



Sport RCT Example [CLUB NAME] Committee Structure

Role	Description	Name
Chairperson	Club and meeting Lead. Oversees governance and running of club. Manages rules, regulations and constitution. Represents club at meetings when required.	[Insert name]
Vice Chairperson	Supports Chairperson with duties. Steps in when Chair unavailable. Supports with leadership tasks.	[Insert name]
Secretary	Manages communication and records. Carry out or delegate admin tasks. Liaison for club and league, national governing body, local authority, other clubs, officials and contacts.	[Insert name]
Treasurer	Manage club budget and finances. Keep financial records. Manage incomings and outgoings. Paying fees, bills and other club spend.	[Insert name]
Welfare Officer	Ensures club provide safe environment. Handles any safeguarding concerns childing, young people and vulnerable adults. Maintains required policies and checks.	[Insert name]
General Committee	Support club meetings. Support planning and decision making. Support club events and fundraising. Communication with members & community.	[Insert names]
Additional Club Roles		
Volunteer Coordinator	Recruitment and support for volunteers. Ensures all volunteers and coaches have required DBS checks and qualifications. Manages and records all volunteers' details and documents (see our volunteer database).	[Insert name]
Marketing/Communication	Manages the club social media accounts. Leads club promotion. Produces club documents, promotional materials and other useful resources.	[Insert name]
Fundraising Coordinator	Leads fundraising projects for the club. Grants and funding applications. Recruiting and working with sponsors. Leads/supports club events.	[Insert name]

More information about roles: www.sport.wales/grants-and-funding/club-support/people-in-your-club/attracting-volunteers/club-roles/