

Club Officials Role Descriptions

Chairperson Role: voted in yearly at AGM

- Ideally the person in this role will have been a member for a while to know the Club, and will be an existing Committee member
- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Chair each of the regular Committee meetings and AGM, or arrange a deputy for any absence
- Lead the Committee in the best interests of the Club and its members and according to the constitution
- To make sure that the Committee operates as a team and can manage and oversee the running of the Club
- Ensure roles and responsibilities are being completed satisfactorily
- Provide updates at Committee meetings and AGMs
- Conduct meetings in a manner that everyone is involved in discussion or decision making and that the meeting is conducted openly, fairly, effectively and efficiently
- Steer meetings through the agenda, summarise what has been said and move to a vote if necessary
- Ensure that the decisions and actions made by the Committee are carried out
- Delegate work as required to other Officers or members as appropriate
- Keep in contact with the organisation's finances through the Treasurer
- Keep in contact with other Officers and members of the Committee
- Oversee the general ethos of the Club and its long-term direction
- Be as neutral and fair as possible when it comes to disputes/matters between members or Committee members
- Uphold and monitor the reputation of the Club
- Acts as a point of contact for the Club, together with the Club Secretary and Welfare Officers
- Represent the Club to external bodies relevant to the sport as well as receiving and managing communication
- Have a good knowledge of Club Constitution
- Have an understanding of road running external bodies and their roles e.g. DRRL/EA/UK Athletics
- Make announcements at Club events and sessions, where required
- Present awards, where required
- MC at awards evenings if required in conjunction with Club Championship Organiser or others

Club Officials Role Descriptions

Secretary Role: voted in yearly at AGM

- Ideally the person in this role will have been a member for a while to know the Club, and will be an existing Committee member
- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- This role is intended to maintain continuity and safeguard the interests of the Club in accordance with the Club Constitution
- Notify members of forthcoming meetings including date, venue and time
- Prepare and circulate agenda and previous minutes and other information as required for forthcoming meetings and issue to all invitees at least five days in advance of any meeting where possible
- Take minutes at meetings and circulate to all attendees within a reasonable period after the meeting
- Bring to the attention of the Club Chairperson any matters outstanding
- Keep minutes of all past meetings and file away for a minimum period of five years
- Respond to Club queries or pass to the person who is best able to do so
- Administer all Club correspondence/enquires/prospective members and file away for a minimum period of five years, where appropriate
- Open all communications and promptly reply or forward to relevant person
- Send notifications of Committee Meetings, AGMs or other meetings to members
- Circulate to members any information received about races/events of interest to members
- Contacts with governing bodies
- Attend County meetings, if required
- Oversee bookings (coaches, rooms, etc) in association with the Treasurer
- Represent the Club, where required
- Present awards, where required
- Make announcements at Club events and sessions, where required
- Keep in contact with the organisation's finances through the Treasurer
- Keep in contact with other Officers and members of the Committee
- Take on key organisation of the AGM with help from other Committee members
- Provide updates at Committee meetings and AGMs
- Organise and present the London Marathon Ballot with help from the Chairperson following the Club constitution agreed by Committee (including applying for Club places, verifying rejections from members and assisting with race entry where required)
- Work closely with Membership Secretary to ensure UKA/EA/DRRL rules are followed regarding membership status

Club Officials Role Descriptions

Treasurer Role: voted in yearly at AGM

- Ideally the person in this role will have been a member for a while to know the Club, and will be an existing Committee member
- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Attend regular Committee meetings
- Provide updates regarding Club finances to the Committee at Committee meetings
- Provide annual reports/figures to the Club members at the AGM
- Record all payments and receipts
- Analyse all income and expenditure
- Reconcile bank account
- 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 where possible
- Maintain all records for year-end audit
- Working with the membership secretary ensure there are sufficient funds available to pay UKA/EA Affiliations when required
- Be aware of expenses required for coaches, Committee members and/or Club events

Membership Secretary Role: voted in yearly at AGM

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Work closely with Club Secretary and Treasurer when required to fulfil joint tasks
- Be available to members regularly to speak to regarding membership issues
- Be a point of contact for new and potential new members
- Deal with the stock levels of Club kit/vests and request more to be ordered when required
- Ensure that Club affiliations/memberships are current and paid
- Ensure the Club follows guidelines regarding membership to UKA/EA
- Ensure that membership money taken is reported to the Treasurer regularly
- Provide membership reports for Committee meetings and the AGM

Club Officials Role Descriptions

Welfare Officer Role: two year position, incumbent can stand again

(Role 1 (female) due for renewal 2023 / Role 2 (male) due for renewal 2022, then every two years thereafter)

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Be available to members to speak to in confidence about any matters arising, escalating or seeking additional support where required
- Be able to communicate well and effectively with members
- Report back to Committee at meetings to keep them informed of any matters arising
- Identify any repeat occurrences or trends in welfare issues within the Club so that any changes can be made by the Committee / Club management if appropriate
- Act as lead for safeguarding in relation to children (ages 16-17 at LDH) and vulnerable adults
- Receive and advise on any safeguarding reports or disclosures from club members
- Inform all appropriate agencies and UKA/Home Country Welfare Officer of any cases of misconduct that may involve safeguarding of children or vulnerable adults
- Maintain up to date knowledge of Welfare and safeguarding issues with support from UKA/Home Country and attend courses where applicable
- Validate coaching DBS requests promptly when requested.

