

Area Club Coordinator Role and Responsibilities

Area Club Coordinator Role Description

Welcome to the BMC's network of volunteers. The BMC has been built by and depends on volunteers like you. Members, staff and other volunteers hugely appreciate your contribution of time, knowledge and enthusiasm as a BMC Area Club Coordinator (ACC). Thank you for everything you do on behalf of the organisation and the climbing and walking community.

What does a BMC Area Club Coordinator do?

The ACC's role is to help support BMC-affiliated clubs and facilitate club development within their BMC Local Area.

Your responsibilities will include:

- Building relationships with local clubs in their area
- Advising clubs on meeting their development goals and linking them with the support they need
- Facilitating links and information sharing between clubs
- Connecting clubs with opportunities to involve themselves with local and national initiatives
- Gathering club thoughts & opinions, and identifying club needs to influence BMC Strategy
- Acting as a visible point of contact and representative for clubs in their area

As ACC you will need knowledge and experience of running climbing and/or walking clubs. You will be personable, with great communication skills, allowing you to build relationships with club committees. You will need to have a willingness to attend meetings and a desire to help support clubs in your area. An ACC will need an interest in club development and in supporting grassroots sports clubs.

Working with other volunteers you will need to respond to members queries in between meetings. Where you are not able to answer a query you should direct the person to a suitable staff member. As chair you should be able to provide support to the volunteers in your area and assist with any queries they may have

You will play a key role in developing engagement within the area and promoting equity and fair representation. It is important all meeting, events and communications take place in an inclusive manor. You should actively seek to increase engagement within your area and should consider ways in which this could be achieved which could include using your areas Facebook page, holding single topic Zoom meetings or social / networking events.

The position of Area Club Coordinator is voted on by members during the elections at the Area AGM. Where a vacancy arises outside of the AGM a chair may be co-opted in accordance with Article 28 in the Articles of Association.

Area Club Coordinator Role and Responsibilities

What can you expect from the BMC?

- The BMC is committed to ensuring that all people have an equal opportunity to participate in climbing, hill walking and/or mountaineering at all levels and in all roles. Our full Equity Statement can be found [here](#).
- Officer support on complex or difficult issues
- All ACCs work as a team nationwide to support each other, and will nominate a 'Local Clubs Rep' from among their number to coordinate activities and sit on the Club Development Group.
- An induction session will be provided at the BMC Office
- You will be added to the BMC collaboration platform enabling you to communicate with other area officers and representatives.

What does the BMC expect from you?

When acting as an Area Club Coordinator, you will be representing the BMC to partner organisations, clubs, members, other climbers/walkers etc. This means that it is important that you:

- Are a member of the BMC with your designated area the one in which you are standing.
- Are passionate about climbing and/or walking and have a good knowledge of the area you cover as well as knowledge and experience of running climbing/walking clubs.
- Behave in a respectful manner at all times, remembering that you are representing the BMC membership as well as the wider walking and climbing community (rather than just yourself as an individual) in the public domain. This includes posting on social media and internet forums in a BMC capacity.
- Maintain regular contact with clubs in their area, using email, social media, telephone and face-to-face contact as appropriate.
- ACCs from all Local Areas work as a team, working virtually and taking part in short online meetings approx. four times a year.
- ACCs should attend Area Meetings where possible. Averaging approx. 1-2 hours per week.
- Interest in club development and supporting grassroots sports clubs
- Be an advocate for the BMC. With regards to this it is helpful to develop some understanding of the BMC's specialist work areas, finances and structure.
- Be able to represent members' views in a fair and balanced manner at local, regional and national level.
- Ability to work collaboratively with other volunteers.
- If you have a conflict of interest whilst representing the BMC in any aspect of your voluntary role, declare it to a BMC staff members ASAP.

Benefits of volunteering for the BMC

- Contribute to the BMC's work representing climbers and walkers in the UK
- Pass on knowledge and experience to other club leaders
- Influence and improve support for mountaineering clubs in your local area
- Become part of a community of committed volunteers, giving back to the mountaineering community

Area Club Coordinator Role and Responsibilities

- Further opportunities to get involved with the BMC's work.
- An opportunity to develop your skills and learn new skills.

Contacts

More information about this role and the selection process can be obtained from Jane Thompson (BMC Clubs Officer, jane@thebmc.co.uk) or Local Area Secretaries.

DRAFT