coaching Co-ordinator        |         | Jason Inman (SWAT), Nicola Melville (Stars)                    |
| Electronic Equipment Manager |         | Will Hensman                                                   |
| Equipment Manager            |         | Ben Stansfield                                                 |
| Fixtures Coordinator         |         | Vacant                                                         |
| Local Events Co-ordinators   | Urban   | Cathy Tilbrook                                                 |
|                              | WEE     | Chris Kelly                                                    |
|                              | Night   | Lewis Taylor                                                   |
|                              | Weekend | Vacant                                                         |
| Mapping Officer              |         | Graham Gristwood                                               |
| Membership Secretary         |         | Neil Polwart                                                   |
| Permissions Officer          |         | John Heaton                                                    |
| Press Officer                |         | Steve Scott                                                    |
| Safeguarding Officer         |         | Hazel Dean                                                     |
| Social Secretary             |         | Heather Fellbaum/Vicky Thornton/Caroline Clarke/Natasha Conway |
| Team Captain                 |         | Jon Cross                                                      |
| Trophies Co-ordinator        |         | Lindsey Hensman                                                |
| Volunteer coordinator        |         | Jen Leonard                                                    |
| Website Manager              |         | Paul Hammond                                                   |

|                                                        |           |                           |                             |                         |                     |
|--------------------------------------------------------|-----------|---------------------------|-----------------------------|-------------------------|---------------------|
| <b>Role:</b>                                           | President | <b>Elected/Appointed:</b> | Elected                     | <b>Time Commitment:</b> | Approx 2 hours/week |
|                                                        |           |                           |                             |                         |                     |
| <b>Responsibilities</b>                                |           |                           | <b>Key Skills</b>           |                         |                     |
| Steers the future direction of principal club matters. |           |                           | Strong leadership.          |                         |                     |
| Chair meetings and the Annual General Meeting (AGM).   |           |                           | Excellent communication.    |                         |                     |
| Co-ordinates committee business and annual reporting   |           |                           | Negotiating.                |                         |                     |
| Communicates with club officers and members.           |           |                           | Listening and mediating.    |                         |                     |
| Assists with development plans and funding bids.       |           |                           | Unbiased and impartial.     |                         |                     |
| Represents the club locally and nationally.            |           |                           | Approachable.               |                         |                     |
| Line manages the development officer                   |           |                           | Well organised.             |                         |                     |
|                                                        |           |                           |                             |                         |                     |
| <b>Key Links (Internal)</b>                            |           |                           | <b>Key Links (External)</b> |                         |                     |
| Club Secretary                                         |           |                           | British Orienteering        |                         |                     |
| Treasurer                                              |           |                           | Scottish Orienteering       |                         |                     |
| General Committee                                      |           |                           |                             |                         |                     |
| Membership as a whole                                  |           |                           |                             |                         |                     |

|                                                                                                                         |                |                           |                             |                         |                     |
|-------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------|-----------------------------|-------------------------|---------------------|
| <b>Role:</b>                                                                                                            | Vice President | <b>Elected/Appointed:</b> | Elected                     | <b>Time Commitment:</b> | Approx 2 hours/week |
|                                                                                                                         |                |                           |                             |                         |                     |
| <b>Responsibilities</b>                                                                                                 |                |                           | <b>Key Skills</b>           |                         |                     |
| Substitute for the President across all their role, if he/she is unavailable or incapacitated in the short or long term |                |                           | Strong leadership.          |                         |                     |
| Represent the club at specific functions as agreed with the President                                                   |                |                           | Excellent communication.    |                         |                     |
|                                                                                                                         |                |                           | Negotiating.                |                         |                     |
|                                                                                                                         |                |                           | Listening and mediating.    |                         |                     |
|                                                                                                                         |                |                           | Unbiased and impartial.     |                         |                     |
|                                                                                                                         |                |                           | Approachable.               |                         |                     |
|                                                                                                                         |                |                           | Well organised.             |                         |                     |
|                                                                                                                         |                |                           |                             |                         |                     |
| <b>Key Links (Internal)</b>                                                                                             |                |                           | <b>Key Links (External)</b> |                         |                     |
| President                                                                                                               |                |                           | British Orienteering        |                         |                     |
| Club Secretary                                                                                                          |                |                           | Scottish Orienteering       |                         |                     |
| Treasurer                                                                                                               |                |                           |                             |                         |                     |
| Membership as a whole                                                                                                   |                |                           |                             |                         |                     |

