



**LEPPÄVAARAN
BUDOSEURA**

Role descriptions

This document describes the different persons in charge of the club and the key tasks related to them: the roles of the board members, other official duties, and other designated roles and areas of responsibility.

The original language of this document and its appendices is Finnish. This English translation is provided to support understanding. If any part is unclear or appears inconsistent, please refer to the Finnish version.



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1. Roles in general

The club has several areas of responsibility, which one or more people have been appointed to take care of. Some of the roles are official and appointments are done at the general meeting (e.g. the chairman of the board and other board members), some are agreed within the board for one year at a time (e.g. treasurer), and some can be longer-term roles that are regularly confirmed (e.g. senior of the art).

Some of the responsibilities may be such that they can also be performed by a person who is not a member of the board (e.g. harassment contact persons) or by a party outside the club (e.g. auditor or web administrator); In this case, special care must be taken of the cooperation between the person in charge and the board.

The person in charge should not try to do all their responsibilities themselves, but they should be responsible for completing the tasks, i.e. tasks should be delegated as far as possible so that no single role becomes too burdensome.

In particular, the duties of the club's board and the persons in charge of administration are guided by various board annual clocks and checklists to ensure that the core tasks get done according to instructions. The coverage of different areas of responsibility and possible overlaps are monitored by means of responsibility matrices to be reviewed in connection with the Board's constitutive meeting. This ensures that no task is forgotten or left undone because everyone thought someone else was responsible for it..

2. Board of directors and club administration

The Society's Board of Directors consists of a **Chair** and a minimum of two and a maximum of eight other **ordinary members**, elected by the General Assembly; typically, in addition to the chair, there are 4-6 members. The Board elects a **Vice Chairperson**, **Secretary** and **Treasurer** from among its members, and appoints the persons to other key roles. The same person can have several roles or tasks, and many tasks can also be shared between several people.

Board members participate in Board meetings (typically 6-10 meetings per year) and general board activities, in addition to which the members often take care of specific areas of responsibility described below.

2.1. Chair

The **Chair** of the club's board is the chair of the club. Chair is responsible for the strategic management of the club and the functioning of the administration and acts as a trendsetter in the development of the club's operations. The chair also ensures that the club operates in accordance with its rules and internal guidelines (see Club manual). The chair has the right to sign for the club and can also represent the club in official contexts.



2.2. Vice chair

The **Vice chair** supports the **Chair** in the strategic and operational management of the club. They ensure the continuity of the activities and takes care of the duties of the chair when the chair is prevented from doing so in one way or another. The Vice chair also has the right to sign for the club.

2.3. Treasurer

The **Treasurer** is responsible for managing the club's financial affairs and the transparency of its financial activities. They ensure that the club's use of funds is systematic, responsible and in accordance with the financial regulations and the quality criteria of the Tähtiseura programme. The **Treasurer** has the right to sign for the club.

2.4. Secretary

The **Secretary** is responsible for the club's administrative documentation and meeting practices. They ensure that decision-making is transparent and that the club's activities are properly recorded and archived.

2.5. Membership secretary

The **Membership secretary** is responsible for the management of the club's membership affairs and the maintenance of the membership register. They act as a key contact person for member services and ensures that the member experience is smooth and safe.

2.6. Communications and social media manager

The **Communications and social media manager** is responsible for the club's internal and external communications as well as the management of social media channels. They promote the club's visibility, community spirit and openness.

2.7. Club equipment manager

The **Club equipment manager** is responsible for the management, maintenance and availability of the club's training equipment. They ensure that the club's equipment is safe, in good condition and appropriate for practitioners of different grades. The club strives to ensure the necessary equipment, especially for the beginner's course participants.

2.8. Facilities manager

The **Facilities manager** is responsible for the club's room reservations for training shifts and for the smooth running of the training conditions. They ensure that the training facilities are appropriate, safe and available according to the club's needs.



