

The Club Organiser Role

Club Organisers are crucial to the running of the Parent Council's after-school clubs.

- They have primary responsibility for their clubs during the termly registration process (conducted using the Wild Apricot on-line booking system)
 - updating registration records
 - accepting applications & allocating places
 - preparing registers
- They are an important channel of communication, to parents and club tutors, for any problems and issues arising during club delivery
- They support the club tutor(s) in dealing with a variety of administrative issues necessary for clubs delivery
- They may need to market and advertise the club to other parents
- Finally, they may be asked to work with the Club Coordinators and other Parent Council volunteers to restructure their clubs, for example recruiting new tutors and revising club content and delivery.

This role is so important that the Parent Council will not run a club without a club organiser in place to administer it.

The burdens of the Club Organiser role are substantial in principle, but in practice most clubs run quite well most of the time without much intervention.

- The main time commitment is likely to be during the termly registration cycle.
- However, organisers do need to be ready to deal with unexpected problems and potential crises.
- For high work-load clubs, multiple parents can work in a club organiser team – but they should have clear and agreed division of responsibilities.

A complete discussion of all procedures and processes can be found in the full Club Organiser manual. There is a separate guide for using the Wild Apricot system.

Club Organiser Qualifications

- The only real qualification is a willingness to volunteer and give the time and effort required of the role
- Clubs registrations are done using an online booking system, so IT skills are definitely an asset
 - Organisers need to have access to an INTERNET-connected laptop or desktop system
 - 'Smart phones' and tablet devices do not provide sufficient functionality
 - Access to a laptop is useful in cases where the Club Coordinators run offsite training workshops for Organisers
- Communication and organisational skills are helpful, in particular a willingness to address parent concerns promptly
- Also crucial is a willingness to deal with club-related e-mails in a prompt and responsive manner

Stepping down

- When an Organiser wishes to hand over the role, the Club Coordinators request that the Organiser make an initial recruitment request, contacting parents whose children

are enrolled in the club. If no responsive replies are forthcoming, the Club Coordinators will send out a more general request to parents.

- If parents remain unwilling to volunteer, the Club Coordinators will likely decide to halt the club, and no longer accept registrations for future terms.
- In such a situation, the Club Coordinators would be grateful if Club Organisers remain in place long enough to allow all previously scheduled sessions to be completed and sufficient notice to be given to the tutor that the club will no longer be running.