

RED ROPE –Job Descriptions

April 2022 (draft)

National Secretary

- a) To act as convenor/agenda organiser for the National Committee and General Meetings and be responsible for the overall planning and operation of them.
- b) To be the keeper of the Constitution.
- c) To ensure that the interests and activities of the regions mesh smoothly with the club as a whole, and to foster and encourage these activities.
- d) To maintain a public presence in the outdoor climbing media, by writing/stimulating the writing of letters on topics of current interest to such magazines.
- e) To act as a spokesperson of the Club to the outside world (in consultation with appropriate officers).
- f) To ensure that the NC and GMs are adequately minuted and that the minutes are published.
- g) To represent the interests of under-represented regions.

Relevant documents: Constitution and Policies

National Committee and Regional Contact Lists

Relevant web pages: Local Groups Page; Contacts Page; News & Reports Page.

Treasurer

- a) To administer central club finances and to be responsible for overseeing the Hut and Action Funds.
- b) To produce an income and expenditure budget each year and to update and monitor this regularly from actual income and expenditure.
- c) To produce financial reports for the National Committee and for each AGM, to be externally certified when requested by the NC.
- d) To write cheques on behalf of the club and, after consulting with the NC, to appoint co-signatories who are required to countersign cheques.
- e) To advise the club about membership rates and to prepare a budget based on these when requested by the NC
- f) To be responsible for the redistribution of funds within the club according to club policies.
- g) To maintain and distribute a record of training grants allocated to members.

Relevant documents: List of Regional officers, Bank details, Bank statements

Relevant web pages:

Membership Secretary

- a) To maintain the membership records of the club and to comply with current Data Protection legislation.
- b) To receive and process non web-based applications for, and renewals of, membership.
- c) To send emails or letters to existing members as necessary, to remind them that they have not renewed membership (only needed for members not utilising the auto-renewal process)
- d) To bank membership fees as required and send information about each banking to the National Treasurer.
- e) To send out membership cards and welcome letters.
- f) For new or re-joining members to send also a copy of the current Bulletin and Monthly Information Sheet, together with the members handbook.
- g) To respond to enquiries about membership, including the club's philosophy and charging policies.
- h) To provide information regularly to regions about current members associated with their region and of those members who have not re-joined.
- i) To provide appropriate reports on membership for the National Committee and General Meetings.

Relevant documents: Membership form, Membership Computer System and Data

Relevant web pages: Join Us, Membership Charges

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Bulletin Editor

- a) To edit, produce and distribute a Club Bulletin at least twice per year.

Relevant documents: Printed copies of current and previous Bulletins

Relevant web pages: Red Rope Bulletins (PDF versions)

Monthly Information Sheet Editor.

- a) To edit, produce and distribute the Monthly Information Sheet to club members.
(The majority are distributed by email using an internet application)
- b) To liaise with Regional Contacts periodically to ensure they submit details of forthcoming events
- c) To liaise with the National Trips Secretary about the diary of national trips
- d) To liaise with the National Secretary about other national events, especially the Annual Gathering.

Relevant documents: Event details from National Trips Secretary and from regions

Electronic versions of current and previous Monthly Information Sheets
Current Bulletin

Relevant web pages: Events diary

Link to Diary – Red Rope

Ramblers' Association (RA) representative.

- a) To liaise with the National Officers of the RA
- b) To disseminate information to Red Rope members via the Bulletin and Monthly Information Sheet.
- c) To ensure the club maintains active involvement with the RA policies and sends delegates to the National Council and to Annual Meetings of the RA, to raise the club's profile and to develop motions for their National Council.
- d) To promote the club's participation in Forbidden Britain Day.
- e) To co-ordinate the Club's local contact with the Ramblers Association.
- f) To liaise with the Red Rope National Secretary.

Relevant documents:

Relevant web pages:

British Mountaineering Council (BMC) representative.

- a) To liaise between the National Officers and the BMC.
- b) To disseminate information to club members via the Bulletin and Monthly Information Sheet..
- c) To co-ordinate regional involvement on BMC committees.
- d) To ensure representation at the BMC's AGM.
- e) To liaise with the Red Rope National Secretary.

