

## Volunteer role information

### Club development officer



#### Why volunteer with TGC?

The club was founded in 1978 and currently has over 25 squad and development gymnasts and around 125 recreational gymnasts, plus a team of 10 paid coaching staff members and 3 young volunteers supporting the sessions. All of this is made possible because of the dedicated volunteer committee of parents, carers and other supporters. When you join our volunteer committee, you help ensure this hive of activity in Tetbury is carried out safely, with passion, and could help develop the club even further to impact the lives of many more young people.

#### Role purpose:

- To lead the club in developing for the future, with a primary focus on the club having its own dedicated facility.
- To lead on fundraising and grants for this development, liaising with the treasurer.

#### What skills and attributes do you need?

- Leadership skills
- Excellent communication skills
- Planning and organisation skills
- Management and teamwork skills
- Business planning experience

#### Some of what you will do:

- Take the lead role in the planning and the development of the club's vision to have its own facility
- Act as the point of contact for external agencies in relation to this vision, eg potential sponsors and supporters
- Liaise with the treasurer to identify and apply for grant funding and fundraising opportunities
- Plan for and chair meetings of a sub-committee where relevant and report from these meetings back to the committee
- Delegate tasks as required
- When necessary, hold the casting vote of the sub-committee
- Prepare an annual report and present at the AGM

#### Commitment:

- A minimum of 4 committee meetings per year, plus preparation time
- One AGM per year, plus preparation time
- Ad hoc sub-committee meetings as required, plus preparation time
- Tasks between meetings as required
- Prepared to make a regular time commitment

We abide by British Gymnastics policies on equality, diversity and inclusion. "We believe our sport should be open and accessible to anyone who wants to be involved, whether as a gymnast, a coach, an official, a volunteer or a fan. We are committed to treating everyone with dignity and respect and ensuring the gymnastics environment is one where everyone can thrive." [britishgymnastics.org](http://britishgymnastics.org)

Please note this is a volunteer role and does not form part of any contract of employment.