|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| **Committee members** |  |
| **Chairman** | * Overseeing running of the club
* Chair of Committee
* Dispute resolution
* Club strategy
* Other club liaison
* Stakeholder liaison (Council, Parents, EA, UKA, IOC)
* Control of constitution and codes of conduct
* Ensure the Committee is making all decisions in relation to the Club
* Ensure all actions agreed by the Committee are completed
* Communication to the club on club-wide matters
* AGM organisation and presentation
 |
| **Membership Secretary** | * Administration and control of membership process
* Administration of membership database
* Collection and recording of membership fees
* Encourage and welcome new members
 |
| **Treasurer** | * Banking
* Preparation of accounts
* Filing of tax return
* Invoicing and collection
* Co-ordinate sponsorship and funding
 |
| **Marketing and social** | * Website maintenance
* Social media
* Promotions
* Press liaison
* Managing kit supplies and design
* Co-ordinate social events
* Manage internal communications
* Plan and arrange Committee meetings
* Correspondence
* Principal point of contact for non-members
* Arrangement of track hire
* Minutes of Committee meetings
* Externally co-ordinate with other clubs for matches
 |
| **Official and volunteer co-ordinator** | * Co-ordination of officials for home and away matches
* Training of new officials
* Co-ordination of match reports and results
* Promotion and distribution of changes to completion rules
 |
| **Facilities and equipment officer**  | * Maintenance of equipment
* Purchase of new equipment
* Deal with facilities issues
* Preparation of ground for matches
* Working party co-ordination
* Arrange or co-ordinate provision of clothing and kit for the club
 |
| **Coach representative** | * Represent coaches on the Committee
* Co-ordinate all other coaches for provision of coaching at all levels
 |
| **Parent representative** | * Represent parents on the Committee
* Responsible for recruitment and training of two Welfare Officers (can be a Welfare office themselves)
* Advise and implement welfare policy
* Support the club in adhering to codes of conduct and good practice
* Manage DBS checks and volunteer references in conjunction with official and volunteer co-ordinator
* Liaison with EA/UKA on welfare matters
 |
| Discretionary positions appointed by committee |
| **Team and race manager** | * Coordinate team managers, race meetings and officials
 |
| **U20 representative** | * Represent junior athletes on the Committee
 |
| **Non-committee positions** |  |
| **Team managers** | * Senior men cross country
 |
|  | * Senior women cross country
 |
|  | * Junior men cross country
 |
|  | * Junior women cross country
 |
|  | * Southern Athletics league
 |
|  | * Youth Development League – UAG
 |
|  | * Youth Development League – LAG
 |
|  | * Rosenheim
 |
|  | * Veterans Athletics League
 |
|  | * Road races
 |
|  |  |
| **U11 coach** | * Outsourced provider of coaching for U11 feeder club
 |
|  |  |
| **Coaches** | * U17
* U20
* Seniors
* Throwing
* Jumping
 |
|  |  |
| **Clothing stock and sales** | * Arrange clothing stock and sales
 |
|  |  |
| **Refreshments co-ordinator** | * Co-ordinate with the provision of refreshments for events as required
 |