Relevant documents:

Relevant web pages:

Mountaineering Scotland Representative.

- a) To liaise between National Mountaineering Scotland Officers, particularly the Access Officers.
- b) To disseminate information to club members via the Bulletin and Monthly Information Sheet.
- c) To co-ordinate regional involvement on Mountaineering Scotland committees.
- d) To ensure representation at the Mountaineering Scotland's AGM.
- e) To participate in the Access and Conservation Committee and to liaise with the RA representative and the National Secretary.

Relevant documents:

Relevant web pages:

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Training officer

- a) To oversee training within the club.
- b) To promote the training of trainers.
- c) To ensure that there is a training organiser for each training trip.
- d) To establish links with the training and safety sections of relevant organisations.
- e) To liaise with the Huts Secretary regarding booking of huts for National trips.
- f) To liaise with the club treasurer regarding the distribution of training grants to club members.

Relevant documents: Safety Route Card

Relevant web pages:

National Trips Secretary.

- a) To book National trips, promote national trips in the Bulletin and Monthly Information Sheet, to liaise with trip organisers regarding transport and to ensure that trips without organisers are cancelled according to current club policy.
- b) To maintain a hut and campsite register.
- c) To negotiate with other clubs over difficulties re 'banning' from huts.
- d) To ensure that club trips follow the hut guidelines laid down by other clubs.
- e) To maintain the Trip Organiser's Pack and ensure distribution to regions and to national organisers.

Relevant documents: Hut Register, Camp-site Register, Trip Organiser's pack, Trip Booking Form

Relevant web pages: Trip booking form template, Food and recipes

National Trips Treasurer

- a) Administer the National Trips bank account and appoint co-signatories who are required to countersign cheques. The National Trips banks account is for banking members' trip charges and making payments for hut charges and other trip charges as necessary.
- b) Liaise with trip secretary, trip organisers and trip treasurers for smooth running of national trips
- c) To advise the club about trip rates and to prepare a budget based on these when requested by the NC
- d) Produce regular analyses of trip treasurers accounts to provide data for annual review of trip rates and transport charges
- e) Produce financial reports for the NC and for each AGM, to be certified annually by the National Treasurer
- f) Propose to each AGM the trip rates for the forthcoming year
- g) Transfer funds to the main bank account when the National Trips bank account exceeds £2000.

Relevant documents:

Relevant web pages:

Huts Liaison Officer

- a) To negotiate terms of access and fees with our hut partner(s) (at the time of writing, Lancashire Mountaineering Club), including periods of time for group use of shared huts.
- b) To allocate the Red Rope quota of group weekends for regional and national trips on a rotational basis.
- c) To record the individual nights use of all huts by individual members and use this information to calculate payments due from the club to hut partner(s).
- d) To supply and record hut keys and key-fobs issued to individuals.
- e) To keep regions and members apprised of the latest policies and arrangements for using the huts via email and the Red Rope website.

Relevant documents:

Relevant web pages:

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Publicity Officer.

- a) To produce and maintain the stock of publicity material.
- b) To oversee the update and production of a handbook as necessary.
- c) To ensure that there is adequate publicity at external events.
- d) To advise members of the location of publicity material and the Club's banner.
- e) Documents: Publicity pack supplied to regions and items from it that are on the web.

Relevant documents:

Relevant web pages:

Information Technology (IT) Officer.

- a) To maintain, develop and advise on current and future IT facilities for the club.
- b) To maintain and develop the Red Rope website.
- c) To manage the Red Rope domain(s).
- d) To manage Red Rope email facilities.
- e) To ensure that computerised records are properly maintained and that there are suitable procedures where others are responsible for their maintenance.
- f) To manage the Red Rope discussion lists.
- g) To advise on the purchase of and, where possible, the use of hardware and software and IT related facilities.
- h) Responsible solely for: Home Page; Red Rope Logo; About Red Rope page; Discussion list page; to check the external links work annually.

Relevant documents:

Relevant web pages: