

## BASOC tasks – who is doing what - last updated 17 November 2021

Person > as from AGM 2021 and being updated...	Clare Kemsley	Jane Cox	Mehmet Karatay	Hilary Quick	Ann McGougan	Jo Cumming	Lynne Walker	Jane Chisholm	Paul Frost	Alice Kemsley	Issie Inglis	Lynne Walker	Gemma Karatay	Suzanne Anderson
Role														
Chair	✓													
Secretary		✓												
Treasurer			✓											
Tuesday Co-ord.				✓										
Child Wellbeing/Prot.	✓			2 <sup>nd</sup>										
Club Captain					✓									
Club Clothing								✓						
Club equipment				✓										
Coaching Co-ord.							✓							
Comm. Sport Hubs				✓			✓				✓			
Computing/SI													✓	
Data Protection			✓											
Events Co-ord.				int										
Events Admin				✓										
Junior Contact										✓				
Mapping												✓		
Access				int										
Membership				✓										
Area Juniors	int													
PR/Comms. team		✓		✓		✓	✓	✓						
Schools Co-ord.														
Volunteer Co-ord.				sup										✓
Website (tech.)									✓					
WOLF Co-ord.														
Committee/Trustee	✓	✓	✓	✓	✓	✓					(✓)	✓		

### NOTES:

1. Being updated for 2022.
2. Community Sport Hubs slowly coming back into action (2021)
3. WOLF Co-ordinator required only in years (usually odd numbered) when WOLF is planned.
4. Other members (not necessarily committee members) form working parties as required, eg. for funding applications.
5. All role-holders liaise with committee.
6. “int” = interim; permanent volunteer sought. “sup” = support for transition period.

## BASOC Roles: Activities / Tuesday = O

<p><u>Current volunteer:</u> 2020 = Hilary Quick 2021 = Hilary Quick 2022 = Hilary Quick</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Oversee the programme of weekly activities to ensure they meet the main purpose of providing opportunities to orienteer on varied terrain types throughout the strath.</li><li>• Plan and deliver sessions and/or recruit volunteers to do this</li><li>• Ensure activities are registered with BOF, risk assessments are carried out, participation recorded with BOF</li><li>• Liaise with Coaching Co-ordinator to ensure Tuesday = O is aimed at developing BASOC athletes according to their needs.</li><li>• Maintain the information on the BASOC website (or delegate to publicity team).</li></ul>
<p><u>What minimum time will this take?</u> 25-50 hours per year depending on how much is shared</p>
<p><u>Any particular skills required?</u> Interpersonal skills! Knowledge of orienteering progression. Basic computer skills.</p>
<p><u>Post links with:</u> Coaching co-ordinator Events administrator Mapping Access Publicity &amp; Communication Volunteer co-ordinator Schools liaison</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

1. Using one area for 4-6 weeks is perfectly reasonable and saves a lot of effort.
2. Having people print their own maps from PDF saves expense, waste and time.
3. No charge for members; non-members and members of other clubs are invited to make a donation.

## BASOC Roles: Child Wellbeing and Protection Officer

<p><u>Current volunteer:</u> 2020 = Clare Kemsley 2021 = Clare Kemsley, backup Hilary Quick 2022 = Clare Kemsley, backup Hilary Quick</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Be first point of contact in any child protection or welfare issue or question.</li><li>• Ensure all junior club members have completed a consent/medical form at least annually</li><li>• Keep a watchful eye on conduct of all within the club, challenge inappropriate behaviour; champion good practice and make sure club policies, procedures and training are put in place.</li><li>• Ensure that all members doing “regulated work” are PVG Scheme members</li><li>• Report regularly to Committee – incidents or “nothing to report”</li></ul>
<p><u>What minimum time will this take?</u> 5 to 10 hours per year.</p>
<p><u>Any particular skills required?</u> Must be a PVG scheme member. Approachable by adults and children. Able to spot and challenge inappropriate behaviour.</p>
<p><u>Post links with:</u> Coaching co-ordinator Schools liaison</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Club captain