|                                                                                                       |                |                           |                                                                           |                         |                     |
|-------------------------------------------------------------------------------------------------------|----------------|---------------------------|---------------------------------------------------------------------------|-------------------------|---------------------|
| <b>Role:</b>                                                                                          | Club Secretary | <b>Elected/Appointed:</b> | Elected                                                                   | <b>Time Commitment:</b> | Approx 3 hours/week |
| <b>Responsibilities</b>                                                                               |                |                           | <b>Key Skills</b>                                                         |                         |                     |
| Supports the President in efficient running of the club.                                              |                |                           | Very good knowledge of the club, its structures and personnel.            |                         |                     |
| Organises meetings, agendas and takes minutes, including the AGM.                                     |                |                           | Excellent communicator with appropriate verbal and written and IT skills. |                         |                     |
| Actions all club correspondence                                                                       |                |                           | An eye for detail.                                                        |                         |                     |
| Communicates with external parties such as clubs and governing bodies, including changes of committee |                |                           | Able to delegate.                                                         |                         |                     |
| Reports to the committee during the year.                                                             |                |                           | Multi-tasking                                                             |                         |                     |
| Ensures that club processes and governance are followed                                               |                |                           |                                                                           |                         |                     |
| Represents the club at external meetings.                                                             |                |                           |                                                                           |                         |                     |
| Prepare returns to SOA/British Orienteering as required                                               |                |                           |                                                                           |                         |                     |
| Review club policies annually                                                                         |                |                           |                                                                           |                         |                     |
| <b>Key Links (Internal)</b>                                                                           |                |                           | <b>Key Links (External)</b>                                               |                         |                     |
| President                                                                                             |                |                           | National Governing Bodies                                                 |                         |                     |
| Press Officer                                                                                         |                |                           | Other Clubs                                                               |                         |                     |
| Website Manager                                                                                       |                |                           | Local Sports Councils                                                     |                         |                     |
| Local Event Co-ordinators and Fixtures Coordinator                                                    |                |                           |                                                                           |                         |                     |

|                                                                                                                                                          |           |                           |                                                              |                         |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------|--------------------------------------------------------------|-------------------------|----------------|
| <b>Role:</b>                                                                                                                                             | Treasurer | <b>Elected/Appointed:</b> | Elected                                                      | <b>Time Commitment:</b> | Approx 4h/week |
| <b>Responsibilities</b>                                                                                                                                  |           |                           | <b>Key Skills</b>                                            |                         |                |
| Manages the club's accounts and its income and expenditure throughout the year.                                                                          |           |                           | High level of numeracy.                                      |                         |                |
| Payment of all bills and settlement of all invoices.                                                                                                     |           |                           | Competent with IT                                            |                         |                |
| Pays in monies received.                                                                                                                                 |           |                           | Experience of managing budgets and large sums of money.      |                         |                |
| Signatory on club bank accounts.                                                                                                                         |           |                           | Comfortable with financial responsibility.                   |                         |                |
| Discusses the financial health of the club with the committee.                                                                                           |           |                           | Completely trustworthy given the monetary focus of the role. |                         |                |
| Updates all financial records.                                                                                                                           |           |                           | Meticulous record-keeping                                    |                         |                |
| Creates the end of year financial report for AGM                                                                                                         |           |                           |                                                              |                         |                |
| Appoints third-party auditor to verify accounts.                                                                                                         |           |                           |                                                              |                         |                |
| Submits levy returns to British Orienteering                                                                                                             |           |                           |                                                              |                         |                |
| Assists with funding applications and track any awarded grants to ensure that funds are spent appropriately and any reporting requirements are satisfied |           |                           |                                                              |                         |                |
| <b>Key Links (Internal)</b>                                                                                                                              |           |                           | <b>Key Links (External)</b>                                  |                         |                |
| President                                                                                                                                                |           |                           | Funding partners                                             |                         |                |
| Secretary                                                                                                                                                |           |                           | British Orienteering                                         |                         |                |
| Club Captain                                                                                                                                             |           |                           |                                                              |                         |                |
| Fixtures Coordinator                                                                                                                                     |           |                           |                                                              |                         |                |
| Mapping Officer and Clothing Coordinator                                                                                                                 |           |                           |                                                              |                         |                |

|                                                                                  |                  |                           |                                                          |                         |                    |
|----------------------------------------------------------------------------------|------------------|---------------------------|----------------------------------------------------------|-------------------------|--------------------|
| <b>Role:</b>                                                                     | Committee Member | <b>Elected/Appointed:</b> | Elected                                                  | <b>Time Commitment:</b> | Approx 1 hour/week |
| <b>Responsibilities</b>                                                          |                  |                           | <b>Key Skills</b>                                        |                         |                    |
| Attends regular meetings on all aspects of a club's functions.                   |                  |                           | Knowledge of and dedication to the club.                 |                         |                    |
| Undertakes tasks and projects or collaborate with others at the club and beyond. |                  |                           | Dependable, particularly concerning regular attendance.  |                         |                    |
| Supports the club's efforts using personal skills, work experience and contacts. |                  |                           | Listen objectively to others.                            |                         |                    |
| Makes individual and collective decisions that benefit the club.                 |                  |                           | Problem solving.                                         |                         |                    |
| Declares any possible conflicts of interest which might affect this role.        |                  |                           | Able to make clear decisions.                            |                         |                    |
|                                                                                  |                  |                           | Set objectives and collaborate for the good of the club. |                         |                    |
|                                                                                  |                  |                           |                                                          |                         |                    |
| <b>Key Links (Internal)</b>                                                      |                  |                           | <b>Key Links (External)</b>                              |                         |                    |
| President                                                                        |                  |                           | None                                                     |                         |                    |
| Secretary                                                                        |                  |                           |                                                          |                         |                    |
| Treasurer                                                                        |                  |                           |                                                          |                         |                    |

