**Goalball UK – Club Minimum Standards**

9. Club Constitution

This guidance has been adapted from Sport England Club Matters (<http://www.sportenglandclubmatters.com/club-planning/governance/your-committee/>) as best practice for developing your club’s committee.

Role Outline: Volunteer Co-ordinator

NAME OF CLUB: Club Name

ROLE: Secretary

RESPONSIBLE TO: Normally the Club Committee

NAME OF VOLUNTEER: Name

START DATE: XX/XX/XX END DATE: XX/XX/XX

Typical Responsibilities:

* Get to know all club volunteers and potential volunteers and be their main contact
* Ensure that all volunteers know what they are doing
* Supervise and oversee the role of other volunteers, including their paperwork
* Coordinate the implementation of the volunteer recruitment, training, and support plans.
* Recognise and nominate your volunteers for volunteer awards
* Work with the social secretary (if the club has one) to organise social and recruitment events for volunteers
* Attend committee meetings as appropriate
* Arrange mentoring (if appropriate) for relevant volunteers
* Take responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately

These are example responsibilities – please adapt this template to suit your club’s needs.

**Should you need any additional information in relation to club committee please contact Tom Dobson at Goalball UK.**

Tom Dobson

Club and Competitions Development Officer

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