

Employment Sub-Committee

Members:

3 elected members of CASC committee

Purpose:

To manage and report to the executive committee in all matters involving the employment of the teaching and coaching staff at CASC

To be first points of contact for all teaching staff and coaches regarding contracts, hours and job descriptions, pay, conditions, CPD and performance management.

To ensure that there is provision to develop the future of the club through the development and inclusion of its existing staff and any future employees.

Roles:

- To write and agree contracts for all members of the teaching/coaching staff (beginning with most senior people)
- To review job descriptions re each post
- To review grievance and disciplinary procedures
- To complete annual reviews of performance and pay for each member of staff, making pay recommendations to the committee where necessary
- To ensure regular monitoring of targets and performance or to delegate such to teaching lead or head coach
- To ensure that policies are in place (e.g. equal opportunities statement) for the treatment of existing staff and the employment of future staff
- To negotiate with Treasurer acceptable claims allowances and formats.
- To liaise with Welfare Officer re: statutory/CASC training
- To attend and facilitate termly Staff Meetings of all available staff and to ensure regular communication with those unable to attend.
- To support Gen sec and Comp Sec and undertake some duties outlined in Workforce Coordinator document which outlines the use of volunteers for the club .