|                                                           |                           |                            |                                           |                         |                   |
|-----------------------------------------------------------|---------------------------|----------------------------|-------------------------------------------|-------------------------|-------------------|
| <b>Role:</b>                                              | Clothing Kit Co-ordinator | <b>Elected/Appointed :</b> | Appointed                                 | <b>Time Commitment:</b> | Approx 4 hours/pa |
|                                                           |                           |                            |                                           |                         |                   |
| <b>Responsibilities</b>                                   |                           |                            | <b>Key Skills</b>                         |                         |                   |
| Responds to club member clothing enquiries.               |                           |                            | Knowledge of the club and the membership. |                         |                   |
| Survey club members re clothing orders on an annual basis |                           |                            | Friendly and approachable.                |                         |                   |
| Works with a design team if required to review / update.  |                           |                            |                                           |                         |                   |
| Places clothing orders.                                   |                           |                            |                                           |                         |                   |
| Distributes club clothing which has been ordered.         |                           |                            |                                           |                         |                   |
| Ensures payments are made to treasurer.                   |                           |                            |                                           |                         |                   |
|                                                           |                           |                            |                                           |                         |                   |
| <b>Key Links (Internal)</b>                               |                           |                            | <b>Key Links (External)</b>               |                         |                   |
| Club Captain                                              |                           |                            | Clothing Vendors                          |                         |                   |
| Treasurer                                                 |                           |                            |                                           |                         |                   |



|                                                                                                                                                                         |                       |                            |                                                                  |                         |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------|------------------------------------------------------------------|-------------------------|--------------------|
| <b>Role:</b>                                                                                                                                                            | Coaching Co-ordinator | <b>Elected/Appointed :</b> | Appointed                                                        | <b>Time Commitment:</b> | Approx 2 hour/week |
| <b>Responsibilities</b>                                                                                                                                                 |                       |                            | <b>Key Skills</b>                                                |                         |                    |
| Ensures that a coaching programme is planned, offered and delivered for club athletes at all levels                                                                     |                       |                            | Coaching qualification or willing to work towards one.           |                         |                    |
| Works with a team of coaches to deliver on the above                                                                                                                    |                       |                            | Ongoing knowledge of the sport.                                  |                         |                    |
| Encourages members to train as coaches and encourages coach development through CPD and appropriate UKCC courses                                                        |                       |                            | Well organised and an efficient timekeeper.                      |                         |                    |
| Advises Safeguarding Officer of coaches working with young people                                                                                                       |                       |                            | Confident communicator (individually and to groups).             |                         |                    |
| Supports junior members to aim for selection to the Scottish Junior Squad (ScotJOS) through advice on selection races, mentoring and additional coaching opportunities. |                       |                            | Able to manage group dynamics: inspire, motivate and discipline. |                         |                    |
| Ensures that club fields a team for JST and organises JST when required                                                                                                 |                       |                            | Capable of building trust with athletes and parents              |                         |                    |
|                                                                                                                                                                         |                       |                            |                                                                  |                         |                    |
| <b>Key Links (Internal)</b>                                                                                                                                             |                       |                            | <b>Key Links (External)</b>                                      |                         |                    |
| Fixtures coordinator, Local Event Co-ordinators                                                                                                                         |                       |                            | Scottish West Area Team Coordinator                              |                         |                    |
| Club Captain                                                                                                                                                            |                       |                            | Scotjos Coordinator                                              |                         |                    |
| Coaches leading various coaching programmes                                                                                                                             |                       |                            | Scottish Orienteering Coaching Coordinators                      |                         |                    |
| Safeguarding Officer                                                                                                                                                    |                       |                            |                                                                  |                         |                    |
| Membership Secretary                                                                                                                                                    |                       |                            |                                                                  |                         |                    |

|                                                                                                                                             |                              |                                |                               |                             |                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|----------------------|--|
| <b>Role:</b>                                                                                                                                | Electronic Equipment Manager | <b>Elected/Appointed<br/>:</b> | Appointed                     | <b>Time<br/>Commitment:</b> | Approx 4 hours/month |  |
|                                                                                                                                             |                              |                                |                               |                             |                      |  |
| <b>Responsibilities</b>                                                                                                                     |                              |                                | <b>Key Skills</b>             |                             |                      |  |
| Keeps and maintains all SI units / Start, Finish, Clear, Download boxes / Dibbers / Printers                                                |                              |                                | I.T. Literacy                 |                             |                      |  |
| Manages software licences for timing system                                                                                                 |                              |                                | Knowledge of SI Timing system |                             |                      |  |
| Liaises with Event Organisers for delivery, transfer and collection of electronic equipment                                                 |                              |                                |                               |                             |                      |  |
| Ensure that the units, Start, Finish, Clear, Download are all time synched before events.                                                   |                              |                                |                               |                             |                      |  |
| Checks battery status of SI units regularly                                                                                                 |                              |                                |                               |                             |                      |  |
| Returns any faulty units to SI UK for repair                                                                                                |                              |                                |                               |                             |                      |  |
| Liaises with planner to get course files in advance, then after event prepares results, upload to website and routegadget where appropriate |                              |                                |                               |                             |                      |  |
|                                                                                                                                             |                              |                                |                               |                             |                      |  |
| <b>Key Links (Internal)</b>                                                                                                                 |                              |                                | <b>Key Links (External)</b>   |                             |                      |  |
| Event Co-ordinators (Local and Major)                                                                                                       |                              |                                | SI UK                         |                             |                      |  |
| Fixtures coordinator                                                                                                                        |                              |                                |                               |                             |                      |  |

