CAMBRIDGE UNIVERSITY
KARATE CLUB

Committee Roles

INTRODUCTION

The committee shall consist of a President, Vice President, Secretary, Junior Treasurer, Women's Captain, Men's Captain, Social Secretary, Publicity Officer, Webmaster, Welfare and Safety Officer, non-student Officer and Old Karateka Association Officer.

The general responsibilities of each committee member are explained below. In addition, the President or Chief Instructor can appoint further responsibilities and duties when necessary or reassign particular tasks to other committee members.

A more detailed guide to each committee member's role can be found in the Handover Document, made available to the incoming elected committee.

PRESIDENT

The president is ultimately responsible for the well-being of the Club and its external representation.

- Delegate tasks appropriately and oversee them to make sure things get done.
- [with VP] organise training venues during and out of term.
- [with captains] organise competitions.
- Communicate with OUKC - particularly surrounding Varsity.
- Lead the recruitment drive when the new academic year begins - organisation of freshers' fair, sports fair, freshers' demo.
- Responsibility over finances ultimately rests with the President as the head of the committee, through making sure that the Treasurer is doing their job properly.
- [with captains and welfare & safety officer] Keep Risk Assessment and Accident Reports up to date.
- [with welfare & safety officer] ensure the Code of Conduct is available to club members.
- Responsible for Sports Club Registration with the University Sports Service, and Sports Grant application
- Renew annual affiliation with JSKE.
- Ensure that the CUKC Google Drive is kept in order.
- Organise and chair committee meetings at the start and end of each term.
- Upload a full scanned copy of this document, with signatures from the new committee to Moodle and Google Drive.

VICE PRESIDENT

- [With President] Organises training venues during and out of term.
- Organise gradings.
  - Get grading venue and inform Sensei Roy Tomlin about it - this can be in coordination with CKD.
- Take care of stash and kit orders
  - Communicate with stash suppliers: Kitlocker, Blitz and Saxon mostly.
  - Kit orders – 2 weeks into every term, make sure it arrives before any competitions.
- [With President] Research possibilities for club sponsorship
- Responsible for general club admin, such as memberships, licence chase-ups and attendance/ collection
- Stand in for president if they can't make it to a meeting etc.

- They should attend training sessions, and be in the know about all committee matters, so that if the President should suddenly be unable to lead the committee, the VP can immediately take over.
- Act as the Equipment Officer for the club. This includes responsibilities for: maintaining the equipment inventory; termly inspection of equipment; keeping a record of inspections; marking and shipping of damaged equipment; and performing an annual review of the club equipment with the Welfare and Safety Officer.

SECRETARY

- Maintain the Google Calendar and online training rota.
- Send out weekly training schedules via email.
- Respond to queries from the public and members of the University.
- Create agendas for committee meetings and take minutes at meetings.
- Maintain mailing list and other random bits of admin.

JUNIOR TREASURER

- Ensure that club members pay for training (checked against attendance spreadsheet and termly/half-termly membership spreadsheet), competition fees and kit, chasing up those who do not.
- Ensure that any invoices sent to the club are paid by the deadline.
- Reimburse committee members for payment made on behalf of the club.
- Keep categorised financial records of income and spending of the club account.
- Liaise with the Senior Treasurer
- [with president] apply for Sports Grant Application, including drawing up of annual accounts and budget.
- Present accounts at AGM
- Ensure President is kept updated throughout the year about club finances.

CAPTAINS

- Keep members who are interested in competing inspired, motivated and regularly training.
- Captains instruct several sessions throughout term time.
- Train at a number of sessions weekly, especially squad classes (but not to the detriment of degree workload and deadlines)
- Help the president organise a rota for the sports and freshers' fairs and encourage members to take part in the freshers' demo at the start of the year.
- Organise instructors' rota for term and holiday training.
- Organise competition entries (BUCS, Club Competition)
- [With President and Chief Instructor] Organise and train a men's, women's and mixed team for Varsity (including a team kata for each team)
- Complete competition reports for each competition and ensure they appear on the website/ publicity platform.
- Keep the University Sports Service updated with happenings in the club.
- Engage with Blues Committee to present interests of members, applying for Half, Full and Discretionary Full Blues towards the end of the academic year.
- Write and deliver an outstanding annual dinner speech which reflects the team's achievements.

