

The time has come for us to hold our annual meeting at which several posts of Committee members are up for election. We will also be sharing updates on the work the committee has been doing over the past year, and what we're expecting over the next 12 months.

---

## Meeting details

Paddle UK Rafting ACM 2025  
Saturday 27<sup>th</sup> September 2025  
19:00 – 21:00

Held at the offices of Paddle UK,  
National Watersports Centre,  
Holme Pierrepont,  
NG12 2LU

---

## Agenda

1. Updates from the committee.
  - Secretary
  - Treasurer (Including accounts)
  - Communications officer
  - Events officer
  - Safety officer
  - Equipment officer
  - Welfare officer
  
2. Relationship with Paddle UK, process of transition to terms of reference from current constitution.
  
3. Election of committee members:

The following posts are up for election at this ACM:

- Chair
  - Secretary
  - Events officer
  - Welfare officer
-

---

## Nomination for committee posts

Nominations to post must include the full name and email address of the person being nominated, the person who is nominating and the person who is seconding the nomination i.e. the email must contain the details of three persons in total.

Nominations must be submitted to the Secretary no later than midnight on Friday, 19<sup>th</sup> September 2025.

All nominations are made to: [rafting.secretary@vol.paddleuk.org.uk](mailto:rafting.secretary@vol.paddleuk.org.uk)

Nominations not received to this email or by the closing date are considered invalid and will not be included.

---

## Role descriptions for committee posts

The following role descriptions for the positions to be elected this year are taken from the British rafting constitution and committee handbook.

---

### Chair

**Broad outline of the post:** To coordinate the business and general activities of the organisation and provide a forum for debate and discussion for all members.

**Specific tasks/responsibilities:**

- To be available for all members and the Management Committee
- To listen, discuss and act upon, as necessary, any ideas, concerns and criticism voiced by members
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To be conversant with the constitution and procedure for running organisation meetings
- To chair meetings and ensure they are succinct, effective and that actions are assigned as necessary
- To ensure the Management Committee remains focused on the needs and requirements of the organisation
- To provide leadership to the Management Committee and support for officers in their specific jobs
- Represent the organisation at local, regional and national events as required
- To further the IRF cause of inclusion as an Olympic discipline
- Generic responsibilities as a member of the Management Committee

**Approximate time commitment:** Approximately 6-8 hours per month

## SECRETARY

**Broad outline of the post:** To provide a link between members, the Committee and external bodies (such as, other organisations and prospective new members). To provide administrative support to the Committee

### **Specific tasks/responsibilities**

- To prepare and circulate agendas and minutes of all organisation meetings
- To provide administrative support for the Management Committee
- To ensure that meetings are publicised and minutes are published on the website
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To update/issue membership forms, collect membership fees and update membership records
- To produce regularly updated membership lists for use by fellow Management Committee members
- To produce statistics on membership for the AGM
- To coordinate and organise the Annual General Meeting
- Generic responsibilities as a member of the Management Committee

**Approximate time commitment.** Approximately 2-3 hours per month

---

## EVENTS OFFICER

**Broad outline of the post:** To ensure that Raft Races take place across the year and throughout the calendar

### **Specific tasks/responsibilities**

- To plan the British Rafting Events Calendar and submit to British Canoeing by 01 September each year
- To coordinate volunteers for assisting in the planning and running of events
- To ensure there is an Event Director and volunteers as required for each event
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To coordinate with external bodies to promote British Rafting events
- Generic or specific responsibilities as a member of the Management Committee

**Approximate time commitment:** 10-12 hours per month

### WELFARE OFFICER

Broad outline of the post: To have overall responsibility for ensuring that the organisation's Welfare Policies are adhered too

**Specific tasks/responsibilities:**

- To review the Safeguarding, Anti-Bullying and Equality policies annually and propose amendments or adoption accordingly
- To be unbiased, impartial and ensure that all members' views are adequately represented
- To contribute to event plans to ensure there are appropriate activities, policies or protocols in place
- To ensure there is an appropriate Safeguarding Officer at all events
- To act as the focal point for all members on any safeguarding issues
- To hold a Disclosure Barring Service (DBS) Enhanced check
- To commit to attending the British Canoeing "Time to Listen" Workshop
- To commit to attending the Sports Coach UK Safeguarding and Protecting Children workshop or an equivalent training programme
- Generic responsibilities as a member of the Management Committee

**Approximate time commitment:** 2-3 hours per month

---

If you have any questions regarding the British Rafting 2025 ACM, contact:  
[Rafting.Secretary@vol.paddleuk.org.uk](mailto:Rafting.Secretary@vol.paddleuk.org.uk)