|                                                                                                                                    |                   |                                |                             |                             |                        |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------|-----------------------------|-----------------------------|------------------------|
| <b>Role:</b>                                                                                                                       | Equipment Manager | <b>Elected/Appointed<br/>:</b> | Appointed                   | <b>Time<br/>Commitment:</b> | Approx 2<br>hour/month |
|                                                                                                                                    |                   |                                |                             |                             |                        |
| <b>Responsibilities</b>                                                                                                            |                   |                                | <b>Key Skills</b>           |                             |                        |
| Stores and maintains club equipment                                                                                                |                   |                                |                             |                             |                        |
| Keeps and maintains an inventory of all club kit                                                                                   |                   |                                | Organised                   |                             |                        |
| Liaises with Fixtures Coordinator, event organisers and Event Co-ordinators for event requirements, delivery and collection of kit |                   |                                |                             |                             |                        |
| Advises on the physical condition of kit, and recommends equipment purchases where appropriate.                                    |                   |                                |                             |                             |                        |
|                                                                                                                                    |                   |                                |                             |                             |                        |
| <b>Key Links (Internal)</b>                                                                                                        |                   |                                | <b>Key Links (External)</b> |                             |                        |
| Fixtures coordinator                                                                                                               |                   |                                | Suppliers                   |                             |                        |
| Events organisers                                                                                                                  |                   |                                |                             |                             |                        |

|                                                                                                                                                                                                                                                              |                      |                           |                                |                         |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------|--------------------------------|-------------------------|---------------------|
| <b>Role:</b>                                                                                                                                                                                                                                                 | Fixtures Coordinator | <b>Elected/Appointed:</b> | Appointed                      | <b>Time Commitment:</b> | Approx 4 hour/month |
| <b>Responsibilities</b>                                                                                                                                                                                                                                      |                      |                           | <b>Key Skills</b>              |                         |                     |
| Plans the programme of club events which supports the club's strategic objectives, agree it with committee and issue it annually to club members in February                                                                                                 |                      |                           | IT literate                    |                         |                     |
| Develop a 3-year rolling National/Regional/Local event strategy integrated with Mapping & Access considerations, preparing bids to SOA for major events and coordinating initial feasibility work (eg budgeting, parking etc) before officials are appointed |                      |                           | Interpersonal Skills           |                         |                     |
| Coordinate event programme with Local Events Coordinators                                                                                                                                                                                                    |                      |                           |                                |                         |                     |
| Liaise with club Coaching Coordinator and Scotjos Coordinator to ensure alignment with coaching plans/needs                                                                                                                                                  |                      |                           |                                |                         |                     |
| Liaises with Volunteer Coordinator to ensure volunteer capacity is sufficient and agree officials for national/regional events in sufficient timescales                                                                                                      |                      |                           |                                |                         |                     |
| Liaises with SOA Fixtures Secretary to stage large events aligned with Scottish Orienteering event calendar strategy                                                                                                                                         |                      |                           |                                |                         |                     |
| Updates club events spreadsheet on Committee share systematically                                                                                                                                                                                            |                      |                           |                                |                         |                     |
| Liaises with Press Officer and Membership Secretary to ensure that events are advertised to club members and newcomers                                                                                                                                       |                      |                           |                                |                         |                     |
| Registers events with British Orienteering                                                                                                                                                                                                                   |                      |                           |                                |                         |                     |
| <b>Key Links (Internal)</b>                                                                                                                                                                                                                                  |                      |                           | <b>Key Links (External)</b>    |                         |                     |
| Coaching Coordinator                                                                                                                                                                                                                                         |                      |                           | Scottish Orienteering Fixtures |                         |                     |
| Event Co-ordinators (Local & Major)                                                                                                                                                                                                                          |                      |                           |                                |                         |                     |
| Mapping Officer                                                                                                                                                                                                                                              |                      |                           |                                |                         |                     |

|                       |  |  |  |  |
|-----------------------|--|--|--|--|
| Permissions Officer   |  |  |  |  |
| Press Officer         |  |  |  |  |
| Treasurer             |  |  |  |  |
| Volunteer Coordinator |  |  |  |  |

|                                                                                                                    |                                                                           |                           |                                        |                         |          |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------|----------------------------------------|-------------------------|----------|
| <b>Role:</b>                                                                                                       | Local Events Co-ordinators                                                | <b>Elected/Appointed:</b> | Appointed                              | <b>Time Commitment:</b> | Approx 1 |
|                                                                                                                    |                                                                           |                           |                                        |                         |          |
| <b>Responsibilities</b>                                                                                            |                                                                           |                           | <b>Key Skills</b>                      |                         |          |
| Oversee the programme of activities in their specialist area (Night, Sprint, WEE, Weekend)                         |                                                                           |                           | Interpersonal skills                   |                         |          |
| Draws up programme of events in conjunction with Fixtures Coordinator                                              |                                                                           |                           | Knowledge of orienteering progression. |                         |          |
| Identifies and secures volunteers to plan and deliver events in liaison with Volunteer Coordinator                 |                                                                           |                           | Basic computer skills.                 |                         |          |
| Provides advice to organisers or agrees with Volunteer Coordinator for mentoring to be provided where appropriate. |                                                                           |                           |                                        |                         |          |
| Ensures that Organisers Pack is updated where needed                                                               |                                                                           |                           |                                        |                         |          |
|                                                                                                                    | the Mapping Officer in good time about any requirements for maps, mapping |                           |                                        |                         |          |
| Coordinates transfer of equipment between events                                                                   |                                                                           |                           |                                        |                         |          |
| Sends levy figures to Treasurer                                                                                    |                                                                           |                           |                                        |                         |          |
| Sends programme details to Press Officer and Membership Secretary for publicity                                    |                                                                           |                           |                                        |                         |          |
| Liaises with Coaching Co-ordinator to establish whether coaching should be offered at events                       |                                                                           |                           |                                        |                         |          |
| Processes (or arranges to have processed) results for events within 24 hours of race finish                        |                                                                           |                           |                                        |                         |          |
| Produces series league results                                                                                     |                                                                           |                           |                                        |                         |          |
| Encourages organisers to complete the FVO Events Review Log for all events                                         |                                                                           |                           |                                        |                         |          |
| Reviews event format periodically and discusses with committee                                                     |                                                                           |                           |                                        |                         |          |