SOCIAL SECRETARY

- Organise social events for the club with the goal of fostering a welcoming environment and team atmosphere.
- Organise annual socials: annual dinner, annual punting trip and the belt social.
- Get creative with other social events, organised in a termly social calendar.
- Planning of dinners/socials at big competitions such as BUCS, and socials with the Oxford club after Varsity

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PUBLICITY OFFICER

- Design and print flyers to be handed out at Freshers' Fair, Sports Fair and Freshers' Demo - Photoshop, Publisher and Canva are all handy for this.
- Manage social media - keep Instagram regularly updated with pictures from training and competitions, making sure they're good quality.
- Create Varsity headshots for Facebook profile pictures.
- Design any posters for social media that committee members request.

WEBMASTER

- Keep **all pages** of the website up to date with **both** upcoming events and competition reports of recent events, including high quality images where possible.
- Be thinking of ways to improve and reorganise the website.
- Manage the CUKC YouTube Channel
- Manage the committee email addresses.
- Ensure that the versions of the club documents are kept up to date on the website.

WELFARE AND SAFETY OFFICER

- Keep risk assessments up to date and produce new risk assessments for individual events (e.g. Varsity), as necessary.
- Ensure the committee deals with emerging health and safety risks.
- Track health and safety incidents, anonymously.
- Refer members with welfare concerns to appropriate counselling or sources of information on the corresponding welfare issue.
- [With President] Ensure the Code of Conduct is available to club members.
- Receive training on the completion of risk assessments e.g. from the Sports Service
- Organise annual review of health and safety, which looks at current University and JSKE guidance, and recent incident data. Additionally, current risk assessments, safety policy and accident procedures should be reviewed and documented. It is recommended that this review take place as part of the handover to the new Welfare and Safety Officer
- Support the Equipment Officer (Vice President) it's an annual review of club equipment.
- Ensure that first-aiders are present for all training sessions and relevant documentation is obtained. This can include on-site staff, such as College Porters, or club members.

OKA OFFICER

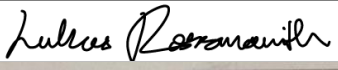
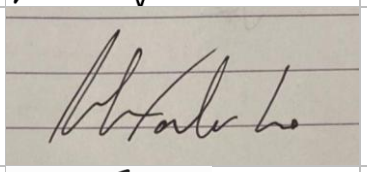
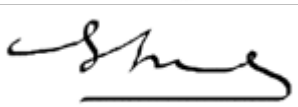
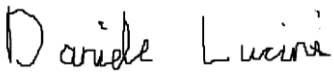
- Is responsible for ensuring that the club maintains contact with ex-members.
- Provide updates to the OKA on events and achievements within the club.
- Give advice to maintain the club's history and traditions.

Non-Student Officer

- Acts as advisor and liaison between non-student and student members of the club.
- Ensuring that the non-student membership contributes positively to the student members journey.
- Provide support and advice on any matters relating to non-student members.

DECLARATION

The members of the committee hereby accept the responsibilities outlined in this document.

Name	Signed	Position	Date
Lukas Rossmanith		President	25/4/2025
Alexander Lo		Vice President	26/04/25
Taaliya Leigh		Secretary	25/04/2025
Li Sen Tan		Junior Treasurer	25/04/2025
Angela Shang		Women's Captain	26/04/2025
Daniele Lucini		Men's Captain	26/04/2025
		Social Secretary	
		Social Secretary	
Nuha Amer		Publicity Officer	25/04/2025
		Webmaster	
Shloka Adluru		Welfare & Safety Officer	25/04/2025
Tegwen Ecclestone		OKA Officer	
Fatemeh Torabi		Non-Student Officer	