

BGGC Nomination Form, Operational Roles and Responsibilities

Version 3.0

Julian Rees, Dec 2018

For Distribution to BGGC Members and Staff

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Change Log

V2.3, Jan 2017 – Initial Version

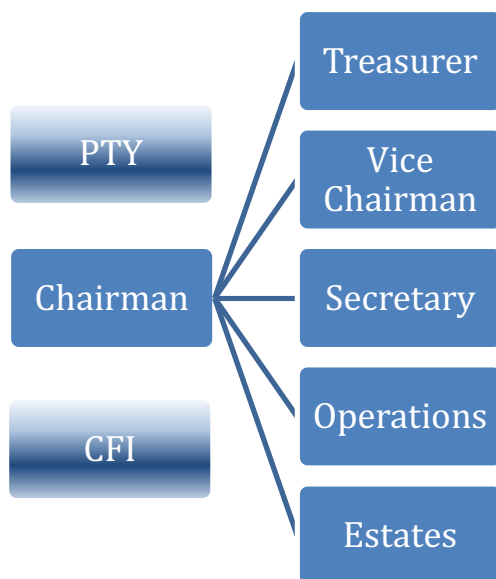
V3.0, Dec 2017 – Marketing moved to “red box” and Operations role introduced

1. Introduction

This document outlines the roles and responsibilities for running the Bristol & Gloucester Gliding Club. It describes the committee structure & how the committee is split, and the volunteer and professional roles which take guidance from each committee member. It also contains a form for nomination for committee roles.

It is intended only to provide an outline structure, each role will no doubt develop depending on the needs of the club and the skills of the people who carry them out. It can be seen that in many cases the role assumes that the person fulfilling it will recruit further volunteers to assist in undertaking the tasks involved, and in some cases we will also use professional staff or 3rd party suppliers to get the job done.

Many of the roles include an element of budgetary control. What this means is that the person doing that role should work with their committee representative and the treasurer to understand and monitor club spending (and income if relevant) in their area. When the financial performance is out of line with what would be expected then they will all work together to understand how we can either rectify the situation or cater for the additional spend or drop in income.



2. Committee Nomination Form

Role :

Chairman / Vice Chairman / Secretary / Treasurer / Operations / Estates

(Please circle which role you are being nominated for)

Candidates Name :

Signature & Date:

