

**British Canoeing Regional Development Team
SUMMARY OF COMMITTEE ROLES**

The table below show a number of roles that a RDT may have on their teams to support their regional activities.

1	CHAIR	<ul style="list-style-type: none"> - Responsible for overseeing the Committee and governance as defined in the Terms of Reference. - Chair the RDT committee meetings - Attend the RDT Chairs Group meetings & English Forum - Oversee and lead the ACM - Guide succession planning - Lead the recruitment of diverse and capability individuals.
	VICE CHAIR	<ul style="list-style-type: none"> - <i>Stand in for the Chair at events / meetings of the region</i> - <i>Hold the Chair to account</i>
2	SECRETARY	<ul style="list-style-type: none"> - Organise the ACM - Book and arrange committee meetings - Record meeting notes and actions
3	TREASURER	<ul style="list-style-type: none"> - Manage the RDT accounts - Prepare the annual accounts and future budgets. - Responsible for submitting annual accounts and budgets to BC.
4	REGIONAL COACHING AND LEADERSHIP REPRESENTATIVE (RCR)*	<ul style="list-style-type: none"> - Chair the Regional Coaching and Leadership Subcommittee. - Have a holistic overview of workforce planning for their region. - Understand the regions 'needs' and 'wants' balancing regional resources appropriately - Plan and facilitate a programme of events that support the needs of the Regions Clubs, Centres and Members: <ul style="list-style-type: none"> - Coaching Matters Events - British Canoeing Courses - Briefings and focus groups - Recruit and support a team of coaching reps
5	REGIONAL WATERWAYS ADVISOR (RWA)*	<ul style="list-style-type: none"> - Support the RDT in developing a regional access plan - Be the regional point of contact advising on access. - Support the P2P team in moderating content on PaddlePoints - Act as an ambassador for the Clear Access, Clear Waters Campaign, promote the Charter - Represent British Canoeing at local meetings with partners when required. - Organise and lead a team of local waterway volunteers
6	REGIONAL SAFETY ADVISOR (RSA)	<ul style="list-style-type: none"> - Responsible for advising the RDT on matters relating to safe paddling in the region - Receive and share the latest safety related communication and alerts across the region - Encourage the regional clubs and events to report accidents, incidents and near misses on the BC online incident reporting form.

7	REGIONAL COMMUNICATIONS OFFICER	<ul style="list-style-type: none"> - Coordinate the regional communications and information service, including the <ul style="list-style-type: none"> - regional webpages - social media assets - Undertake BC website training as required - Encourage the production of regional news stories and sharing with BC media team
8	REGIONAL PADDLE-ABILITY REPRESENTATIVE	<ul style="list-style-type: none"> - Advise and make recommendations to the committee on accessible paddling - Provide support and advice to clubs and centres on making paddling more accessible. - Encourage regional coaches to undertake Paddle-Ability training courses and sharing of practice workshops
9	REGIONAL DISCIPLINE REPRESENTATIVES	<ul style="list-style-type: none"> - Develop specific projects / events within the region - Liaise with national discipline committees
10	REGIONAL YOUNG PEOPLE'S COORDINATOR	<ul style="list-style-type: none"> - Organise when required regional workshops for young people - Encourage young people to have a voice and engage in the sport as participants and volunteers. - Develop an overview of young people needs within the region and share good practice - Facilitate young people facing comms across the region
11	VOLUNTEER SUPPORT AND RECOGNITION COORDINATOR	<ul style="list-style-type: none"> - Coordinate the regional volunteer recognition activities/ Awards - Develop an overview of regional volunteer needs and share good practice - Facilitate volunteer comms across the region
12	REGIONAL DISPUTES COORDINATOR	<ul style="list-style-type: none"> - Support the resolution of governance and regional disputes (NB - this function may be done by the Chair or Secretary of the RDT)
13	REGIONAL RECREATIONAL EVENTS, TOURS AND TRAILS COORDINATOR	<ul style="list-style-type: none"> - Coordinate the development of a regional recreational events calendar - Support the creation and publication of tours and trails within the region - Encourage people to take part in regional tours and trials. - Develop an Overview of regional tours and trails needs and sharing of practice - Facilitate tours and trails comms across the region

Note:

Roles 1-3 are elected roles, the election of which will take place at the region's Annual Consultative Meeting.

Roles 4-13 are appointed roles.

Roles 8-13 not all RDT have all these roles.