



# Role Descriptions

## COMMITTEE ROLES

### Chair

- To manage the committee and general meetings: to ensure that the committee runs effectively as a team and is able to manage the running of the club.
- Ensure committee members fulfil their responsibilities to the club
- To conduct meetings in a manner that enables everyone to have their say and to move to a vote if necessary.
- To ensure that decisions taken by the committee are carried out. Work with the Secretary in preparation of meeting agendas.
- To represent the club and to promote the club to outside bodies, other clubs and to members: to act as a focal point for information and encourage participation in all club activities and events.
- Encourage and welcome all members of the club.
- Ensure that the rules of the club and affiliated bodies are followed.
- Liaise with the Club Secretary in preparing agendas, making sure that all current issues are covered
- Ensure that the club has an appropriate up-to-date Constitution, Disciplinary Procedures as well as other formal club documentation
- Liaise with the Treasurer to ensure that any financial documents are ready for meetings and especially the AGM
- Ensure that all relevant documents are either circulated to participants in advance or are to hand at meetings
- Be diplomatic and smooth over differences of opinion when they arise within the club
- Make sure that necessary decisions are taken, moving to vote if required. If votes are divided equally, the Chairman may have the casting vote
- Summarise decisions and action points at the end of the meeting with the Secretary
- Delegate duties as appropriate to fellow committee members /club members/sub-groups

### Secretary

- To plan and organise committee meetings and general club meetings; call for the next meeting including collating and distributing of agenda items and club calendar pre-meeting.

- In a timely manner, write and distribute meeting minutes and action plan of the meetings held.
- To organise the AGM agenda, related papers and committee elections and to ensure the relevant papers are distributed in advance in accordance with the constitution
- Responsible for managing club charity nominations at the club AGM
- Keep 'safe' permanent records (paper/electronic) of AGM and committee meeting minutes and to ensure that the club constitution is up to date (up to date version must be displayed on the clubs website) and in force.
- Ensure that meeting minutes (general and annual) are uploaded onto the member's area of the clubs website, for transparency.
- Receive and process club correspondence accordingly, acting as the central point for all club correspondence and liaising with outside organisations
- Manage general /annual meeting facilities and the booking of club house for events/seminars etc.
- Working with the Treasurer and Membership Secretary ensure registration with Affiliated Bodies as decided at the AGM and relevant payments made, also to apply to England Athletics for club places at the London Marathon.
- Arrange and manage charity cheque presentation in conjunction with Charity Co-ordinator
- Oversee the disciplinary and grievance process set out in the LFR Complaints and Procedure
- Act as one of the club DBS verifiers
- To maintain an inventory of all club owned equipment and ensure an audit of the stock held at least once in the year.
- To act as point of contact for reporting from any members of damaged or lost stock and bring to committees attention.

## Treasurer

- Bank account
  - Signatory to the club's bank account (with Chairman) and key point of contact for HSBC.
  - Custodian for cheque book, bank statements, bank security device etc.
  - Maintain a cash book, detailing all bank payments and receipts.
  - Pay all bills on a timely basis via cheque, bank transfer etc, ensuring that all payments are supported by appropriate documentation (receipt etc).
  - Paypal and Square
  - Key point of contact for Paypal and Square with any issues that may arise.
  - Maintain a detailed analysis of money received via paypal and Square
  - Monitor the Paypal and Square account balances and transfer funds regularly to the bank account

- Reconciliations
  - Reconcile the bank account balance to the cash book.
  - Reconcile analysis of paypal and Square transactions to the Paypal and Square account balance.
  - Reconcile EA payments & receipts with Membership secretary.
  - Reconcile funds received for annual subscriptions with records maintained by Membership secretary.
  - Reconcile stock value with Kit Secretary
  
- Accounts
  - Prepare summary accounts for Committee meetings.
  - Prepare detailed annual accounts and present them at the AGM.

## Captain

- Oversee all aspects of the Club's training sessions including the regular Tuesday, Wednesday & Thursday night sessions and various other additional training sessions that may be held throughout the year
- Act as RD for club invite nights and other club events (eg Watchless 5) Either RD or appoint an appropriate candidate to RD
- Make regular announcements on club evenings to keep the club members informed of events and other relevant information
- Encourage all members to participate in club events and other running related events.
- Assist in organising teams to participate in local, national or international races, relay events etc. for all levels/abilities,
- Encourage participation in the LFR cross country team, working with the XC representative.
- Recognise particular achievements and make these known to all the club
- Maintain a motivating presence, in person (at training nights, events, socials etc.) and via social media (Facebook, email etc.)
- Work with the Club Coach to set Club Night running schedule (if applicable)
- Contribute to the clubs weekly newsletter; weekly runs as agreed with the committee, interesting running related articles (publish on club website if applicable)
- Uphold motivating communications to the club through a blog or other modern, social-media means
- If no coach: Be aware of health and safety issues, ensuring that running is within a safe and appropriate environment, as per UKA guidelines; in conjunction with the Vice Captain, Chairman and the Secretary