Club Officials Role Descriptions

Club Captain Role: two year position, incumbent can stand again

(Due for renewal in October 2023 for post-holders to be in place for start of 2024 season, then every two years thereafter)

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Regularly attend Committee meetings and provide feedback regarding race results
- Encourage and support runners to take part in Club Championship (CC) and Dorset Road Race League (DRRL) races, ensuring members understand how each championship works, and organise teams where necessary
- Attend as many DRRL and CC Races as possible
- Produce monthly race reports (subject to potential change in how reports are done)
- Follow all Club rules and DRRL rules and code of conduct when wearing Club kit/colours
- Liaise with the coaching team to ensure training programs are effective and relevant to target races
- Be prepared to make announcements at Club nights
- Be prepared to be a point of contact for members
- Potentially provide or obtain answers to running related questions from members
- Assist in identifying Club Championship races together with the Club Championship Organiser
- Have an awareness of pacing/ability and individual issues where possible of Club members
- To have (where relevant) awareness of new members and their progress. Help to settle new members in, with the support and help of the Coaches and Membership Officers
- Provide an annual race review at the AGM

Vice-Captain Role: two year position, incumbent can stand again

(Due for renewal in October 2023 for post-holders to be in place for start of 2024 season, then every two years thereafter)

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Be able/prepared to fill in any of the above roles of the Captain in case of absence, injury etc.
- Assist the captain in recruiting runners to take part in races
- Attend as many of the DRRL races as possible to represent/support the Club
- Contribute to the monthly reports when required (or write the report if the Captain is unable to) (subject to potential change in how reports are done)
- To join the Club Committee and be available to attend Committee meetings on behalf of the Captain should he/she not be able to attend.
- Follow all Club rules and DRRL rules and code of conduct when wearing Club kit/colours

Club Officials Role Descriptions

Head Coach Role: two year position, incumbent can stand again (Due for renewal in April 2023, then every two years thereafter)

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Work collaboratively with the Assistant Head Coach, delegating where appropriate
- Organise rotas of qualified coaches for designated sessions
- Announce sessions on Club nights and welcome new runners, or arrange a deputy for any absence
- Keep a log of any accidents or incidents arising on Club sessions and report these to the appropriate body and the Committee where relevant
- Arrange coaches team meetings every two months, circulate agendas and ensure actions are undertaken
- Actively encourage recruitment of new coaches and progressive training of all existing coaches
- Manage coach recruitment and training and ensure all coaches qualifications and DBS checks are up to date
- Maintain contact with England Athletics officers responsible for coach development and in so doing keep up to date with coaching strategy, structure and coach recruitment and development options
- Attend and provide updates at Committee meetings and AGMs
- The position will be offered up for renewal on a 2 yearly basis via expressions of interest and will run in line with the membership year (elected at the April coaches meeting). The current incumbent is permitted to express an interest to remain in post for consecutive periods. Each coaching group member will have a vote.

Assistant Head Coach Role: two year position, incumbent can stand again (Due for renewal in April 2022, then every two years thereafter)

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Work collaboratively with, and support, the Head Coach in all areas relating to the Head Coach role
- Act as a deputy for the Head Coach at Committee and coaching meetings and AGMs if the Head Coach is unable to attend
- The position will be offered up for renewal on a 2 yearly basis via expressions of interest and will run in line with the membership year (elected at the April coaches meeting). The current incumbent is permitted to express an interest to remain in post for consecutive periods. Each coaching group member will have a vote.

Club Officials Role Descriptions

Communications Officer Role: two year position, incumbent can stand again (Vacant)

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Send out club emails via Mailchimp on behalf of the committee, coaching team, memberships team and for any social events/updates required
- Manage the club's social media pages - Facebook page, Facebook closed group, instagram, Twitter - and post appropriate, running-related content regularly
- Reply to messages sent via direct message on social media
- Support with responding to queries received via the club website
- Support the race directors of the club events to update and maintain the club race pages on social media and respond to messages
- Update the club website when required
- Support the memberships team with using the Love Admin platform for membership fee payments
- Attend and provide updates at Committee meetings and AGM
- Any other communications related tasks as required

Ordinary Committee Members: voted in yearly at AGM

- Regular attendance at the Club, as far as is possible, to act as a face of the Club and be well known to members
- Attend Committee meetings
- Undertake work on sub-committees as needed

Club Officials Role Descriptions

Role tenures and voting schedule

Role	Tenure	Next renewal due
Chairperson	1 year	AGM 2022
Secretary	1 year	AGM 2022
Treasurer	1 year	AGM 2022
Membership Secretary	1 year	AGM 2022
Welfare Officer 1 (Female)	2 years	Sep 2023
Welfare Officer 2 (Male)	2 years	Sep 2022
Club Captains (1 x male and 1 x female)	2 years	Oct 2023 to be in place for start of 2024 season
Vice Captains (non-committee roles)	2 years	Oct 2023 to be in place for start of 2024 season
Head Coach	2 years	Apr 2023
Assistant Head Coach (non-committee role)	2 years	Apr 2022
Ordinary Committee Members (maximum of 7)	1 year	AGM 2022

For reference, the committee has a maximum of 16 places:

4 x Officers (Chair / Secretary / Treasurer / Memberships)

2 x Welfare Officers

2 x Club Captains

1 x Head Coach

7 (maximum) x Ordinary Members