**Proposer:
(Print Name & Signature)**

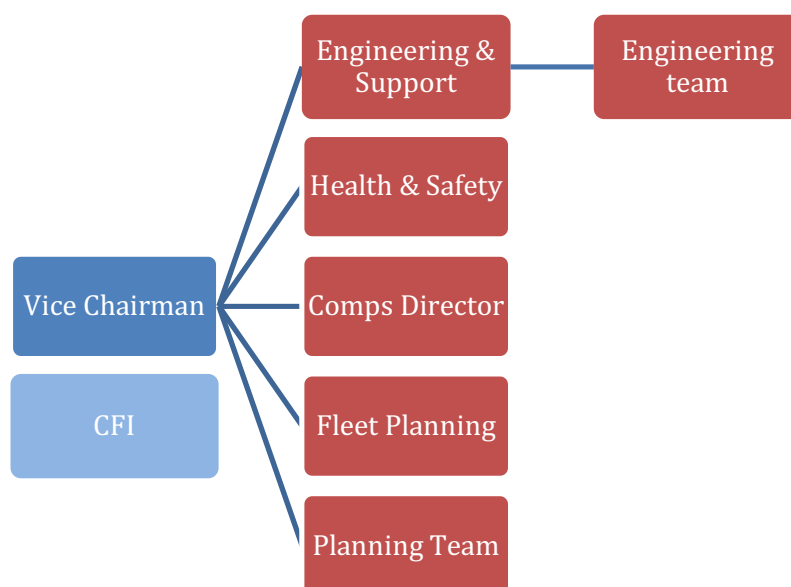
**Secunder:
(Print Name & Signature)**

3. Committee Roles and Responsibilities

Role	Responsibilities	Budget Control
Chairman	Outward liaison with Pty, BGA and local community Represent BGGC at conferences, community meetings etc Oversee development of club policies and plans and long term security of the club Ensure communication with members and the wider community. Responsible for club strategic plan.	Takes overall view of club finances, including Pty.
Vice Chairman	Manages day to day running of the club on behalf of the chairman Manages a team to deliver reliable and available fleet, launching and ground equipment Responsible for long term planning of club fleet and launching facilities	Income: Member Flying & Launching income. Expenditure: Glider, Tug, Winch and associated equipment
Secretary	Responsible for the legal and legislative aspects of running the club. Including formal committee minutes, calling notices, insurances, legislative compliance, staff HR. Works with Pty. and oversees projects to develop alternative income sources.	Insurance, Legal Fees
Treasurer	Manages the club finances, overall income and expenditure and day to day cash flow. Oversees and controls spending by other committee members, sets and monitors budgets. Reports on finances, budgets (actual vs planned) and cash flow to the committee and prepares annual reports. Oversees smooth running of the “back office” and, through a team of volunteers and staff, manages office operations and IT systems, IT infrastructure and operation procedures. Ensures we comply with CASC rules, oversees gift aid and fund raising	Overall budget responsibility for Income and Expenditure. Cashflow and bank/savings account management Specific focus on Office expenses, IT and salaries
Operations	Manages a team to deliver smooth running of flying operations and ground support/launching; oversees the processes, organisation and structure of flying operations, working closely with the CFI Oversees & develops the training offerings (e.g. trial lessons, courses, advanced training) and job role of professional flying staff. Manages a team to identify and recruit potential members and trial lesson customers working with marketing & CFI.	Income: Flying revenue, trial lesson income, course fees Expenditure: Professional flying staff costs, marketing costs
Estates	Manages the club estate (clubhouse, hangers, airfield, caravan park, etc). Manages a team to maintain these assets. Develops and carries out plans to enhance or develop club buildings, airfield and infrastructure.	Income: Trailer & Caravan fees, hanger rentals Expenditure: All buildings and facilities related expenditures
CFI	Chief Flying Officer responsibilities as defined by the BGA (see BGA Publication “Information for Chief Flying Officers” Works with the committee on club operations, fleet planning etc.	

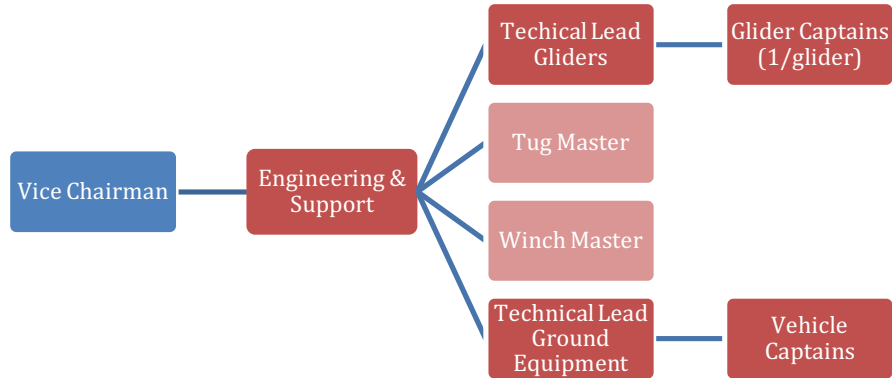
4. Support Team Roles

4.1. Vice Chairman Team



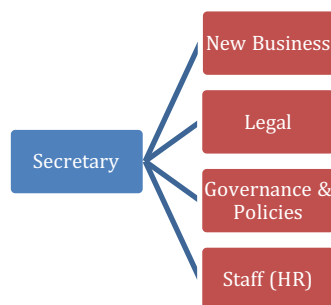
Role	Responsibilities	Budget Control
Engineering & Support	Oversees team that maintains the club fleet, launching systems and ground equipment so that we have a reliable and effective system of launch vehicles. Works with committee and team on planning of fleet	Expenditure: Maintenance, fuel, materials and insurance for gliders, tugs, winch, vehicles
Health and Safety	Oversees safe (non flying) operation of the club, ensures we comply with relevant Health & Safety legislation. Works with Vice Chairman and CFI, or Chairman, as required	
Fleet Planning Team Lead	Leads a small group of people to create and maintain the club fleet plan, works with CFI, Vice Chair, Treasurer, Marketing and Pty. to build a sustainable and affordable plan for a club fleet to meet member needs and maintain suitable competitive position	Long term capital plan (with Pty.)
Comps Director	Competition Director & Team (as required). Role defined by BGA rules and guidance	Comp Budget
Courses Team Lead	Create and oversee delivery of agreed courses and flying events, working with Vice Chair, Treasurer, Marketing and CFI to build a small portfolio of advanced, intermediate and basic course offerings.	Course budget (salaries, tug hire, glider hire etc.) and course income

