

CUOGC Committee Role Descriptions

Role Descriptions

President Oversees all committee and club activities, organising and chairing committee meetings and ensuring everything is run smoothly. Organises day-to-day club matters such as training and competitions, often working with the university sports syndicate or British gymnastics contacts.

Men's and Women's Captains Responsible for organising coaching for training sessions, selection of teams for BUCS/Varsity, building routines and ensuring that every member of the club is progressing towards their goals in training. Women's Captain represents the club on the Women's Blues Committee, Men's captain is responsible for contact with the Men's Blues Committee with regard to club activities. Organise training for such performances throughout the year where necessary.

Secretary In charge of administrative aspects of the club's running. Main duties include recording membership, club registration and taking meeting minutes. Also responsible for choosing and organising the purchase of club kit in conjunction with the publicity officer

Treasurer In charge of financial matters for the club, such as membership payments, grant applications and the annual accounts.

Social Secretary Responsible for organising swaps and socials for the club, both within the gymnastics club and with other groups. Main events include the annual dinner and post-varsity social.

Publicity and Performance Officer Updates and maintains the club's presence on social media, including Facebook, Twitter and Instagram. Promotes club activities such as events and competitions, encouraging people to spectate and join. Organises team kit in conjunction with the secretary. Organise the participation of CUOGC in performance events, including May Balls.

Safety Officer Responsible for ensuring that the safety guidelines outlined in the Code of Conduct and other such documents are adhered to. Encourages safe and responsible behaviour both during and outside training, so that the risk of injury or other damage to well-being is minimised.

Equipment Officer Responsible for ensuring that the equipment belonging to the club is within the safety standards outlined by the Sports Service and by the Safety Statement, and to handle issues of multiple ownership of equipment and equipment use inside and outside of the Sports Centre

Welfare Officers Provide welfare support for members, organise welfare socials and act as

an intermediary between the members and the captains/president for welfare matters.

Webmaster Maintaining the CUOGC website hosted by the student run computing facility

Performance officer Responsible for organising performance of CUOGC gymnasts at various events throughout the year (particularly May Balls).