

## **APPENDIX A: Byelaws Officers and their duties**

**a) PRESIDENT:**

Shall be the ceremonial head of the County and to be available to present prizes at County events. Shall represent the County when asked to do so by the Committee. This position is to be elected at the Annual General Meeting every two years and on alternate years to the Chairman.

**b) CHAIRMAN:**

Shall preside over all County Committee and General Meetings and shall ensure that the business is conducted in a proper manner. In the absence of the Chairman, the committee may elect a deputy from those in attendance to carry out these functions. The Chairman shall have any casting vote if required. This position to is be elected at the Annual General Meeting every two years and on alternate years to the position of President.

**c) SECRETARY:**

Shall act as convener of Committee meetings, General meetings and Disciplinary sub-committee. Shall keep minutes and to circulate these at least one week prior to the next meeting. Shall prepare the agenda for each meeting and circulate likewise. Shall receive any correspondence on behalf of the County and present it at meetings. To action any matters arising from held meetings. The Secretary is also responsible for holding all agreed minutes and the County Constitution for inspection. To keep the job specifications for each officer of the County and records of each Kent club including Secretary, Club membership and renewal of the BJA. To retain correspondence received and replies sent. Shall act in matters of external relations with the Committee and to direct enquiries to the appropriate officers. This position to is be elected annually at the Annual General Meeting.

**d) TREASURER:**

Shall be responsible for the general funds for the County, keep an account of all monies received and paid out, and deposit funds in the name of the County in a bank or building society approved by the County committee. Shall produce the books of accounts together with the bankbooks and receipts for audit. These audited accounts will then be presented to the Southern Area Secretary after the Kent County Annual General Meeting or when called upon to do so by the auditors, the Southern Area or the County committee. A financial

report shall be submitted to the Annual General Meeting. This position to is be elected annually at the Annual General Meeting.

**e) REFEREEING OFFICER & JUNIOR REFEREEING OFFICER:**

Must be approved by the BJA Southern Area Committee and to be responsible for the administration and development of all refereeing matters within the County. Shall keep a register of all qualified referees, including details of their revalidation. Shall arrange suitable qualified referees for all County competitions and to circulate all referees with relevant information. Shall represent all refereeing matters in the Committee discussions at meetings and to submit a report to the Annual General Meeting. These posts are to be appointed by the Kent County Committee.

**f) JUNIOR GIRL'S SQUAD MANAGER:**

Shall organise regular squad training sessions and preparation for events. Shall select teams for the Inter-Counties Championships or similar events. Shall attend events, or send a deputy, when the County Team is to participate and to be responsible for the behavior and discipline of all squad members at such an event. Shall give the Kent Committee, as requested, reports on the progress of the squad and to submit a report on all squad activities to the Annual General Meeting. This post is to be appointed by the Kent County Committee.

**g) SENIOR WOMEN'S SQUAD MANAGER:**

Shall organise regular squad training sessions and preparation for events. Shall select teams for the Inter-Counties Championships or similar events. Shall attend events, or send a deputy, when the County Team is to participate and to be responsible for the behavior and discipline of all squad members at such an event. Shall give the Kent Committee, as requested, reports on the progress of the squad and to submit a report on all squad activities to the Annual General Meeting. This post is to be appointed by the Kent County Committee.

**h) JUNIOR BOY'S SQUAD MANAGER:**

Shall organise regular squad training sessions and preparation for events. Shall select teams for the Inter-Counties Championships or similar events. Shall attend events, or send a deputy, when the County Team is to participate and to be responsible for the behavior and discipline of all squad members at such an event. Shall give the Kent Committee, as requested, reports on the progress of the squad and to submit a report on all squad

activities to the Annual General Meeting. This post is to be appointed by the Kent County Committee.

**i) SENIOR MEN'S SQUAD MANAGER:**

Shall organise regular squad training sessions and preparation for events. Shall select teams for the Inter-Counties Championships or similar events. Shall attend events, or send a deputy, when the County Team is to participate and to be responsible for the behavior and discipline of all squad members at such an event. Shall give the Kent Committee, as requested, reports on the progress of the squad and to submit a report on all squad activities to the Annual General Meeting. This post is to be appointed by the Kent County Committee.

**j) PUBLIC RELATIONS OFFICER:**

To manage advertising and press interviews for the County and to edit, print and circulate the County newsletter. To keep all County clubs informed on all relevant matters concerning judo from official sources. A report is to be submitted annually to the Annual General Meeting. This post is to be appointed by the Kent County Committee.

**k) HONORARY VICE PRESIDENT:**

The post of Vice President may be given to a person who has served the County over a number of years. May be called upon to present prizes at County events and deputise for the President as required. The position is to be recommended by the Kent County Committee at the Annual General Meeting and is to be renewed annually. This is a non-executive position and holds no voting rights in the County. This post can be held by more than one person.

**l) COUNTY EVENTS SUB-COMMITTEE:**

Shall be responsible for seeing that all County events, such as gradings and competitions, are conducted competently and at regular intervals in accordance with IJF / BJA rules. The sub-committee shall circulate information sheets on events to all clubs within the County containing all relevant details