

The Committee and Non-Executive Positions:

- The committee shall comprise the following positions of executive office (following the Club's constitution and the Athletic Union Operations Policy Document):

President (Full-time student)
Secretary (Full-time student)
Treasurer (Full-time student)
Tackle-master (Full-time student)

- Optional non-executive positions within the Club can include the following (the list is not exhaustive):

Social secretary
Webmaster
Librarian

- In accepting election to a position, members accept the responsibilities associated with their role, as defined below.
- If an elected committee member will be absent for an extended period of time e.g. studying abroad for a semester, then the position of Vice-President (Full-time student) may be elected. The Vice-President will then fulfil the absentee's duties until their return.

Caving Club Responsibilities:

- **All Club members** are responsible for:

- Complying, to the best of their ability, with the Club's Code of Conduct.
- Reporting any member's non-compliance with the Club's Code of Conduct to the President.
- Reporting any Committee member's non-compliance with their defined responsibilities to the rest of the Committee.
- Reporting problems with equipment (e.g. damage) to the Tackle-master.

- **The Committee** shall be responsible for:

- Policy-making: a simple majority shall be sufficient.
- Ensuring that there is an adequate number of First Aiders and Leaders in the Caving Club and on each trip. It will do this by encouraging all members to become familiar with basic first aid and to attend appropriate first aid courses, and training experienced members to be confident in leading a Club trip.
- Ensuring that provision is made to keep the Club tackle dry and safe.
- Ensuring the Club participates at (Re)Fresher's Fair.
- Keeping the Club website up to date, either by doing so themselves or via the Club Webmaster.

- Ensuring that a copy of the Club Code of Conduct is taken on every Club trip.
 - Ensuring that the Caving Club is sustainable by training the new Committee members in carrying out their duties and responsibilities.
- The President** shall be personally responsible for:
- Managing the Club in a proper manner.
 - Ensuring that the Committee facilitates underground exploration for the Club's members in a safe and professional manner.
 - Ensuring that the Committee carry out their duties and responsibilities as stated below.
 - Ensuring that two members of the Committee attend the meetings of the Guild of Students
 - Ensuring that an up-to-date, approved version of the Code of Conduct, Constitution, Risk Assessment is submitted to the Athletic Union and can be read on the Caving Club's website or a hardcopy available upon request to the committee.
 - Notifying Club members of, and chairing of, Caving Club General Meetings.
 - Ensuring that a record of novice, inexperienced and experienced members is maintained on the membership list and is made available as required.
- The Secretary** shall be personally responsible for:
- Maintaining an up to date Caving Club membership list to include the number of members, names, addresses, phone numbers, year of study, Club Sporty policy number, Expiry of Club Sporty, BCA membership number, Club membership amount paid, and qualifications of each member e.g. minibuss driver, First Aider, and also their level of experience.
 - Ensuring that all Club members read and sign an up to date approved version of the Caving Club Code of Conduct before caving or training with ACC.
 - Ensuring that accommodation, transport, cave permits and other Caving Club bookings are made in advance.
 - Ensuring that a Trip Registration Form is completed for each Club trip.
 - Handling club correspondence via the Club mailbox in the Union and the Club email account.
- The Treasurer** shall be personally responsible for:
- All financial transactions of the Caving Club.
 - Preparing an annual budget to provide for all foreseen expenses within the next year and presenting this to the Athletic Union.
 - Maintaining an itemised record of Club takings and expenditures in an Account Book, that can be reviewed at

Committee meetings if necessary.

- Collecting trip fees prior to a Club trip, and that hut fees and drivers are promptly paid.
- Briefly presenting a run-down of the club's financial position at the AGM, highlighting any losses/profits.

- **The Tackle-master** shall be personally responsible for:

- Maintaining the Caving Club tackle inventory.
- Reporting any lost, unsafe or damaged Club property to the President.
- Ensuring that any equipment identified as being unsafe is not made available to Club members.
- Making a request to the Committee for new equipment before the grant application is made.
- Keeping the Tackle Hut and tackle clean, dry and organised and ensuring that all members are made aware of any issues regarding equipment.
- Ensuring that Club kit after a trip gets promptly cleaned (preferably by those members who used it) and returned into the Tackle Hut.

- **The Social Secretary** shall be personally responsible for:

- Making arrangements and bookings to facilitate all social activities.
- Taking other such action to benefit the Caving Club with regard to social activities.

- **The Webmaster** shall be personally responsible for:

- Keeping the Club website up-to-date with Club information e.g. Club trips, contact information etc.
- Ensuring the Club mailing list, and past-members mailing list, is kept updated.

- **The Librarian** shall be personally responsible for:

- Ensuring the Club section in the Hugh Owen Library remains organized.
- Ensuring that Club Log Books are promptly returned when loaned out.
- Ensuring no club records are disposed of without the committee's approval.

Grants:

- The committee shall draw up a grant request for equipment, which can then be voted upon by the committee and non-executive positions. If this does not pass by a 2/3rd majority, then a new grant proposal shall be negotiated and put forward for voting again.