### Current volunteer:

2020 = Ann McGougan

2021 = Ann McGougan

2022 = Ann McGougan

### Outline of what is involved:

- Liaison with BASOC athletes who are interested in representing their club at:
  - CompassSport Cup / Trophy.
  - JK Relay Champs.
  - British Relay Champs.
  - Scottish Relay Champs.
- Making entries as relevant for the above.
- Liaison with club treasurer re entry fees for any BASOC teams.
- Ensuring there is a nominated person to collect team bibs etc.
- Work with Schools liaison re JST, Scottish Schools.

### What minimum time will this take?

Approximately 4 hours per year.

### Any particular skills required?

No.

### Post links with:

Membership

Treasurer

Schools liaison

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Club clothing

<p><u>Current volunteer:</u> 2020 = Jane Chisholm 2021 = Jane Chisholm 2022 = Jane Chisholm</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Keep the club clothing 'box'.</li><li>• Respond to club member clothing enquiries.</li><li>• Survey club members re clothing orders.</li><li>• Work with a design team if required to review / update.</li><li>• Place clothing orders.</li><li>• Distribute club clothing which has been ordered.</li><li>• Ensure payments are made to treasurer.</li></ul>
<p><u>What minimum time will this take?</u> Approximately 4 hours per year.</p>
<p><u>Any particular skills required?</u> No. (fanaticism for the colour purple is an advantage)</p>
<p><u>Post links with:</u> Website Publicity &amp; Communication Treasurer</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Club equipment

<p><u>Current volunteer:</u> 2020 = Hilary Quick 2021 = Hilary Quick 2022 = Hilary Quick</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Maintain an inventory of all club kit (excluding computing/SI).</li><li>• Get a team together when required to sort / tidy the store.</li><li>• Be available to advise an organiser / planner about club equipment.</li><li>• Recommend equipment purchases.</li><li>• Handle loan requests</li></ul>
<p><u>What minimum time will this take?</u> Approximately 12 hours per year, mainly around club events e.g. WOLF weekend, 6 Days (bi-ennial).</p>
<p><u>Any particular skills required?</u> Ability to get a team together to help with the store sort out. Awareness of what equipment is required for different purposes.</p>
<p><u>Post links with:</u> Events co-ordinator WOLF co-ordinator Treasurer Computing &amp; SI Equipment Tuesday = O co-ordinator Anyone requesting loan</p>

### Other notes, reminders, helpful hints.

This person is not expected to sort and transport equipment for event planners/organisers.

## BASOC Roles: Coaching co-ordinator

<p><u>Current volunteer:</u> 2020 = Lynne Walker 2021 = Lynne Walker 2022 = Lynne Walker</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Find out what the needs of the BASOC members are with respect to orienteering progression.</li><li>• Work with a team of coaches, pulling together a programme to address the needs of BASOC club athletes.</li><li>• Register coaching with British Orienteering and ensure that the participation is completed after the event.</li><li>• Allocate coaching days (which could include parts of Tuesday=O) to coaches ensuring there is a geographical spread and terrain type spread.</li><li>• Encourage coach development through team working, CPD, etc.</li><li>• Ensure coaching links with other clubs in North area (MOR, INVOC, MAROC, GRAMP) are active.</li><li>• Identify club members for CF and UKCC (or equivalent) courses; suggest courses to individuals.</li><li>• Be the link between BASOC and Scottish Orienteering Coaching coordinators.</li></ul>
<p><u>What minimum time will this take?</u> Approximately 20 hours per year.</p>
<p><u>Any particular skills required?</u> Qualified &amp; licensed coach. Knowledge of the wider coaching scene.</p>
<p><u>Post links with:</u> Tuesday = O Publicity &amp; Communication North Area Juniors liaison Schools liaison Events coordinator Website Child Protection / Welfare officer</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Community Sports Hubs