|                              |  |  |                             |  |  |
|------------------------------|--|--|-----------------------------|--|--|
|                              |  |  |                             |  |  |
| <b>Key Links (Internal)</b>  |  |  | <b>Key Links (External)</b> |  |  |
| Coaching Co-ordinator        |  |  | none                        |  |  |
| Electronic Equipment Manager |  |  |                             |  |  |
| Equipment Manager            |  |  |                             |  |  |
| Fixtures Secretary           |  |  |                             |  |  |
| Press Officer                |  |  |                             |  |  |
| Treasurer                    |  |  |                             |  |  |
| Volunteer Coordinator        |  |  |                             |  |  |

|                                                                                                                                         |                 |                               |                              |                         |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------|------------------------------|-------------------------|--------------------|
| <b>Role:</b>                                                                                                                            | Mapping Officer | <b>Elected/Appointed</b><br>: | Appointed                    | <b>Time Commitment:</b> | Approx 1 hour/week |
| <b>Responsibilities</b>                                                                                                                 |                 |                               | <b>Key Skills</b>            |                         |                    |
| Produce and implement a mapping strategy<br>Maintain active club map inventory and OCAD file library versions, distributing to          |                 |                               | IT literate                  |                         |                    |
| planners                                                                                                                                |                 |                               | Familiarity with use of OCAD |                         |                    |
| Ensure maps (especially those used often) are kept up to date and at correct specification                                              |                 |                               |                              |                         |                    |
| Identifies new areas for mapping and integrate with the 3-year event strategy                                                           |                 |                               |                              |                         |                    |
| Apply for funding sources for mapping                                                                                                   |                 |                               |                              |                         |                    |
| Arranges for mapping quotes and, in conjunction with treasurer and mapping procurement procedure, award mapping contracts               |                 |                               |                              |                         |                    |
| Proactively determine from Forestry Commission and other land owners their forward forest activity plans to inform map updates required |                 |                               |                              |                         |                    |
| Review planning feedback on the FVO Events Review Log to inform future map updates                                                      |                 |                               |                              |                         |                    |
| <b>Key Links (Internal)</b>                                                                                                             |                 |                               | <b>Key Links (External)</b>  |                         |                    |
| Permissions Officer                                                                                                                     |                 |                               | Mappers                      |                         |                    |
| Fixtures Coordinator                                                                                                                    |                 |                               | Funders                      |                         |                    |
| Treasurer                                                                                                                               |                 |                               |                              |                         |                    |
| Club Development Officer                                                                                                                |                 |                               |                              |                         |                    |
| Fixtures Secretary                                                                                                                      |                 |                               |                              |                         |                    |



| <b>Role:</b>                                                                                                                                 | Membership Secretary | <b>Elected/Appointed :</b> | Appointed                                                                    | <b>Time Commitment:</b> | Approx 1 hour/week |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|------------------------------------------------------------------------------|-------------------------|--------------------|
|                                                                                                                                              |                      |                            |                                                                              |                         |                    |
| <b>Responsibilities</b>                                                                                                                      |                      |                            | <b>Key Skills</b>                                                            |                         |                    |
| Provides main point of contact for newcomers interested in orienteering, encouraging them to come to events and join the club after 3 events |                      |                            | IT literate and comfortable using forms and spreadsheets online and offline. |                         |                    |
| Encourages existing members to renew                                                                                                         |                      |                            | Honest and trustworthy due to the sensitivity of the data.                   |                         |                    |
| Proactively seeks ways to increase membership numbers                                                                                        |                      |                            | Up-to-date on the rules and requirements of GDPR.                            |                         |                    |
| Adding new members to FVEmail and removing non-members                                                                                       |                      |                            | Knowledge of the club and the membership.                                    |                         |                    |
| Manages Mailchimp database in line with GDPR/PECR, using it to promote and attract newcomers to orienteering and the club                    |                      |                            |                                                                              |                         |                    |
| Provides welcome information/pack to new members, drawing their attention to SOA Code of Conduct and seeks ways to retain them.              |                      |                            |                                                                              |                         |                    |
| Produce annual membership report for AGM                                                                                                     |                      |                            |                                                                              |                         |                    |
|                                                                                                                                              |                      |                            |                                                                              |                         |                    |
| <b>Key Links (Internal)</b>                                                                                                                  |                      |                            | <b>Key Links (External)</b>                                                  |                         |                    |
| Club Captain                                                                                                                                 |                      |                            | Scottish Orienteering                                                        |                         |                    |
| Development Officer                                                                                                                          |                      |                            | British Orienteering                                                         |                         |                    |
| Events organisers                                                                                                                            |                      |                            |                                                                              |                         |                    |

