



Job Description

Job Title: Club Committee Member

Reports To: Chairperson and Club Committee

Location: Bicester & District Gymnastics Club

Hours: Attendance at two committee meetings per month (approx. 1 hour each), with optional involvement in fundraising and club activities

Type: Voluntary

Role Purpose:

Committee Members play a vital role in supporting the governance, oversight, and direction of Bicester & District Gymnastics Club. The role ensures the club is well-managed, compliant with governing body standards, and operates in the best interests of its members. While the level of involvement is flexible, all Committee Members are expected to provide oversight, ask questions, and hold the club leadership accountable for delivering against its values, responsibilities, and obligations.

Key Responsibilities:

Governance and Oversight:

- Contribute to the strategic direction and decision-making of the club.
- Ensure the club complies with standards set by the Independent Gymnastics Association (IGA) and other governing bodies.
- Review and challenge committee decisions to ensure alignment with the club's mission, values, and member interests aligned with the club charter.

Meetings and Accountability:

- Attend committee meetings (two per month) and actively participate in discussions.
- Review reports from the Chairperson, Treasurer, Secretary, and Welfare Officer, providing input and oversight.
- Ensure proper scrutiny of finances, safeguarding, and membership management.

Financial Guidance

- Provide independent oversight of financial decisions and reports.
- Where relevant, contribute expertise or advice to strengthen the club's financial sustainability.

Club Development and Fundraising (Optional)

- Support club fundraising initiatives, sponsorship efforts, or community engagement activities, if time and capacity allow.
- Volunteer for sub-committees, working groups, or project-based activities aligned with personal skills and interests.



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Skills and Qualities Required:

- Willingness to act in the best interests of the club and its members.
- Ability to contribute to discussions and challenge constructively.
- An understanding of governance and accountability in a volunteer-led organisation (training will be provided).
- Good communication and interpersonal skills.
- Enthusiasm for supporting grassroots gymnastics (no prior knowledge of gymnastics required).

Training and Support:

Committee Members will receive support from the Chairperson and other officers, as well as access to resources and training opportunities from the Independent Gymnastics Association (IGA).