<p><u>Current volunteers:</u> 2021, 2022</p> <ul style="list-style-type: none"><li>- Strathspey CSH = Lynne Walker</li><li>- Badenoch CSH = Hilary Quick</li><li>- Aviemore CSH = Issie Inglis</li></ul>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Be the named link person between the CSH and BASOC.</li><li>• Attend CSH meetings or find someone to represent BASOC at the meetings.</li><li>• Respond to CSH questions etc. on behalf of BASOC.</li></ul>
<p><u>What minimum time will this take?</u> Approximate 6 hours per year.</p>
<p><u>Any particular skills required?</u> No.</p>
<p><u>Post links with:</u> Publicity &amp; Communication Club committee</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.



## BASOC Roles: Computing & SI

### Current volunteer:

2020 = Gemma Karatay

2021 = Gemma Karatay

2022 = Gemma Karatay

### Outline of what is involved:

- Be the keeper of all the SI units / Start, Finish, Clear, Download boxes / Dibbers / Epson Printer / Computer.
- Keep computer up to date re software.
- Liaise with event/activity planners for collection of kit
- Handle requests for use of kit from outwith the club
- Ensure that the units, Start, Finish, Clear, Download are all time synched before events.
- Annual check of battery status.
- Return any 'rogue' units to SI UK (after liaison with them).

### What minimum time will this take?

Approximately 10 hours per year, mainly around club events

### Any particular skills required?

Computing skills.

### Post links with:

Club equipment

Events co-ordinator

Coaching co-ordinator

Activities / Tuesday = O

WOLF co-ordinator

Treasurer

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Data Protection Officer

<p><u>Current volunteer:</u> 2020 = Mehmet Karatay 2021 = Mehmet Karatay 2022 = Mehmet Karatay</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Ensure BASOC is compliant with the General Data Protection Regulations (GDPR), ensuring there are clear statements about use of data given to the club. etc.</li><li>• Keep the committee informed with regard to GDPR.</li><li>• Club members are informed regarding use of their data by the club.</li><li>• Ensure that a clear audit trail is kept regarding use of personal data by BASOC.</li><li>• 'Old' data is destroyed.</li><li>• Security measures are in place to protect personal data (e.g. computers are password protected to the user).</li></ul>
<p><u>What minimum time will this take?</u> Approx. 4 hours per year?</p>
<p><u>Any particular skills required?</u> Knowledge of GDPR.</p>
<p><u>Post links with:</u> Committee Membership secretary Website Publicity &amp; communications Events co-ordinator Tuesday=O Coaching co-ordinator Child Protection Officer</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next postholder

## BASOC Roles: Events co-ordinator

<p><u>Current volunteer:</u> 2020 = Gemma Karatay 2021 = Gemma Karatay 2022 = volunteer sought; interim Hilary Quick</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Oversee the programme of BASOC events.</li><li>• Liaison with SOA Fixtures Secretary.</li><li>• Liaison with INVOC &amp; MOR re local event programme.</li><li>• Liaison with SOA for Regional &amp; National event applications (e.g. WOLF)</li><li>• Liaison with committee</li></ul>
<p><u>What minimum time will this take?</u> Approximately 1 hour per month</p>
<p><u>Any particular skills required?</u> Interpersonal skills. Basic computing skills.</p>
<p><u>Post links with:</u> Volunteer co-ordinator WOLF co-ordinator Access Mapping Publicity &amp; Communication</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Events Administrator

<p><u>Current volunteer:</u> 2020 = Hilary Quick 2021 = Hilary Quick 2022 = Hilary Quick</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Gather relevant information when committee decide on event</li><li>• Register local events with British Orienteering.</li><li>• Register T=O sessions with British Orienteering (unless agreed otherwise for specific sessions)</li><li>• Post event/activity upload data to British Orienteering (unless agreed otherwise)</li><li>• Pass details to treasurer for levy (SOA and BOF) payment (or ensure Organiser does this)</li></ul>
<p><u>What minimum time will this take?</u> Approximately 1 hour per month</p>
<p><u>Any particular skills required?</u> Interpersonal skills. Basic computing skills.</p>
<p><u>Post links with:</u> Volunteer co-ordinator T=O Co-ordinator Events co-ordinator Treasurer BOF</p>

### Other notes, reminders, helpful hints.

Requires appropriate access to BOF events/activities database.

