

# ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS AND OTHER SIGNIFICANT ROLES AT ROYTON ROAD RUNNERS

## **Club President (committee role, chosen by committee)**

- Represent the club as and when required
- Attend & present opening address at AGM

## **Chair (committee role, elected)**

With the assistance of the Deputy Chair:

- Coordinate and lead on the strategic direction of the club
- Coordinate and chair committee meetings and AGM and host the annual presentation night event
- Approve agendas and minutes of committee meetings
- Facilitate open discussion and good decision making; to have a casting vote in meetings
- Ensure the committee act in the spirit of the club, in the best interest of its members and according to the constitution
- Take the lead in managing critical issues and represent the committee and club, acting as spokesperson when required

## **Deputy Chair (committee role, elected)**

- Support the Chair as above
- Deputise for the Chair as required
- Attend committee meetings and the AGM

## **Treasurer (committee role, elected)**

With the assistance of the Deputy Treasurer, the Treasurer should:

- Record all payments and receipts
- Analyse all income and expenditure
- Manage and reconcile the club bank account
- Produce accounts for committee meetings
- Produce year-end accounts for the AGM and cricket club
- Pay all bills and expenses in a timely manner
- Maintain all records in order for year-end audit
- Attend committee meetings and the AGM

## **Deputy Treasurer (non-committee role, elected)**

- Support the Treasurer as required
- Deputise for the Treasurer when unavailable

#### **Data Protection Officer (non-committee role, elected)**

- Ensure that regulatory requirements are met for collecting, storing and sharing members' personal information
- Update the club's privacy policy when required
- Initial point of contact for member queries regarding their personal data

#### **Secretary (committee role, elected)**

With the assistance of the Deputy Secretary, the Secretary should:

- Act as the point of contact with England Athletics and any relevant governing bodies and race leagues
- Book meeting rooms for committee meetings, AGMs
- Draft agendas for committee meetings, AGMs
- Take minutes at committee meetings, AGMs
- Issue draft minutes to committee for review and comment
- Issue final minutes to general membership
- Receive and process general club correspondence including England Athletics
- Register new members with England Athletics
- Apply for club entries to the London Marathon
- Process registration for club events (relays, cross-country leagues, etc)
- Attend committee meetings and the AGM

#### **Deputy Secretary (non-committee role, elected)**

- Support the Secretary as required
- Deputise for the Secretary when unavailable

#### **Social Secretary (committee role, elected)**

With the assistance of the Deputy Social Secretary, the Social Secretary should:

- Promote and co-ordinate all club-sanctioned social events
- Manage the booking of social event venues and official club transport as required
- Ensure that all social events organised by the club are in response to the requirements of members and uphold the standing of the club
- Encourage club members to make new friends within the club and provide support through various social opportunities
- Publicise all planned social events through the newsletter, website, announcements on training nights, etc
- Coordinate the production of trophies for the annual Presentation Night event
- Attend committee meetings and the AGM

#### **Deputy Social Secretary (non-committee role, elected)**

- Support the Social Secretary as required
- Deputise for the Social Secretary when unavailable

### **Training Co-ordinator (committee role, elected)**

With the assistance of the Deputy Training Co-ordinator, the Training Co-ordinator should:

- Coordinate the training group leaders and delivery of club training sessions
- Work and meet regularly with coaches and group leaders to recruit new coaches and run leaders
- Liaise with the committee to keep them up to date with any issues regarding the week-to-week running of club training sessions
- Ensure as far as is possible that all coaches hold appropriate qualifications and keep knowledge up-to-date
- Attend committee meetings and the AGM

### **Deputy Training Co-ordinator (non-committee role, elected)**

- Support the Training Co-ordinator as required
- Deputise for the Training Co-ordinator when unavailable

### **Communications Officer (non-committee role, elected)**

With the assistance of the Deputy Communications Officer, the Communications Officer should:

- Manage all communication channels within the club including the website and weekly newsletter
- Publicise club races and other events, encouraging members to take part/attend
- Share club and individual successes and achievements
- Attend committee meetings and the AGM as required

### **Deputy Communications Officer (non-committee role, elected)**

- Support the Communications Officer as required
- Deputise for the Communications Officer when unavailable

### **Welfare Officer (committee role, elected)**

With the assistance of the Deputy Welfare Officer, the Welfare Officer should:

- Implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up-to-date
- Promote safeguarding at the club and encourage good practice
- Respond appropriately to safeguarding concerns
- Report to the RRR committee on safeguarding matters on a regular basis
- Maintain records of safeguarding training attended by club members
- Maintain records of club coaches' and officials' licenses and criminal record checks
- Make sure all members are aware of:
  - how to contact the Welfare Officer
  - the codes of contact for working with adults at risk
  - how to respond to safeguarding concerns
- Deal effectively with breaches of the codes of conduct, poor practice or allegations of abuse
- Keep up-to-date with developments in safeguarding
- Attend the relevant safeguarding courses for the role of Club Welfare Officer
- Maintain confidential records of reported safeguarding concerns and action taken
- Liaise with statutory agencies and related charities if/when required

#### **Deputy Welfare Officer (non-committee role, elected)**

- Support the Welfare Officer as required
- Deputise for the Welfare Officer when unavailable

#### **Press Officer (non-committee role, elected)**

- Write and submit news articles to the local press
- Write race reports for the club website

#### **Women's Captain (committee role, elected)**

- Inform members of dates and details of league events (and other events in region)
- Encourage members to enter team events, and try to ensure enough entries to make up at least one team
- Ensure teams are as competitive as possible, while still maintaining the ethos of having fun
- Recognise particular achievements and make these known to all at the club
- Generally encourage the females in the club with their running and to enter races
- Welcome new female members to the club
- Maintain a motivating presence, in person (at training nights, events, socials etc) and via social media (Facebook, email etc)
- Work collaboratively with Men's Captain and rest of committee

#### **Men's Captain (committee role, elected)**

- Inform members of dates and details of league events (and other events in region)
- Encourage members to enter team events, and try to ensure enough entries to make up at least one team
- Ensure teams are as competitive as possible, while still maintaining the ethos of having fun
- Recognise particular achievements and make these known to all at the club
- Generally encourage the men in the club with their running and to enter races
- Welcome new male members to the club
- Maintain a motivating presence, in person (at training nights, events, socials etc.) and via social media (Facebook, email etc)
- Work collaboratively with Women's Captain and rest of committee

#### **Club Statistician (non-committee role, elected)**

- Produce results and relevant data for all club competitions in a timely manner throughout the year (e.g. club championship group allocations, race results and group tables, age category tables, marathon championship tables, club handicap)
- Calculate race handicaps and produce results for the RRR Cup competition
- Monitor and report on member performances in relation to club awards (e.g. Roll of Honour, first marathons)
- Track individual and club performance data to identify trends, reporting to the committee as appropriate (e.g. membership levels, race attendance rates)
- Support the club captains by providing data on members taking part in team events (e.g. relays) to assist with team selection
- Support the Press Officer by providing details of finishing positions in club races and highlighting other achievements by club members
- Support the Communication Officer by providing data for publication on the club website

**Club Kit Manager (non-committee role, elected)**

- coordinate the design and production of club kit
- arrange storage of club kit
- control stock quantities of club kit
- promote club kit sales