2.9. Tähtiseura manager

The **Tähtiseura manager** is responsible for the implementation and development of the Tähtiseura programme in the club. They act as a contact person for the Olympic Committee and the national federation, coordinates the audit process and ensures that the club's operations meet the quality criteria of the programme. The **Tähtiseura manager** may also be a member of the board, in which case the chair should make sure that they receive all the necessary information about the board's activities.

2.10. Harassment contact person

The **Harassment contact person** acts as the club's confidential contact in situations where a member experiences harassment, inappropriate treatment or other activities that endanger safety. The harassment contact person may also be a non-member of the board. There may also be several harassment contact persons. The board appoints the people to the roles until further notice, but it is a good idea to review the roles annually, for example in connection with the board's constitutive meeting.

2.11. Beginner's course coordinator

The Beginner's course coordinator coordinates the practical arrangements of the beginner's courses with the **Senior of the art** and the beginner's course instructors. They ensure that the information on the Suomisport events of the beginner's courses is up-to-date and can be found, and forwards the participant information to the instructors.

3. Art specific roles

3.1. Senior of the art (iaido, jodo, kendo)

The **Senior of the art** is the most high-ranking active practitioner of the club members; In practice, they are the one who has the highest grade granted by the Finnish, European or International Kendo Federation (FKA, EKF, FIK) for the longest time. In other words, they are not elected to their role, but the board typically appoints the seniors for each art for the sake of clarity. The same individual can be the senior for multiple arts.

The **Senior of the art** is thus a kind of expert role. They do not have the right to vote or be present at Board meetings, but the Board of Directors may hear them or invite them to attend Board meetings, if necessary. Especially the **Senior of the art** should be heard and involved in the development of the club's activities and in the long-term planning of the activities.

The **Senior of the art** is responsible for the comprehensive development and guidance of the art in question in the club. They lead the strategic planning, instructor selections, and quality of teaching, as well as supports instructors and coaches in their work. The **Senior of the art** cooperates with the **Coordinator for kendo, iaido or jodo** (see below).



3.2. Coordinator for iaido, jodo or kendo

The **Coordinator for iaido, jodo or kendo** works in cooperation with the **Senior of the art** in question. While the role of the **Senior of the art** with the highest grade is related to the broad lines of teaching and guidance, the task of the coordinator is not tied to their grade and is more administrative and executive in nature.

The **coordinator** is responsible for the development of the named art, the quality of training activities and the representation of the art in the club. They acts as the art's contact person for the national federation and other stakeholders and coordinates the art's events and communications. The **coordinator** can be a member of the board or a member of the club who is not a member of the board. (In the latter case, it is appropriate for the **Chair** to invite the coordinator to the board meetings, at least in contexts related to the development of the art or training activities.)

Taking into account the differences between roles, the **Senior of the art** in question can also be appointed as the coordinator for that specific art. The same individual may be appointed the coordinator for one or multiple arts.

3.3. Instructors (iaido, jodo, kendo)

The instructors are appointed by the **Senior of the art** in question, who is also responsible for the orientation and mentoring of the instructors. Instructors are encouraged to complete suitable coach and instructor training (e.g. VOK-1). Guidance and the selection of instructors are described in a separate document (*Appendix 4 - Coaching principles and curriculum*).

3.4. Beginner's course instructors (iaido, jodo, kendo)

An instructor is appointed for each beginner's course. The instructor is appointed by the **Senior of the art** in question, who is also responsible for limiting the content of the beginner's course. The instructor must be a sufficiently experienced and reliable member of the club. It is strongly recommended that instructors leading beginner's courses have completed, for example, coach and instructor training (e.g. VOK-1, VOK-2) or otherwise acquired a knowledge base and experience in sports education.

Change log

Date	Section	Change	Author
13.1.2026		The operating manual was approved at the board meeting.	Board of Directors of the Leppävaara Budo Club