## BASOC Roles: Mapping Officer

<p><u>Current volunteer:</u> 2020 = (vacant) 2021 = Alison Campbell/Ross White 2022 = Lynne Walker</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Ensure currently used map files are up to date (ISOM 2017 and Magnetic N).</li><li>• Arrange for updates to be carried out as required.</li><li>• Research new areas for orienteering.</li><li>• Arrange for mapping quotes and, in conjunction with BASOC treasurer, award mapping contracts.</li><li>• Liaison with club committee re. mapping priorities &amp; plans</li></ul>
<p><u>What minimum time will this take?</u> Approximately 5-10 hours per year – could be more if many new areas are researched and/or we have numerous requests for use by others.</p>
<p><u>Any particular skills required?</u> Familiarity with use of OCAD for minor updates would be desirable. OCAD training available. Diplomacy! Ability to communicate with a wide range of people. Awareness of issues related to access; wildlife, legislation etc..</p>
<p><u>Post links with:</u> Access officer Events co-ordinator WOLF co-ordinator Activities / Tuesday = O Treasurer</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.  
Previously grouped with Access Officer.

## BASOC Roles: Access Officer

<p><u>Current volunteer:</u> 2020 = (vacant) 2021 = Alison Campbell/Ross White 2022 = volunteer sought; interim Hilary Quick</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Try and stay abreast of land ownership/contact for club mapped areas – maintain spreadsheet.</li><li>• Liaise with landowners etc. for permission to map</li><li>• Liaise with landowners etc. for permission for events etc.</li><li>• Handle requests from squads and other clubs for use of “our” areas</li><li>• Periodically report to committee</li></ul>
<p><u>What minimum time will this take?</u> Approximately 5 hours per year – could be more if many new areas are researched and/or we have numerous requests for use by others.</p>
<p><u>Any particular skills required?</u> Diplomacy! Ability to communicate with a wide range of people. Awareness of issues related to access; wildlife, legislation etc..</p>
<p><u>Post links with:</u> Mapping Officer Events co-ordinator WOLF co-ordinator Activities / Tuesday = O Treasurer</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

Previously grouped with Mapping Officer.

## BASOC Roles: Membership

<p><u>Current volunteer:</u> 2020 = Hilary Quick 2021 = Hilary Quick 2022 = Hilary Quick</p>
<p>Outline of what is involved:</p> <ul style="list-style-type: none"><li>• Maintain up to date database of membership (from British Orienteering and Scottish Orienteering databases).</li><li>• Encourage members to renew; at end of January each year contact those who have not yet renewed.</li><li>• Ensure all event officials (planner, organiser, controller) and coaches are aware of requirement for British Orienteering membership.</li><li>• Encourage new orienteers to join the club / SOA / BOF.</li><li>• Have membership packs available for new members.</li><li>• Maintain membership information on the BASOC website.</li></ul>
<p><u>What minimum time will this take?</u> Approximately 10 hours per year</p>
<p><u>Any particular skills required?</u> Outgoing person</p>
<p><u>Post links with:</u> Publicity &amp; Communication Website Club captain Treasurer Schools liaison Volunteer Co-ordinator Clothing person</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: North Area Junior liaison