- Maintain a record of Accidents and report to the Committee in line with the LFR Health and safety policy
- Promote and encourage members to become run leaders and provide them with appropriate guidance
- Maintain a Training Plan and encourage run leaders to undertake coaching qualifications such as LIRF
- Encourage and welcome new members to the club

## Vice Captain

- Assist the Captain in overseeing the aspects of the Club's training sessions including the regular Tuesday & Thursday night sessions and various other additional training sessions that may be held throughout the year
- Encourage all members to participate in club events and other running related events.
- Help organise teams to participate in local, national or international races, relay events etc. for all levels/abilities,
- Encourage participation in the LFR cross country team, working with the XC representative and Captain.
- Ensure that any minors who run with their guardian/parent are appropriately chaperoned; e.g. within arm's length at all times.
- In the absence of the Captain, on club run night inform members of dates & details of forthcoming events
- Recognise particular achievements and make these known to all the club, discuss with Captain
- Maintain a motivating presence, in person (at training nights, events, socials etc.) and via social media (Facebook, email etc.)
- Work with the Club Coach to set Club Night running schedule (if applicable)
- In the absence of the Captain, contribute to the clubs weekly newsletter; weekly runs as agreed with the committee, interesting running related articles (publish on club website if applicable)
- In conjunction with the Captain, uphold motivating communications to the club through a blog or other modern, social-media means.
- Encourage and welcome new members to the club
- Support the Captain/Coach to maintain the training plan
- Work with Captain to identify candidates for coaching/training courses
- Keep up to date on latest EA advice and policies.

## Communications

- Communicate with press about LFR events and news
- Manage email communications for all LFR activities
- Maintain email distribution lists
- Manage weekly newsletter in collaboration with committee
- Oversee social media content across all LFR channels
- Ensure website is updated with regular news content
- Update club noticeboard in clubhouse

## Membership Secretary

- Update (weekly/monthly) and maintain an accurate record of club memberships; club subscriptions and members EA affiliations where applicable
- Keep an up to date database of member's details for the current year
- Manage membership fees and issue club membership e-cards
- Respond to requests for information from potential members (via email and social media)
- Assist potential members wanting to transfer to/from by providing documentation to support the transfer
- Send 'welcome' email to new members
- Update the Committee regularly with membership numbers and members' contact details when/where applicable
- Initiate EAA payments promptly for new members to enable them to claim subsidised race entries
- Issue renewal notices to members at year end and chase non-payers
- Act as one of the club DBS verifiers
- Ensure that any members in roles requiring DBS clearance are up to date and valid, advising the committee and member when renewal is required
- Maintain the EA Portal with required details

## Social Secretary

- Organise and facilitate club social events including booking venues, organising catering and where appropriate entertainment for the following events: Breakfast run, AGM, club socials including the awards night and Christmas
- Organise fundraising events for the club and charity of the year which have been agreed by the Committee

- Work with the Communications Officer on web/FB posts and newspaper articles

## IT Coordinator

- Maintain the Club email mappings and be point of contact for issues with the provider; in conjunction with the Chairman's approval
- Administer for the Club Website; in conjunction with the Chairman's approval
- Provide input to the Chair on new software or products that could benefit the Club
- Provide input to the Chair on technical issues and be a source of contact, helping resolve where able.
- Keep backups off-line and on-line of Club photographs and important documents.

## Kit Secretary

- To manage club kit
- Ensure there is sufficient stock
- Review suppliers on a regular basis (present to the committee when applicable)
- Review and source new kit items/kit design
- Manage payments and pay in to the Treasurer
- Conduct regular stock checks of the kit in conjunction with the Treasurer (present to the committee when applicable/AGM)
- Run regular kit nights for sale of stock (Usually at Cake night)

## Head Coach

- Hold a valid, UK Athletics coaching qualification (Level 2 or above) and be a current member of LFR.
- Develop and maintain a Coaching Team (from the run leaders)
- Club Coach to represent the Coaching team at committee meetings.
- Work with the coaching team to build on, and improve, the planning and execution of progressive training schedules- carried out by Coaches, trained Run Leaders and assistants; that are safe, enjoyable, accessible, and suitable for all levels of ability and interest, and to help members improve aspects of their running.