|                                                                                                                                                                    |                     |                            |                             |                         |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------|-----------------------------|-------------------------|--------------------|
| <b>Role:</b>                                                                                                                                                       | Permissions Officer | <b>Elected/Appointed :</b> | Appointed                   | <b>Time Commitment:</b> | Approx 1 hour/week |
|                                                                                                                                                                    |                     |                            |                             |                         |                    |
| <b>Responsibilities</b>                                                                                                                                            |                     |                            | <b>Key Skills</b>           |                         |                    |
| Principal point of contact for access to owned land for activities and events                                                                                      |                     |                            | Diplomacy                   |                         |                    |
| Is aware of access code and wildlife restrictions.                                                                                                                 |                     |                            |                             |                         |                    |
| Maintains 'forest details' records for all mapped areas                                                                                                            |                     |                            | Communication skills        |                         |                    |
| Maintain good relationships with all land owning stakeholders<br>Availability for discussions around access, parking and conditions to existing or new areas.      |                     |                            | Resilience                  |                         |                    |
| Liaises with Mapping Officer re areas for mapping                                                                                                                  |                     |                            |                             |                         |                    |
| Liaises with Event Organisers and Fixtures Coordinator proactively to obtain access for events, making land access part of the yearly and 3 yearly event schedules |                     |                            |                             |                         |                    |
| Use organiser feedback on the Events Review Log to inform future access and safety decisions                                                                       |                     |                            |                             |                         |                    |
|                                                                                                                                                                    |                     |                            |                             |                         |                    |
| <b>Key Links (Internal)</b>                                                                                                                                        |                     |                            | <b>Key Links (External)</b> |                         |                    |
| Event Co-ordinators (Local & Major)                                                                                                                                |                     |                            | Landowners                  |                         |                    |
| Fixtures Coordinator                                                                                                                                               |                     |                            |                             |                         |                    |
| Mapping Officer                                                                                                                                                    |                     |                            |                             |                         |                    |

|                                                                                                                                                         |               |                            |                                                                                                             |                         |                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------|--------------------|
| <b>Role:</b>                                                                                                                                            | Press Officer | <b>Elected/Appointed :</b> | Appointed                                                                                                   | <b>Time Commitment:</b> | Approx 1 hour/week |
|                                                                                                                                                         |               |                            |                                                                                                             |                         |                    |
| <b>Responsibilities</b>                                                                                                                                 |               |                            | <b>Key Skills</b>                                                                                           |                         |                    |
| Acts as main contact/spokesperson for all media enquiries relating to the club.                                                                         |               |                            | Excellent knowledge of the club, its structures and people.                                                 |                         |                    |
| Builds relationships with local and national media organisations.                                                                                       |               |                            | Good written and spoken English.                                                                            |                         |                    |
| Seeks opportunities to have the club featured in written press, on TV and online.                                                                       |               |                            | Confident and strong communication.                                                                         |                         |                    |
| Writes press releases and articles on a regular basis.                                                                                                  |               |                            | Interest in journalism and the media.                                                                       |                         |                    |
| Manages the club's social media presence.                                                                                                               |               |                            | Capable organiser for responding to media enquiries, arranging interviews, juggling deadlines and producing |                         |                    |
| In conjunction with the club's Web Manager, ensures club news is shared online and offline through the website, newsletter and any print communication. |               |                            | Comfortable using social media                                                                              |                         |                    |
|                                                                                                                                                         |               |                            |                                                                                                             |                         |                    |
| <b>Key Links (Internal)</b>                                                                                                                             |               |                            | <b>Key Links (External)</b>                                                                                 |                         |                    |
| Event Organisers (Local and Major)                                                                                                                      |               |                            | News Media outlets                                                                                          |                         |                    |
| Website Manager                                                                                                                                         |               |                            |                                                                                                             |                         |                    |

|                                                                                                                                                                                                  |                             |                                |                                   |                             |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|-----------------------------------|-----------------------------|-----------------------|
| <b>Role:</b>                                                                                                                                                                                     | Risk assessment coordinator | <b>Elected/Appointed<br/>:</b> | Appointed                         | <b>Time<br/>Commitment:</b> | Approx 1<br>hour/week |
|                                                                                                                                                                                                  |                             |                                |                                   |                             |                       |
| <b>Responsibilities</b>                                                                                                                                                                          |                             |                                | <b>Key Skills</b>                 |                             |                       |
| Checks and approves risk assessments produced by event organisers using standard template for local events                                                                                       |                             |                                | Controller qualification          |                             |                       |
| Manages risk assessment library for our mapped areas                                                                                                                                             |                             |                                |                                   |                             |                       |
| Considers feedback from event organisers provided in the FVO events review log, updates the area's previous risk assessment where appropriate or raises issues requiring action to the committee |                             |                                |                                   |                             |                       |
| Reviews accident forms submitted to BOF for any generic actions required by the club to reduce future risks                                                                                      |                             |                                |                                   |                             |                       |
|                                                                                                                                                                                                  |                             |                                |                                   |                             |                       |
| <b>Key Links (Internal)</b>                                                                                                                                                                      |                             |                                | <b>Key Links (External)</b>       |                             |                       |
| President                                                                                                                                                                                        |                             |                                | Scottish Orienteering controllers |                             |                       |
| Event organisers                                                                                                                                                                                 |                             |                                |                                   |                             |                       |
| Controllers                                                                                                                                                                                      |                             |                                |                                   |                             |                       |

