GRC Committee Role Descriptions and Duties

Chair

The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.

Typical responsbilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience and diversity.
- Delegating, leading and motivating club volunteers towards club goals/objectives.
- Uphold the club constitution and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- Lead in the enforcement of the club's code of conduct.
- Assist the club to fulfil its responsibilities towards club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Being actively involved in creating and following a Club Development Plan.
- Representing the club at local and regional events.
- Arranging handover or succession planning for the position

Vice Chair

Support the Chair with responsibilities, step in when required, approve spending claims.

Treasurer

The Club Treasurer is responsible for the managing the flow of money into the club and for allocating and recording how that money is spent to run the club. This is a vital role in a club as the treasurer works to ensure the club can meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income exists.
The treasurer also works in conjunction with the committee in planning the development of the club e.g. creating annual budgets, estimating funds required for a capital project like a new facility and projecting membership and income for future years to contribute towards prudent planning of the club's future.

Typical responsbilities:

- Managing the club's income and expenditure and its assets and liabilities
- Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Depending on the type of legal structure reporting back to the relevant body as required.
- Efficient payment of invoices and bills
- Proposing amendments to annual and weekly subscriptions as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

Oversee club finances, make payments, look after club investments and report on current financial status.

Membership Secretary

The primary role of the club membership secretary athlete registrations. Athlete registration is a well-established part of the sport. It is essential that competing athletes are registered with the club as well as England Athletics. Club membership secretaries

are responsible for making sure that their athletes are registered with England Athletics. This can be done through the club management area of MyAthletics portal (which club membership secretaries have access to).

Typical responsbilities:

- Managing the club affiliation renewal
- Managing the athlete registration renewal process
- Progressing athlete registrations for new members
- Maintaining records of all athletes – competitive and social.
- Maintaining records of club members who carry out the role of volunteers, coaches and officials
- Works with the club treasurer to reconcile membership payments, discounts, refunds etc.
- Contact members in payment arrears to pay club membership dues
- Update coaches on who has paid their membership and is eligible to train and compete
- Responsible for managing athlete transfer requests to other clubs
- Sharing National Governing Body (NGB) registration numbers with members
- Reporting to the club secretary on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and meeting GDPR obligations as an officer of the club who are a data controller
- Sending welcome packs and admit and welcome people to GRC's members only Facebook and WhatsApp groups
- Arranging handover or succession planning for the position

Club Secretary

The primary role of the club secretary is to provide administrative support to the role of chairperson. Much of the hands-on administrative effort may be delegated to other club officers and volunteers, but responsibility for ensuring the overall, well-run club administration lies with the Secretary.

Typical responsbilities:

- Plan club meetings with the chairperson and agree an agenda with all club officers
- Circulate details of meetings (time, location, agenda etc.) to club members

- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g. quorums and election procedures)
- Being the first point of contact for club enquiries
- Receive, send and log correspondence on behalf of the Club
- Delegating tasks to club members
- Attending to affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Manage club grievance and disciplinary correspondence.
- Ensure the club applies for and receives its London Marathon club places entitlement

Welfare Officers

Club Welfare Officers are essential roles within all England Athletics affiliated clubs. They provide members with a trained and trusted individual to approach regarding any concerns. This could be a concern within the club environment or an external matter that is affecting a club member or having an impact on the club.

Typical responsbilities:

Club Welfare Officers, with support from the club committee, are responsible for

- Adhering to the UK Athletics Club Safeguarding Code of Conduct: Ensuring that all aspects of the Club Safeguarding Code of Conduct are effectively implemented across the club
- Implementing UKA Safeguarding Policies: Ensuring that the UKA Safeguarding Policies and Procedures for Children and Adults are effectively applied and kept current.
- Promoting safeguarding awareness: Advocating for safeguarding and member welfare throughout the club and encouraging best practices among members.
- Providing Opportunities for members to have a voice. Being accessible and providing a safe space for members to share their concerns without fear of victimisation or reprisals

- Responding to concerns: Addressing safeguarding and welfare issues appropriately and in a timely manner, seeking advice and guidance form EA Welfare Team when necessary, and referring all serious concerns to UKA immediately in line with UKA Safeguarding policy
- Keeping safeguarding as a priority within the club: Having regular discussions with the wider committee regarding welfare and safeguarding, considering pro-active measures and providing updates, whilst maintaining confidentiality and sharing information only on a need-to-know basis
- Safe recruitment practices: Overseeing the recruitment of volunteers and helpers working regularly with children and/or adults at risk to ensure compliance with legal safeguarding standards.
- Safeguarding Training Records: Maintaining accurate records of safeguarding training completed by club members.
- Licences and Criminal Record Checks: Verifying that all coaches and officials have current licences and criminal record checks in compliance with club and regulatory standards.

Captains (Ladies and Men's)

Look after the GP series, identifying races for the year, collating results and updating the membership on results. Decide upon and report for Member of the Month. Administering team cross country events.

Vice Captains

Supporting the captains with their duties.

Website Officer

Maintain and update the website with news, events, posts, contact details, results etc. Administer the website including hosting, security, website health.

Beginners Officer

Run the couch to 5k and progression schemes over 10 weeks. Promote and administer the scheme and organise graduation event with help from wider club members and committee.

Social Officer

Organise club social events (both running and non-running) including the Christmas party, awards night and other activities including fundraising events.

Kit Officer

Manage kit orders which come through the website. Ordering new stock, sourcing suppliers, maintain and store stock and distribute kit to members.

Summer Solstice RD

Organise the club's annual Summer Solstice 10k, managing the Solstice committee,

Coaching Co-Ordinator

Ensure run leaders and coaches are compliant with qualifications including first aid. Provide guidance and ideas for training sessions, deliver coached sessions.

Press Officer

Collating race reports for publishing on the website, social media and local press plus any other promotional activity such as interviews. Researching and verifying event results. Communication with members via social media and chat channels. Research and source event photos. Promotion of club activities via social media.

General Committee Members

Attend committee meetings, contribute to discussions, support and contribute to committee activities, feed back member comments, take on specific tasks when required.