<p><u>Current volunteer:</u> 2020 = Clare Kemsley 2021 = Clare Kemsley 2022 = volunteer sought; interim Clare Kemsley</p>
<p>Outline of what is involved:</p> <ul style="list-style-type: none"><li>• BASOC key contact with overall co-ordinator of the North Area Juniors.</li><li>• Along with the Junior rep:<ul style="list-style-type: none"><li>- Advertise training opportunities to BASOC juniors.</li><li>- Encourage BASOC juniors to take part in training opportunities out with the club.</li></ul></li><li>• When BASOC is requested to host a training day, work with the Coaching co-ordinator to:<ul style="list-style-type: none"><li>- Provide the training;</li><li>- Ensure that a lead coach from BASOC is identified for the day;</li><li>- Circulate information to all other clubs / participants.</li></ul></li></ul>
<p><u>What minimum time will this take?</u> Approximately 8 hours per year</p>
<p><u>Any particular skills required?</u> Links with BASOC Juniors</p>
<p><u>Post links with:</u> Junior rep Schools liaison Coaching co-ordinator</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.



## BASOC Roles: Publicity & Communication (team)

<p><u>Current volunteers:</u> 2021, 2022 = Lynne Walker (newsletter/Mailchimp), Jane Cox (Mailchimp), Jo Cumming (press &amp; sponsors), Hilary Quick (FB), Jane Chisholm (FB), various (website)</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Regular emails to keep BASOC members informed of activities / events / club 'happenings' / BASOC members orienteering 'away from home'. (Mailchimp)</li><li>• Aim for a piece in the local paper at least every month, with a photo to accompany each article.</li><li>• Keep BASOC Facebook page up to date.</li><li>• Publicise club events and activities as appropriate/requested</li></ul>
<p><u>What minimum time will this take?</u> Approximately 1 hour per month.</p>
<p><u>Any particular skills required?</u> Literacy &amp; desire to communicate. Computer skills. In touch with what is happening within the club.</p>
<p><u>Post links with:</u> Website Developer Volunteer co-ordinator Activities / Tuesday = O Events co-ordinator WOLF co-ordinator Club captain</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

Suggestion is to designate a "Web Content Manager" from within this team, to ensure consistency and clarity of web pages.

## BASOC Roles: Schools liaison

<p><u>Current volunteer:</u> 2020 = 2021 =</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Front line liaison with local schools through Active Schools personnel.</li><li>• Advise schools about access to up to date orienteering maps.</li><li>• As agreed with the club, arrange viable schools activities</li><li>• Prepare advertising for schools.</li><li>• Liaise with Club Captain on regional (etc.) schools events</li></ul>
<p><u>What minimum time will this take?</u> Approximately 20 hours per year, mainly around March – June time.</p>
<p><u>Any particular skills required?</u> Tolerance of young kids! Qualified, licensed coach. PVG scheme member.</p>
<p><u>Post links with:</u> Junior rep Activities / Tuesday = O Coaching co-ordinator Events co-ordinator</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

Club committee needs to make policy decision on level of time/effort to be committed to schools, and whether this is for primary schools only, or secondary schools also (as has been requested in the past).

## BASOC Roles: Volunteer co-ordinator

<p><u>Current volunteer:</u> 2020 = Hilary Quick 2021 = Hilary Quick 2022 = Suzanne Anderson (Hilary Quick in support)</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Know all the club members – their strengths, skills, interests and preferences.</li><li>• Ensure that volunteers are placed into suitable roles.</li><li>• Recruit volunteers to roles for events (liaise with Events Co-ordinator)</li><li>• Periodically review role descriptors with post-holders and committee</li><li>• Development of volunteers – as per their desires – identify and signpost, arrange or deliver appropriate training</li><li>• Strive for succession planning for all post holders.</li><li>• Identify where there are ‘vulnerable areas’ within the club.</li><li>• Ensure volunteering is recognised and rewarded (e.g. nominations for local -&gt; national awards).</li></ul>
<p><u>What minimum time will this take?</u> Approximately 1 hour per month.</p>
<p><u>Any particular skills required?</u> Understand basic infrastructure of an orienteering club and orienteering events. Approachable.</p>
<p><u>Post links with:</u> Events co-ordinator WOLF co-ordinator Actually, everyone!</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Roles: Website Developer/Hosting