|                                                                                                              |                      |                                |                                                          |                             |                     |
|--------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------|----------------------------------------------------------|-----------------------------|---------------------|
| <b>Role:</b>                                                                                                 | Safeguarding Officer | <b>Elected/Appointed<br/>:</b> | Appointed                                                | <b>Time<br/>Commitment:</b> | Approx 1 hour/month |
|                                                                                                              |                      |                                |                                                          |                             |                     |
| <b>Responsibilities</b>                                                                                      |                      |                                | <b>Key Skills</b>                                        |                             |                     |
| Fosters a supportive, child-friendly environment.                                                            |                      |                                | Good listener.                                           |                             |                     |
| Is the first point of contact for any concerns.                                                              |                      |                                | Approachable and friendly.                               |                             |                     |
| Implements the club's policies on safeguarding children and young adults.                                    |                      |                                | Understands the importance of confidentiality.           |                             |                     |
| Documents procedures and shares them throughout the club.                                                    |                      |                                | Trained in child welfare with appropriate accreditation. |                             |                     |
| Ensures that all persons involved in "Regulated Work" are PVG-checked and have received appropriate training |                      |                                |                                                          |                             |                     |
| Knowledgeable on NGB's child protection guidance.                                                            |                      |                                |                                                          |                             |                     |
|                                                                                                              |                      |                                |                                                          |                             |                     |
| <b>Key Links (Internal)</b>                                                                                  |                      |                                | <b>Key Links (External)</b>                              |                             |                     |
| Coaching Co-ordinator                                                                                        |                      |                                | Welfare Services                                         |                             |                     |
|                                                                                                              |                      |                                | NGBs                                                     |                             |                     |

|                                                                              |                  |                                |                                                                              |                             |                      |
|------------------------------------------------------------------------------|------------------|--------------------------------|------------------------------------------------------------------------------|-----------------------------|----------------------|
| <b>Role:</b>                                                                 | Social Secretary | <b>Elected/Appointed<br/>:</b> | Appointed                                                                    | <b>Time<br/>Commitment:</b> | Approx 6<br>hours/pa |
|                                                                              |                  |                                |                                                                              |                             |                      |
| <b>Responsibilities</b>                                                      |                  |                                | <b>Key Skills</b><br>Strong attention to detail for planning then delivering |                             |                      |
| Plans socials for all age ranges, including the FVO Awards night             |                  |                                | socials.                                                                     |                             |                      |
| Sources food and drink, venues and travel if and as required                 |                  |                                | Should have creativity, ideas and enthusiasm.                                |                             |                      |
| Registers attendees and liaises with Treasurer to agree payment arrangements |                  |                                | Able to meet deadlines.                                                      |                             |                      |
| Recruits a team of helpers to assist or ask to lead specific socials         |                  |                                | Able to encourage club members to support social activities.                 |                             |                      |
|                                                                              |                  |                                |                                                                              |                             |                      |
| <b>Key Links (Internal)</b>                                                  |                  |                                | <b>Key Links (External)</b>                                                  |                             |                      |
| Treasurer                                                                    |                  |                                | Venue Managers                                                               |                             |                      |
| Trophies Co-ordinator                                                        |                  |                                |                                                                              |                             |                      |
| Team Captain                                                                 |                  |                                |                                                                              |                             |                      |
|                                                                              |                  |                                |                                                                              |                             |                      |

|                                                                                                                                                                                                                            |              |                            |                                                  |                         |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------|--------------------------------------------------|-------------------------|----------------------------------------|
| <b>Role:</b>                                                                                                                                                                                                               | Team Captain | <b>Elected/Appointed :</b> | Appointed                                        | <b>Time Commitment:</b> | Approx 5-10 h/month during high season |
| <b>Responsibilities</b>                                                                                                                                                                                                    |              |                            | <b>Key Skills</b>                                |                         |                                        |
| Foster a competitive team spirit, liaise and encourage with athletes who are interested in representing their club at Compass Sport Cup and major relay championships                                                      |              |                            | Well known in the club and well respected.       |                         |                                        |
| Proactively seeks attendance at major competitions from athletes where needed for otherwise incomplete teams                                                                                                               |              |                            | Friendly and approachable.                       |                         |                                        |
| Makes entries as relevant for the above.                                                                                                                                                                                   |              |                            | Knowledgeable of the way the club runs           |                         |                                        |
| Selects running order of relay teams                                                                                                                                                                                       |              |                            | Dedicated to the success and growth of the club. |                         |                                        |
| Liaison with club treasurer re relay entry fees                                                                                                                                                                            |              |                            |                                                  |                         |                                        |
| Ensures there is a nominated person to collect team bibs etc.                                                                                                                                                              |              |                            |                                                  |                         |                                        |
| Raises profile and encourage participation at major events in the UK amongst members, providing a focal point for encouragement (eg banner/tent)                                                                           |              |                            |                                                  |                         |                                        |
| Provides visibility of improvement and success, helps to create an environment where club members of all ages support and inspire one other to develop and seek performance success both domestically and internationally. |              |                            |                                                  |                         |                                        |
| Maintain awareness of athlete's form, fitness and potential                                                                                                                                                                |              |                            |                                                  |                         |                                        |
| <b>Key Links (Internal)</b>                                                                                                                                                                                                |              |                            | <b>Key Links (External)</b>                      |                         |                                        |
| Coaching Co-ordinator                                                                                                                                                                                                      |              |                            | Organisers of Major Events nationwide            |                         |                                        |
| Clothing Kit Co-ordinator                                                                                                                                                                                                  |              |                            |                                                  |                         |                                        |
| Treasurer                                                                                                                                                                                                                  |              |                            |                                                  |                         |                                        |

