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| **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 |