<p><u>Current post-holder:</u> 2020 = Paul Frost 2021 = Paul Frost 2022 = Paul Frost</p>
<p><u>Outline of what is involved:</u> Serve the committee by providing the website they require.</p> <ul style="list-style-type: none"><li>• In consultation with the club committee, build and maintain the BASOC website OR serve as contact with outside contractor to achieve this.</li><li>• As required, advise contributors on content layout and how it will look on the full range of hardware which the website will be viewed on.</li><li>• Provide occasional technical support as required.</li></ul>
<p><u>What minimum time will this take?</u> Maximum of one hour a month.</p>
<p><u>Any particular skills required?</u> Familiarity with website platform Communication with committee. Prepared to spend time on the computer.</p>
<p><u>Post links with:</u> Committee</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

The club pays a small annual amount to Paul Frost for website hosting, which includes a modest level of support.

Separate role of “Content Manager” to be discussed by Communications Team.

## BASOC Roles: WOLF Co-ordinator (required only for "WOLF" years)

<p><u>Current volunteer:</u></p> <p>2020 = not required 2021 = not required 2022 = not required</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Oversee organisation of whole weekend, sourcing / allocating main officials and managing this team.</li><li>• Identify key tasks and allocate; keep a watchful eye on progress.</li><li>• Carry out or manage tasks which are shared across the events.</li></ul>
<p><u>What minimum time will this take?</u></p> <p>Approximately 7 days per "WOLF" year, weighted towards the month before and during the WOLF.</p>
<p><u>Any particular skills required?</u></p> <p>Project management. Interpersonal skills</p>
<p><u>Post links with:</u></p> <p>Events co-ordinator Events administrator Mapping &amp; Access Volunteer co-ordinator Publicity &amp; Communication Treasurer</p>

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

## BASOC Committee: Secretary

<p><u>Current volunteer:</u> 2020 = Jane Cox 2021 = Jane Cox 2022 = Jane Cox</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Be the 'first line' contact for BASOC.</li><li>• Sort through emails and deal with / forward as applicable.</li><li>• Liaise with Chair, Publicity &amp; Communication and Website regarding information that has been sent in.</li><li>• Arrange Committee meetings at the agreed frequency:<ul style="list-style-type: none"><li>○ notify committee, co-ordinate Agenda (with Chair), distribute meeting documents to Committee;</li><li>○ take meeting minute (or delegate this to someone), compile minutes and post PDF version to BASOC website.</li></ul></li><li>• Advise SOA of any updates to the Data Access Record.</li><li>• Act as Mailchimp Manager, monitor mail lists to ensure they are up-to-date, and ensure current members are annotated for communications.</li><li>• Utilise Mailchimp to contact membership as required.</li><li>• SOA/BOF returns (post-holder details – liaising with Chair)</li></ul>
<p><u>What minimum time will this take?</u> Approx. 1 hour per week – depends on email traffic.</p>
<p><u>Any particular skills required?</u> Be organised. Be prepared to pass things on – the Secretary does not have to do everything! People skills, especially communication.</p>
<p><u>Post links with:</u></p> <ul style="list-style-type: none"><li>○ Chair</li><li>○ Publicity &amp; communication</li><li>○ Website</li><li>○ Events co-ordinator</li></ul>

### Other notes, reminders, helpful hints.

Note below anything which could help the next postholder.

Secretary should have access to membership lists and Mailchimp and be able to post items on the BASOC website.

