

Officer Roles – November 2015

1.0 Club Secretary

- Book meeting rooms for committee meetings, AGMs (Annual General Meetings) and EGMs (Extraordinary General Meetings).
- Draft agendas for committee meetings, AGMs and EGMs.
- Take minutes at committee meetings, AGMs & EGMs.
- Issue draft minutes to committee for review and comment.
- Issue final minutes to general membership.
- Receive and process general club correspondence.
- Apply for club entries to the London Marathon.
- Facilitate payment of affiliation fees to UKA.

2.0 Chairman / Vice Chairman

- To assist the Secretary in preparation of meeting agendas.
- To approve agendas and minutes of the Committee meetings.
- To manage the efficient running of committee meetings, AGMs and EGMs (as required) and contribute to the objective decision making by exercising sound judgment.
- Facilitate open discussion and good decision making; to have a casting vote in meetings.
- To ensure the committee act in the spirit of the Club, in the best interest of its members and according to the constitution.
- To represent the Committee and Club, acting as spokesperson as required.
- To present club awards at annual prize-giving events.

3.0 Membership Secretary

- Respond to requests for information from potential members.
- Set up new members on England Athletics site.
- Send 'welcome' email to new members.
- Assist potential members wanting to transfer to/from NRR by providing documentation to support the transfer.
- Maintain membership spreadsheet.
- Bank new members' subscriptions/EAA fees/kit monies and report to Treasurer.
- Update the Committee regularly with membership numbers and members' contact details
- 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.
- Initiate payment of annual subs to EAA at year end.
- Order and maintain and initiate payment for supplies of kit and make kit readily available to members.

4.0 Treasurer

- Analyse all income and expenditure.
- Record all payments and receipts.
- Reconcile bank account.
- Produce accounts for every committee meeting.
- Give brief report at meetings.
- Produce year end accounts for the AGM.
- Report to membership on year's finances.
- Pay all bills and expenses in a timely manner.
- Make available cash floats and club subsidies when necessary.
- Reconcile club race accounts.
- Manage bank accounts online.
- Maintain all records in order for year-end audit.
- Manage stock control of the club's assets

5.0 Communications Officer

- Solicit contributions for website from committee members, leaders of working groups and club members.
- Advertise events relevant to the members.
- Promote the club in the local and regional media
- Pursue sponsorship opportunities.
- Produce marketing and advertising materials
- Generate a regular e-mail and PDF newsletter highlighting recent contributions to the website.
- Summarise social media activity for non-users.
- Supervise social media contributions.
- Maintain website (or liaise with maintainer).
- Educate committee members and club members on the use of the technology powering the website.
- Report back to the committee on recent activity, the contributions of the working party and club members and plans for the future.

6.0 Welfare Officer

- The Welfare Officer's role is to advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practice.
- The Welfare Officer's role is to ensure that all club coaches/helpers/volunteers have completed a volunteer reference form or complied with a volunteer recruitment process and assist in this process as appropriate and to ensure that all coaches/officials/volunteers have completed DBS and Independent Safeguarding Authority checks as required and assist in this process as appropriate.
- The Welfare Officer's role is to respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, in accordance with the Welfare Procedures and, to advise and support other club officers or committee members how to respond appropriately in accordance with the Procedures.
- The Welfare Officer should report any concerns about child abuse to local children's social care services or police immediately. If the Welfare Officer is not available, the

person with concerns should report the matter to the local children's services or police themselves.

- The Welfare Officer should also report any concerns about child abuse to both the UKA Welfare Officer and the EA Welfare Officer and inform them what action has been taken.
- The Welfare Officer is advised to inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
- The Welfare Officer should have attended Safeguarding and Protecting Children Training and Time to Listen Training for Club Welfare Officers within the last 3 years.

7.0 Ordinary Members

- Actively participate in committee discussions and activities.
- Participate and/or lead in Working Parties to deliver actions outside of the committee meetings.
- Support other members of the committee in their roles where required.