- Be aware of health and safety issues, ensuring that coaching is within a safe and appropriate environment, as per UKA guidelines.
- Identifying/using skills and resources- e.g. candidates for 'run-leader' training, members with other areas of expertise, accessing cross-training opportunities, links with other clubs/organisations.
- To maintain an up-to-date knowledge of coaching rules, regulations and requirements.
- To liaise with the Club Captain to ensure that all Club training sessions are safe, varied, effective, relevant, enjoyable and within guidelines produced by the Club and UK Athletics
- To provide guidance/training schedules to club members on request
- Support the Captain in identification and encouragement of members to become run leaders and provide them with appropriate guidance
- Support the Captain in the development of the Training Plan encouraging Run Leaders to take up qualifications such as LiRF

## NON COMMITTEE ROLES

### Welfare Officer

- Respond to any safeguarding concerns or issues that arise in a confidential and sensitive manner
- Promote the safety and wellbeing of all vulnerable adults in accordance with the safeguarding policy and procedures
- Report to the Committee on safeguarding matters providing advice as appropriate
- Be visible and approachable to all club members and that members are aware how to contact the WO with concerns
- Be familiar with the club's policies, for example the social media policy, and deal with any welfare issues which may arise.
- Deal effectively with breaches of the codes of conduct, poor practice or allegations of abuse including liaison with the HCAF officer or statutory agencies if/when required.
- Maintain confidential records of reported safeguarding concerns and action taken (new one from EA, makes sense I suppose)
- Attend the relevant safeguarding courses required in role of WO and keep up to date with developments in safeguarding (from EA)
- Complete a criminal record check through the England Athletics procedures (EA required, you have both done)

## Couch 25k Coordinator

- Hold a valid, UK Athletics coaching qualification (Level 2 or above) and be a current member of LFR
- To manage and organise the C25k programme (usually twice a year)
- Recruit volunteers as run leaders to assist in providing the programme
- Promote the programme through social media, liaising with club communications officer
- Provide welcoming and enthusiastic support to attendees
- Ensure Run leaders are briefed and understand the programme and weekly targets
- Maintain records and collect feedback with view to any ongoing improvement to the programme

## Race Director

- Plan and Manage the Club races and work to develop new ones
- Assume role of Race Director, or appoint alternative RD and all associated responsibilities as described by Run Britain to obtain required licences and ensuring club meets its obligations
- Recruit as appropriate and Head up a race management sub-team. and invite club members to participate so as to have sufficient organisational coverage for club races (e.g. marshals, catering team, HQ oversight)
- Work with Press Officer to ensure that races are properly advertised well in advance to ensure full participation
- Maintaining a Race Coordinator Operations guide
- Regularly updating the committee

## Santa Dash Event Coordinator

- Manage the Santa Dash event
- Point of contact with Kids Out and work with them as required
- Ensure all requirements to host the event are made in accordance with any license conditions
- Recruit other members to form a sub committee to assist in organisation (eg Marshals, Lead runner etc)

## XC Race Director

- Manage the club hosted Cross Country Race
- Ensure all requirements to host the event are made in accordance with license conditions
- Recruit other members to form a sub committee to assist in organisation (eg Catering, Chief Marshal )
- Work with Cross Country Coordinator to ensure all league requirements are met

## Cross Country Coordinator

- To represent the Club at Cross Country League Meetings (can appoint a deputy) (2-3 per year)
- Work with the club captain to encourage members to participate in the cross country races
- To manage cross country race administration for the Club (Registration, fees, scoring etc) and ensure rules are adhered to in accordance with the Three Counties Cross Country League
- Assist and support the Cross Country Run Director in organising and managing the club XC event. ( Seeing as this is a separate role)
- When prescribed create a 'sub-team' to manage the Three Counties Cross Country League

## VLM Marshal Coordinator

- The club point of contact with VLM for marshalling
- Deal with queries and organisation requests from VLM
- Recruit necessary number of volunteers required
- Organise the volunteers and advise them of duties and responsibilities
- Organise coach for marshals and runners

## First Aid Coordinator

- Maintain a list of members with first/aid or medical knowledge within the club who are happy to be named as a first aid contact
- Assist Captain/Run Directors in identifying members as first aiders for club events

- Promote first aid within the club through maintenance of a website page/ sharing relevant information with first aiders and wider membership
- Encourage members to take on first aid training, and arrange an annual course in agreement with the Chair
- Provide advice and guidance on first aid matters to the club
- Maintain the club first aid kit and supplies to first aiders