

Tuesday night badminton co-ordinator

- **The role**
 - The role of Tuesday night badminton co-ordinator is like the role Stewart McKenzie currently holds in managing the Thursday night sessions for beginner, improver and returner players.
- **The person**
 - Someone who can regularly attend the Tuesday night sessions, and organise someone to deputise on the nights he or she can't make
 - Ideally a high intermediate or advanced player who has been invited to the Tuesday night badminton sessions that run from September to March each season, excluding school holidays.
 - Or otherwise, an intermediate player, who would like to join the Tuesday sessions.
- **Responsibilities**
 - Maintain a stock of shuttles for the Tuesday sessions and obtain additional stock from the Treasurer from time to time to ensure there is always sufficient shuttles for the Tuesday sessions
 - Take shuttles, or arrange for someone to take shuttles, to each Tuesday session, arriving promptly at each session to avoid delaying play
 - Collect payments (by cash or card) at each Tuesday session, or arrange for someone to take payments, and record who paid and by what method (cash or card), and who attended but did not pay
 - After each session, send the list of who paid to the Treasurer
 - Ensure play is completed by the time our booking ends. Bear in mind that the venue staff are not paid for much beyond that and if we overstay our welcome, they end up working for a period without pay.
 - Ensure the venue is left as found, with equipment put away as required and shuttles, feathers etc. collected
 - Generally oversee each Tuesday session, or arrange for someone to oversee, dealing with queries, equipment issues etc.

Occasional Monday adult badminton co-ordinator

- **The role**
 - The role of the occasional Monday adult badminton co-ordinator involves overseeing our Monday adult sessions every so often, typically every four or five weeks. A rota will be compiled so co-ordinators can see which sessions they are “on duty” for. Changes will be made to the rota to accommodate co-ordinators’ other commitments.
 - Co-ordinators are welcome to play at sessions they are “on duty” for, albeit a little of their time will be required for payment collection etc.
 - Co-ordinators are, of course, also welcome to play at sessions they are not “on duty”.
- **The person**
 - Someone who can attend the Monday night sessions on a rota basis
- **Responsibilities**
 - Obtain shuttles at the session from the Treasurer, or someone the Treasurer has arranged to provide shuttles, and make them available for play as you see fit
 - Collect payments (by cash or card) at each relevant Monday session, or arrange for someone to take payments, and record who paid and by what method (cash or card), and who attended but did not pay
 - After each session, send the list of who paid to the Treasurer
 - Ensure play is completed by 9:45pm, the time our booking ends. Bear in mind that the venue staff are not paid for much beyond 9:45pm and if we overstay our welcome, they end up working for a period without pay.
 - Ensure the venue is left as found, with equipment put away as required and shuttles, feathers etc. collected
 - Generally oversee the session, dealing with queries, equipment issues etc.

Communications Manager

- **The role**
 - The role of the Communications Manager involves managing the Club's communications with members, as well as promoting the Club and Club activities more widely.
 - The role involves a mix of communicating matters raised by the office bearers and other committee members, as well as proactive communication of Club matters as the Communication Manager sees fit.
- **The person**
 - Someone who can manage timely and engaging communications.
- **Responsibilities**
 - Communicating information to club members using e-mail (Mailchimp), Facebook, Twitter, Whats App, X, the Club notice board and/or other methods as the Communication Managers feels appropriate.
 - Promoting events and activities using the above methods and/or other methods as the Communication Managers feels appropriate.
 - Ensuring Club communications do not contravene the Club's values and policies.
 - Ensuring Club communications take account of the Club's brand guidelines, to the extent those are in place.
 - Adding/deleting members to/from e-mail distribution lists and Whats App groups