

Running Forever Running Club Committee

SUMMARY

President - Honorary position with no voting rights. Provides guidance and advice. Acts as the 'figure head' of the club.

Officers

Chair
Vice Chair
Secretary
Treasurer

Other Committee Roles

(Committee members may hold more than one role)

Membership Secretary
Webmaster
Club Kit Manager
Welfare Officer (2)
Social Secretary
Club Captain
Marketing & Communications Officer
Coaching Co-ordinator

COMMITTEE ROLES & RESPONSIBILITIES

Chair

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Promotes the aims of the club and oversees club activities in line with the club constitution and terms & conditions of England Athletics affiliation.
- Chairs Committee and AGM/EGM meetings.
- Ensures all decisions and actions are completed.
- Gives direction to the development of the club.
- Leads in enforcement of the club's code of conduct.
- Assists the club to fulfil its responsibilities towards welfare and safeguarding.
- Provides support to Committee members.
- Represents the club externally.

Vice Chair

- Chairs Committee meetings in the absence of the Chair.
- Provides support to the Chair and other Committee members as necessary.
- Represent the club at external meetings and events as required.

- Provide support to the club race directors as required, keeping an oversight of the race organisation.

Secretary

- Responsible for administration of club in line with the club constitution..
- Main point of contact for club, distributing enquiries as appropriate.
- Main point of liaison with England Athletics (EA) and UKA, ensuring club meets their standards.
- Organise ballot for the club's places at the London marathon
- Prepare agendas for Committee and AGM/EGM meetings, notifying members of date/time/venue.
- Ensure accurate minutes of meetings are taken and distributed within one week.
- Manage the club disciplinary and grievance correspondence.
- Maintain and monitor the health and safety policies of the club and associated risk assessments.
- Ensure all club data records are stored securely.
- Ensure data protection requirements are met.

Treasurer

- Responsible for the club finances, ensuring accounts are properly kept and the club is financially viable.
- Maintain the club's financial and purchasing procedures, ensuring they are followed at all times.
- Maintain bank and paypal accounts in the name of the club.
- Provide the Committee with regular financial reports.
- Prepare an annual budget for approval by the Committee and monitor expenditure against this.
- Prepare year end accounts for approval at the AGM.
- Work closely with race directors to ensure that races organised by the club are not loss making.
- Keep records of all financial transactions, ensuring cheques are paid into bank and bills/expenses are paid promptly.
- Maintain an inventory of assets owned by the club.

Membership Secretary

- Main point of contact for all enquiries regarding joining the club.
- Maintain accurate records of club members' personal details in line with the club privacy policy.
- Manage club affiliation renewal.
- Process new member applications (competitive and social) and update the EA myAthletics portal.
- Ensure membership subscriptions are received and EA invoices paid.
- Acknowledge member applications by email.

- Encourage all members to keep their personal details up to date on the EA portal.
- Contact members in payment arrears to pay club membership fees.
- Ensure membership section of the club website is up to date.
- Ensure members' groups in facebook and strava accurately reflect the paid up membership.
- Manage athlete transfer requests to other clubs.
- Maintain a list of club race records, ensuring the website is kept up to date.

Webmaster

- Responsible for the technical aspects of the club website and other IT systems.
- Ensure any technical issues with the website are resolved promptly.
- Configure the club email accounts as required.
- Renew domain registration and hosting annually.
- Manage the club's presence on the RunTogether website and ensure club runs are posted in due time and runners checked in.
- Make recommendations to the Committee for improvements to IT systems.
- Project manage the introduction of new or upgraded tools.

Club Kit Manager

- Order and store supplies of kit in order to meet demand.
- Process orders from club members and make arrangements for collection.
- Keep members informed on the progress of their orders.
- Ensure money for orders is received and supplier invoices paid.
- Make recommendations to the Committee for new or updated items of kit
- Keep supplier performance under review and make recommendations for improvements to the supply chain, including outsourcing.

Welfare Officers (1 male, 1 female)

- Complete EA online safeguarding and Time to Listen training.
- Implement Adult Safeguarding policies and procedures and keep them up to date.
- Ensure the club upholds its duty of care to its members and ensure all club members receive fair and equal treatment at all times.
- Maintain an up to date knowledge of relevant policies published by England Athletics and ensure the club adheres to these.
- Maintain a record of all club members holding a DBS disclosure and verify identification for new DBS applications.
- Promote safeguarding and encourage good practice.
- Main point of contact for any reported cases of misconduct or poor practice.
- Main point of contact for the club's charity partners.

Social Secretary

- Organise regular social events for club members, including the Christmas party.
- Work with the Club Marketing & Communications Officer to ensure the events are well communicated.
- Main point of contact for all queries, suggestions or actions that relate to the club's social activities.
- Work with the club captain to promote at least one trip away from home to a running event in the UK or Overseas for members and families.
- Ensure all social events are financially viable, working with the Club Treasurer as necessary.

Club Captain

- Keep an overview of all the club's running activities.
- Maintain a network of ambassadors for various aspects of running (e.g. parkrun, marathon, trail, mental health) who will help and encourage club members.
- Promote local races to the membership, encouraging members to take part, especially those events with team prizes or relay events.
- Devise and promote regular members only running challenges, ensuring inclusivity.
- Working with the Club Marketing & Communications Officer, ensure race results, prizes and reports are communicated to the membership and externally.
- Manage the annual club championship, promoting the races to the membership.
- Keep records of all participants' results and maintain the league table on the website.
- Keep a watching brief over the Wednesday groups, ensuring that group leaders are encouraging members to move between groups as necessary.

Club Marketing & Communications Officer

- Overall responsibility for communications and promotion of the club to the membership and externally, in line with the inclusion policy.
- Maintain a communications strategy and plan for the club encompassing email, social media and written media.
- Publish relevant content on the club facebook page, twitter and Instagram accounts.
- Ensure the club website content is up to date and liaise with Committee members and others to keep it so.
- Keep an overview of the club facebook groups, ensuring these are providing consistent communication to the membership and communicate specific news to the entire membership via email.
- Work with the Club Captain to promote races and communicate race results, prizes and reports to the membership and externally via relevant media.
- Provide support to the club race directors as required.

Coaching Co-ordinator

- The holder of this position must be a UK Athletics coach qualified at level 2 or above, or committed to achieving that level.
- Keep an up to date knowledge of coaching rules, regulations and requirements.
- Maintain a list of all members with a coaching qualification and ensure this is published on the website.
- Promote forthcoming coaching courses to group leaders & deputies, or those interested in becoming one, ensuring funding is available.
- Work with the Club Captain to organise specific coaching sessions to meet members' needs.
- Organise regular training sessions for beginners or those returning to running.
- Promote training sessions to the membership and externally, working with the Marketing & Communications Officer.