

# TWAPS COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES

## Role of Head Bailiff

1. To attend Committee Meetings on designated dates and participate in Committee discussions.
2. Ensure enough bailiffs are available to cover all Society waters at all times, arranging a rota cover to suit all bailiffs. This may include opening Shorne C.P. gates for early morning anglers. **(Owners permitting).**
3. To ensure that all anglers, members and non-members alike, adhere to Society Rules & Bye-laws at all times.
4. To show tolerance at all times when dealing with problems/ problem members and members of the public.
5. Keep lakes and banks free of rubbish including materials and tools used in the restoration/maintenance of society waters.
6. To monitor the fisheries and report to the Committee any problems e.g. vandalism, fish welfare, water levels, routine maintenance and any safety issues.
7. Arrange work parties on all club waters throughout the year for general maintenance of the Societies waters. Liaise with Email/website Administrator to send out emails accordingly asking for volunteers. Send out group texts as required to work party volunteers as necessary to arrange time, venue and tools etc required.
8. Arrange or approve minor maintenance carried out by Bailiffs/Committee Members/General members as required, retaining records of work done and any costs involved.
9. For more substantial work deemed necessary, i.e. bank stabilization, de-silt, reed clearing etc. make details available to the Committee in the form of a structured plan including costs, specification and time scales etc and then take forward and implement any suggestions made by the Committee.
10. Keep notice boards up-to-date regarding water closures due to maintenance or matches.
11. Liaise with other Bailiffs and arrange regular monthly Bailiff meetings, one to two weeks prior to the Society Committee meetings and produce a single report.

12. Perform any/all of the general duties of Bailiff as applicable.
13. Hold a set of keys for the all the locks on Society Waters.
14. To hold a set of keys for the Club's containers at Cobham and IOTL.
15. Carry out any other tasks as may be reasonably requested by the Chairman or other Committee members.
16. Assist any other Officer as required in the fulfilment of their duties.
17. To keep an accurate record of any out of pocket expenses incurred, i.e. printing, postage, petrol, etc.