4.1.1. Engineering & Support Team



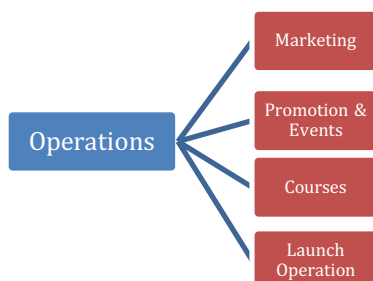
Role	Responsibilities	Budget Control
Technical Lead: Gliders	Leads a team of “glider captains” to maintain the club fleet, ensuring availability and airworthiness. Each “Captain” takes ownership for a selected aircraft and organises and oversees the maintenance and care of that aircraft.	Glider maintenance, insurance,
Winch Master	(Works directly with CFI for flying operations and safety) Oversees maintenance of winch(s) and associated materials (cables, weak links, parachutes etc) Oversees winch drivers Works with Vice Chairman and CFI on long term Winch planning	Winch maintenance and running costs (fuel, cable, materials etc)
Tug Master	Works directly with CFI for flying operations and safety) Oversees maintenance of tugs(s) and associated materials (tow ropes, weak links etc) Oversees Tug pilots & Tug Pilot Training Monitors Avgas and Oil usage and works with the office staff to ensure continuation of supply Works with Vice Chairman and CFI on long term Tug planning	Tug maintenance and running costs (fuel, cable, materials etc)
Technical Lead: Ground Equipment	Leads a team of vehicle captains to maintain the club ground equipment (tow truck(s), tractors, buggies, bus etc.) ensuring availability and mechanical soundness. Each Vehicle Captain takes ownership of a vehicle or group of vehicles and oversees maintenance and care of that equipment. Works with Vice Chairman on long term planning for ground equipment	Ground & Tow-out equipment maintenance and running costs

4.2. Secretary Team



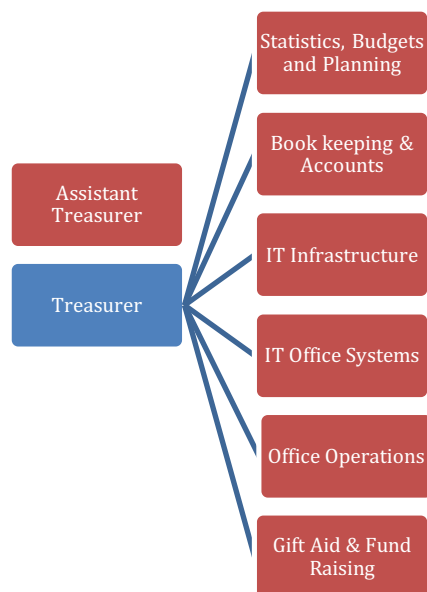
Role	Responsibilities	Budget Control
Legal	Oversee the legal framework for the club, ensure we meet legislative and BGA recommended practices. Ensure the club, and the club members and officers are covered by necessary liability insurance.	Non-flying insurance costs
Governance and Policies	Ensure that the club has in place the necessary policies and procedures to meet our obligations.	
Staff (HR)	Professional Staff (Office & Flying) will be managed by the Treasurer for HR purposes (contracts, benefits, terms and conditions).	Employment Costs
New Business	Work with the committee to evaluate areas of new business for non-flying income. Assess risks and costs associated and potential benefits. Bring proposals to committee and if agreed develop contractual terms	External Income to club and Pty. from non-flying related activities

4.3. Operations Team



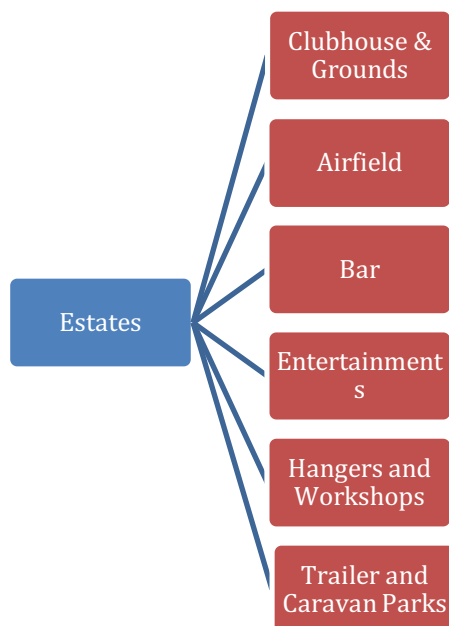
Role	Responsibilities	Budget Control
Marketing	Works with the Operations to develop activities that promote and sell trial lessons Develops advertising campaigns and activities to follow up on trial lessons to progress further flying and potential members. Maintains website content and club marketing materials Work with a team to cover all marketing channels (eg Press Relations, social media etc)	Marketing Spend Website
Promotion and Events	Works with the committee and club members to develop a series of events that promote the club (e.g. corporate days, evening trial lesson parties, gliders at shows, etc).	
Courses	Works with the committee and members (as required) to develop and promote a set of structured training offerings (e.g. advanced coaching weeks, one/two day courses etc).	
Launch Operations	Works with CFI and members to develop and maintain launch point operations process and supporting tools to deliver a smoothly running, efficient & effective launch operation.	