|                                                 |                       |                            |                                           |                         |                   |
|-------------------------------------------------|-----------------------|----------------------------|-------------------------------------------|-------------------------|-------------------|
| <b>Role:</b>                                    | Trophies Co-ordinator | <b>Elected/Appointed :</b> | Appointed                                 | <b>Time Commitment:</b> | Approx 4 hours/pa |
|                                                 |                       |                            |                                           |                         |                   |
| <b>Responsibilities</b>                         |                       |                            | <b>Key Skills</b>                         |                         |                   |
| Tracks and maintains list of club award-holders |                       |                            | Knowledge of the club and the membership. |                         |                   |
| Arranges to have appropriate trophies engraved  |                       |                            |                                           |                         |                   |
| Passes invoices for engraving to Treasurer      |                       |                            |                                           |                         |                   |
|                                                 |                       |                            |                                           |                         |                   |
|                                                 |                       |                            |                                           |                         |                   |
| <b>Key Links (Internal)</b>                     |                       |                            | <b>Key Links (External)</b>               |                         |                   |
| Events Co-ordinators                            |                       |                            | none                                      |                         |                   |
| Social Secretary                                |                       |                            |                                           |                         |                   |
| Treasurer                                       |                       |                            |                                           |                         |                   |



|                                                                                                                       |                       |                           |                                                                                  |                         |                     |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|----------------------------------------------------------------------------------|-------------------------|---------------------|
| <b>Role:</b>                                                                                                          | Volunteer Coordinator | <b>Elected/Appointed:</b> | Appointed                                                                        | <b>Time Commitment:</b> | Approx 4 hour/month |
|                                                                                                                       |                       |                           |                                                                                  |                         |                     |
| <b>Responsibilities</b>                                                                                               |                       |                           | <b>Key Skills</b>                                                                |                         |                     |
| Ensure that volunteers are placed in suitable roles, liaising with Fixtures Coordinator and Local Events coordinators |                       |                           | Interpersonal Skills to know club members and their interests/preferences/skills |                         |                     |
| Liaises with Fixtures Coordinator to ensure events programme is appropriate for volunteer capacity                    |                       |                           | Good understanding of roles/officals development pathways                        |                         |                     |
| Develops volunteers - encourage/identify interest, signpost, arrange or deliver appropriate training                  |                       |                           |                                                                                  |                         |                     |
| Ensure there is succession planning in place for all key post holders, identify vulnerable areas for club             |                       |                           |                                                                                  |                         |                     |
| Ensure volunteering is recognised and rewarded                                                                        |                       |                           |                                                                                  |                         |                     |
|                                                                                                                       |                       |                           |                                                                                  |                         |                     |
| <b>Key Links (Internal)</b>                                                                                           |                       |                           | <b>Key Links (External)</b>                                                      |                         |                     |
| Coaching Coordinator                                                                                                  |                       |                           | Scottish Orienteering Development roles                                          |                         |                     |
| Event Co-ordinators (Local & Major)                                                                                   |                       |                           |                                                                                  |                         |                     |
| Fixtures Coordinator                                                                                                  |                       |                           |                                                                                  |                         |                     |
| Treasurer                                                                                                             |                       |                           |                                                                                  |                         |                     |
| Club members                                                                                                          |                       |                           |                                                                                  |                         |                     |

|                                                                                                                          |                 |                            |                                                                                                           |                         |                    |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------|--------------------|
| <b>Role:</b>                                                                                                             | Website Manager | <b>Elected/Appointed :</b> | Appointed                                                                                                 | <b>Time Commitment:</b> | Approx 1 hour/week |
|                                                                                                                          |                 |                            |                                                                                                           |                         |                    |
| <b>Responsibilities</b>                                                                                                  |                 |                            | <b>Key Skills</b>                                                                                         |                         |                    |
| Keep the website regularly updated and engaging.                                                                         |                 |                            | Thorough knowledge of the preferred website platform.                                                     |                         |                    |
| Regularly review structure/new needs with committee, oversee any design changes and recruit/brief designer if necessary. |                 |                            | Understand hosting and domain names.                                                                      |                         |                    |
| Manage relationships with authors and source club information.                                                           |                 |                            | Able to write articles and upload photos and video. Organise content in a logical way with navigation and |                         |                    |
| Manage external suppliers (such as hosting and domain names).                                                            |                 |                            | menus.                                                                                                    |                         |                    |
| Hold administrator permission and manage any other access levels by users.                                               |                 |                            | Able to update/back up the website when required.                                                         |                         |                    |
| Manage the website's GDPR requirements, software updates and data security                                               |                 |                            | Knowledge of security measures including GDPR.                                                            |                         |                    |
| Manage FVEmail system, including periodic reviews with the membership secretary                                          |                 |                            |                                                                                                           |                         |                    |
|                                                                                                                          |                 |                            |                                                                                                           |                         |                    |
| <b>Key Links (Internal)</b>                                                                                              |                 |                            | <b>Key Links (External)</b>                                                                               |                         |                    |
| Club Secretary                                                                                                           |                 |                            | none                                                                                                      |                         |                    |
| Fixtures Secretary                                                                                                       |                 |                            |                                                                                                           |                         |                    |
| Event Co-ordinators                                                                                                      |                 |                            |                                                                                                           |                         |                    |
| Press Officer                                                                                                            |                 |                            |                                                                                                           |                         |                    |

