



BANBURY CHESS CLUB

COMMITTEE OFFICER ROLES & RESPONSIBILITIES

August 2025

Committee

The Officers listed below form, together with Team Captains, the Committee of Banbury Chess Club ("Club"). The members of the Committee work together under the guidance of the Annual General Meeting ("AGM"). They ensure that Banbury Chess Club is available without discrimination and promote equal opportunities.

Each Officer is expected to provide a report to the AGM.

Chairman

Chair general meetings and meetings of the Committee.

Review the draft minutes of such meetings and sign off the definitive copy of the minutes once approved by a subsequent meeting.

Agree meeting agendas with the Secretary.

Provide hands on direction and co-ordinate the activities of the Club's Officers.

Oversee the implementation of the Child Protection Policy.

Take, after consulting other appropriate Officers, decisions affecting the Club not falling within the remit of any particular Officer.

Venue Search for club social and match nights

Secretary

Be a focal point for all correspondence that does not fall specifically within the remit of another Officer.

Book venue for the AGM

Circulate agendas for all such meetings prior to the notice date specified by the Constitution.

Take minutes at such meetings, obtain the agreement of the Chairman of the relevant meeting to the draft of such minutes and circulate such minutes on a timely basis.

Submit the player registration forms to the Leamington and District Chess League, the Oxford & District Chess League. (Club's initial registrations must be received by the League 7 days before the first match involving any of the Club's teams. Additional registrations must be received 7 days before the player/s concerned are to play).

Submit match results to the the Leamington and District Chess League and the Oxford & District Chess League.

Maintain and develop the Club's website (in the absence of a Communications Officer).

Liaise with Club Officers and Team Captains to ensure the regular submission of material to update the website and social medias. (in the absence of a Communications Officer).

Treasurer

Maintain the accounting records of the Club.

Be the custodian of the Club's bank account, and make payment for outgoings legitimately payable by the Club.

Keep under review the Club's banking arrangements.

Collect member dues and monitor and pursue the settlement of unpaid items.

Draw up annual accounts for submission to the AGM

Prepare a budget and make recommendations to the AGM in respect of subscription rates and Game Fee.

Team Captains

Captain the relevant team in the Leamington and District Chess League, the Oxford & District Chess League and Cup matches.

Select players for the matches, ensuring that all players selected are eligible under the competition rules.

Notify team members promptly of upcoming fixture details and selection, along with details of venue and travel arrangements and any fixture changes.

Provide an update to the Club Committee on the result (within 24 hours of the match). and if appropriate any summary. Any significant issues should be reported to the Banbury Chess Club Committee.

Submit annual reports to the Secretary for inclusion in the AGM.