4.4. Treasurer Team



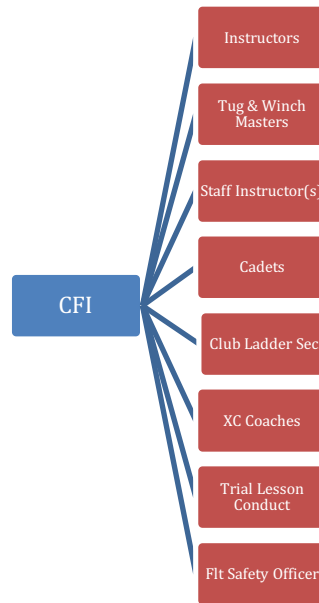
Role	Responsibilities	Budget Control
Assistant Treasurer	Assists treasurer in all aspects and acts as stand-in when required. In particular ensures we comply with CASC requirements and advises committee of any actions needed for this.	Oversees all finances along with Treasurer. Long term capital plan (with Pty.)
Statistics, Budgets and Planning	Assist the treasurer and committee by developing and producing regular (and ad-hoc) reports and statistics on financials and flying operations. Work with the treasurer to develop a budget process to set and maintain budget targets for the different cost and income areas.	
Book Keeping & Accounts	Book Keeping staff (task management) and external accounts, roles as described by job descriptions or service agreements	
Office Operations	Office staff (task management), roles as defined by Job Description	
IT & Web Infrastructure	Develop and maintain Hardware, Network, Server and Software Platforms for club IT systems for use by members and office staff. Maintain and develop club Web presence and work with IT Office Systems to deliver a secure & reliable IT service for the club.	IT HW, NW and SW spend
IT Office Systems	Recommend, Develop and maintain IT systems to support office & launch point operation. Assist Office Operations and Book Keeping staff in use of systems.	Spend on Software packages, development and maintenance
Gift Aid & Fund Raising	Develop and deliver a fund raising programme to build on club charitable status and fund both club development and sponsorship programmes.	Donation income and expenditure

4.5. Estates Team



Role	Responsibilities	Budget Control
Clubhouse and Grounds	Leads a team of volunteers and project members to maintain and enhance the clubhouse, garden and car park area. Monitors clubhouse running costs and ensures regular maintenance (heat, water, electrics etc.) is carried out. Works with the committee on long term planning for clubhouse	Clubhouse maintenance and running costs
Airfield	Leads a team of volunteers and ad-hoc projects to maintain the airfield surface, grass, winch & boundary track and fences.	Airfield and track maintenance
Hangers & Workshops	Leads a team volunteers and ad hoc projects to maintain and enhance the Hangers and Workshops	Relevant maintenance costs
Trailer & Caravan Parks	Leads a team of volunteers to maintain the caravan & trailer lines. Assists the office in maintaining records to collect caravan and trailer facility fees	Maintenance costs, trailer and caravan income.
Bar	Runs the bar, using volunteers to assist.	Bar income and expenditure
Entertain-ments	Creates and drives a small programme of social & educational events to encourage members to come to the club	

4.6. CFI Team



Role	Responsibilities	Budget Control
Instructors	Team of Full Cat, Assistant and BI instructors, operating to BGA rules	
Tug & Winch Masters	As defined under "Flying Operations".	
Flt Safety Office	As defined by BGA rules	
Staff Instructor	Professional Instructor, role as defined by detailed job description	
Cadet Programme	Oversee the BGGC cadet programme, including development promotion and delivery of programme through the flying training operations. Work with committee on financing and necessary policies (eg safeguarding) to support the programme.	Monitor Cadet flying income
XC Coaching Programme	Oversee the XC briefings and two-seat XC coaching programme under guidance from the CFI	
Club Ladder Sec	Run the club ladder as per ladder rules, promote ladder usage and flights (especially to less experienced XC pilots).	
Trial Lesson Conduct	Oversee the delivery and development of the trial lesson programme to provide an enjoyable trial lesson experience and promote return visits and/or transition to membership	