## BASOC Committee: Treasurer

Current volunteer:

2020 = Mehmet Karatay

2021 = Mehmet Karatay

2022 = Mehmet Karatay

Outline of what is involved:

- Keep the BASOC accounts up to date.
- Prepare annual statement for AGM.
- Arrange, if required, for the accounts to be audited.
- Advise the committee of available funds.
- Pay bills in a timely manner.
- Accept money taken by BASOC members e.g. Tuesday=O detailing to members how it should be accounted for.
- Work with event organisers with regard to event budgets.
- Help with applications for grants (e.g. for mapping or equipment).

What minimum time will this take?

Quiet periods – 2 hours per month

Wolf weekend and preparing accounts – 8 to 10 hours in a month

Any particular skills required?

Being able to work with spreadsheets and internet banking. Some basic accounting skills would be useful but could be covered by short period of training.

Post links with:

Chair

Event co-ordinator

Tuesday=O co-ordinator

WOLF co-ordinator

Computing & SI

Mapping

Other notes, reminders, helpful hints.

Note below anything which could help the next postholder.

## BASOC Volunteer: Junior Contact

<p><u>Current volunteer:</u> 2020 = Izzy Cox 2021 = Alice Kemsley 2022 = Alice Kemsley</p>
<p><u>Outline of what is involved:</u></p> <ul style="list-style-type: none"><li>• Act as main communications route between junior members and the Committee, ensure juniors' views are heard and understood.</li><li>• Work with Schools liaison regarding promotion of orienteering to juniors.</li><li>• Ensure that publicity for all junior activities / events is suitable and targeted.</li><li>• Be the initial point of contact between school (which they attend) and club.</li><li>• Help with advice to schools regarding access to up to date orienteering maps.</li><li>• Link between school (GGS and KHS) and club with regard to club orienteering input e.g. S3 residential.</li></ul>
<p><u>What minimum time will this take?</u> Committee meetings (optional) Approx. 4 to 6 hours across the year</p>
<p><u>Any particular skills required?</u> Enthusiasm to be able to encourage juniors to 'give orienteering a go'.</p>
<p><u>Post links with:</u></p> <ul style="list-style-type: none"><li>○ Schools liaison</li><li>○ Events co-ordinator</li><li>○ Tuesday = O</li><li>○ Coaching co-ordinator</li><li>○ Publicity &amp; communication</li></ul>

### Other notes, reminders, helpful hints.

Note below anything which could help the next postholder



## BASOC Committee: Chair

Current volunteer:

2020 = Gemma Karatay

2021 = Gemma Karatay

2022 = Clare Kemsley

Outline of what is involved:

- Provide general leadership with regard to BASOC members and the committee.
- Consult with committee and club members regarding BASOC strategic direction.
- Lead work with committee & members on the club development plan, ensuring that it is relevant and viable.
- Often first point of contact from SOA especially on Development matters.
- Receive & re-direct emails, particularly from website and other clubs
- Support other role-holders
- Chair meetings (committee, AGM).
- Represent BASOC when required (or delegate).
- Annual report to the club for the AGM.
- Liaison with adjacent clubs – INVOC & MOR
- SOA/BOF returns (post-holder details – liaising with Secretary)

What minimum time will this take?

Approximately 6 hours per month, depending on stage of club development.

Any particular skills required?

- Interpersonal skills.
- Decision making skills.
- Able to delegate, let people get on with their tasks and keep a watchful eye on things.
- Ability to chair meetings.
- Ideally some foresight and 'thinking out of the box'.
- Drive coupled with realism.

### Other notes, reminders, helpful hints.

Note below anything which could help the next post holder.

The Chair is often the 'public face' of the club and should be prepared to represent the views of the members of BASOC. At times it will be suitable to delegate duties to other committee members and also to other club members

## BASOC Roles:

<u>Current volunteer:</u> 2020 =
<u>Outline of what is involved:</u> <ul style="list-style-type: none"><li>•</li></ul>
<u>What minimum time will this take?</u>
<u>Any particular skills required?</u>
<u>Post links with:</u>

Other notes, reminders, helpful hints.

Note below anything which could help the next postholder