

Role Descriptions

Chair

- **Responsible to: Club committee.**
- **Role purpose: to provide leadership to the Committee.**
- **Commitment: 2-4 hours per week plus committee meetings.**

Main Tasks:

- **Represent the Club as its figurehead and ensure that the Club's standards and values are maintained.**
- **Ensure that the Committee functions properly, and provide support and supervision to the rest of the Committee.**
- **Ensure appropriate policies and procedure are in place for the effective management of the Club.**
- **Work with the Club Secretary to plan and prepare for Committee meetings and conduct meetings in a manner that there is full and appropriate participation during meetings, that all relevant matters are discussed and that effective decisions are made and carried out.**
- **Work with the Treasurer to ensure that the finances of the Club are properly managed and accounted for.**
- **Take urgent action between Committee meetings when it isn't possible or practical to hold a meeting.**
- **Ensure effective communication with the members and ensure the Committee develops an understanding of the views of the members.**

Skills & Qualities required:

- **Strong leadership qualities.**
- **Organised, honest and trustworthy.**
- **Knowledge of the club is essential.**
- **Experience of conducting and actively participating in board/committee-type meetings.**
- **Excellent communication skills with experience of speaking to large groups.**

Club Secretary

- **Responsible to: Club committee through the Chair.**
- **Role purpose: To support the Chair to ensure smooth running of the Committee and to ensure the club's communications function efficiently.**
- **Commitment: 2– 4 hours per week plus committee meetings.**

Main Tasks:

- **Act as the first point of contact for communications relating to external organisations e.g. England Athletics. Merseyside Athletics.**
- **Maintain up-to-date and preserve as confidential details of members including mailing lists, PARQ forms, ICE details and membership information.**
- **Undertake or delegate administrative duties for the club including processing club memberships and England Athletics registrations.**
- **Work with the Treasurer to ensure all membership and affiliations are accurate and paid on time.**
- **Ensure delivery of key information to club members including training plans, communications from the committee, information on club competitions, social events, and other key events.**
- **Attend and take minutes of committee meetings and the AGM.**
- **Work with the Chair to develop agenda for committee meetings and ensure agendas are sent out to all committee members in advance of meetings.**
- **Oversee external and internal communications including the club email account, social media, press releases and website to ensure the integrity and reputation of the club is maintained.**

Skills & Qualities required:

- **Organised, honest and trustworthy.**
- **Knowledge of the club is essential.**
- **Good administrative skills and be familiar with or have the ability to quickly learn how to use email, social media, Wordpress, Google Forms and other web-based systems.**
- **Access to forms of communication and be easily contactable.**
- **Enthusiastic and able to motivate others.**

Membership Representative

- **Responsible to: Chair.**
- **Role purpose: To represent the views of the full range of members on the committee.**
- **Commitment: 2– 4 hours per month.**

Main Tasks:

- **To actively engage with the wider club to seek views, opinions and thoughts on club operations, policies and decision making.**
- **To attend regular committee meetings to convey the views of members to the committee.**
- **Support the Chair to effectively communicate with members about decisions and actions of the committee.**

Skills required:

- **Friendly, approachable and trustworthy.**
- **Good communication skills.**

Treasurer

- **Responsible to: Club committee through the Chair.**
- **Role purpose: Control of the club's finances, its collection, and disbursement. Responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested.**
- **Commitment: 2– 4 hours per week plus committee meetings.**

Main Tasks:

- **To monitor club expenditure, managing the club funds and bank account, including the clubs PayPal account.**
- **Keeping an accurate and true record of all transactions and pay all bills and expenses in a timely manner.**
- **At each committee meeting provide a monthly financial summary; to include membership payments, outgoing expenditures and incoming payments.**
- **Working closely with the Membership Secretary, collect annual subscriptions and manage the payment of EA membership.**
- **At year end, produce a financial report, independently audited, to be presented at the AGM.**

Skills required:

- **Friendly, approachable and trustworthy.**
- **Good communication skills.**
- **Good organisational book-keeping skills.**

Race Co-Ordinator

- **Responsible to: Club committee through the Chair.**
- **Role purpose: Actively promote all forms of racing and race-based training within the Club.**
- **Commitment: 2– 4 hours per week plus committee meetings.**

Main Tasks:

- **Actively promote all forms of racing and race-based training within the Club.**
- **Actively encourage and invite club members to participate so as to have sufficient club representation at races.**
- **Work with social media to ensure that races are properly advertised well in advance to ensure full participation.**
- **Actively encourage and develop a racing sub-culture within the club, understanding and being sensitive to the fact that racing is only one part of the activities of the club.**
- **Regularly updating the committee.**
- **Work with the committee, run leaders & coaches to encourage members to participate in the cross country races.**
- **Assist the club secretary to manage cross country race administration for the Club (Registration, fees, scoring etc) and ensure rules are adhered.**
- **Actively promote off-road running within the Club out of the XC season with the aim of improving XC take-up.**
- **Club contact for both the NWCCSL and Merseyside grand prix.**
- **Tasked to develop out of season training programmes in association with the coaches/run leaders to make XC inclusive to all members.**
- **kevoutten39@googlemail.com or contact me via Facebook.**

Skills required:

- **Friendly, approachable and trustworthy.**
- **Good communication skills (including social media promotion).**

- **Good organisational skills.**