

Border Kayak and Canoe Club Standard Operating Procedures

Procedure Title	Club secretary responsibilities
Revision & date	Rev 1, 12/11/25
Owner	Club secretary (BM)
Purpose	Manage the club membership, Paddle Scotland affiliation, OSCR reports, Spond, generate and maintain club documentation, club membership communication, organise and document the Club AGM, co-ordinate Club fund raising
Lead BCAB qualification level	not applicable
Risk assessments for this activity	not applicable
Example locations	not applicable
Procedure	<p>Respond to membership enquiries, send out club information and membership forms</p> <p>Add new members to the PS membership and Spond membership lists</p> <p>Send the club Spond link to new members and complete their registration</p> <p>Send membership fee payment requests</p> <p>Maintain the Club Constitution</p> <p>Maintain the Club membership rules</p> <p>Ensure that documents relating to protection of vulnerable people are current</p> <p>Maintain the list of committee members and trustees</p> <p>Complete the OSCR annual report</p> <p>Organise and record the AGM</p> <p>Renew PS affiliation every February</p> <p>Publish all Standards for Deployment club documents on the Club website</p>
Activity briefing	not applicable