



Club Standard: Club Committee Roles

Introduction

This document describes the current roles which form the **Gravesend Road Runners** committee.

Club President

Responsibilities:

- 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 the officer and committee position are filled, taking into consideration, experience and diversity.
- Delegating, leading and motivating club volunteers towards club goals/objectives.
- Uphold the 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 things appropriately.
- Chairing regular committee meetings and the Annual General Meeting (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.



Club Secretary

Responsibilities:

- Plan club meetings with the President and agree an agenda with the rest of the committee
- 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 a 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 of succession planning for the position.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing things appropriately.
- Managing club grievance and disciplinary correspondence.
- Ensuring that the club applies for and receives its London Marathon club places entitlement.



Club Treasurer

Responsibilities:

- Managing the club's income and expenditure and its assets and liabilities
- Maintaining the club's bank accounts in the name of the club in accordance with the mandate ratified by the Committee.
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual reports.
- Regularly reporting back to the committee on all financial matters.
- Efficient payment of invoices and bills.
- Proposing amendments to annual 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 interest and declaring, recording and managing things appropriately.



Club Membership Secretary

Responsibilities:

- Managing the club affiliation renewal
- Managing the athlete registration renewal process
- Progressing athlete registration for new members
- Maintaining records of all athletes – competitive and social.
- Works with the Club Treasurer to reconcile membership payments, discounts, refunds etc.
- Contacts members in payment arrears to pay club membership dues.
- Reporting to the committee on the progress of memberships (growth/decline) etc.
- Ensuring data privacy and GDPR obligations as an officer of the club.
- Arranging handover or succession planning for the position.



Lead Welfare Officer

Responsibilities:

- Implement effective Adult safeguarding Policies and Procedures and keep them up to date.
- Promote safeguarding at the club and encourage good practice.
- Respond appropriately to safeguarding concerns.
- Regularly report to the committee on any safeguarding concerns.
- Maintain records of safeguarding training attended by club members.



Club Captain

Responsibilities:

- Be a person that all members can contact and talk to about any comments or questions they may have.
- Provide a voice for members of the club and raise any issues to the committee when necessary.
- Be a positive role model for all members of the club.
- Communicate with fellow members and provide support and advice where needed.
- Encourage club members to be involved in social and voluntary activities.
- Welcome new members to the club.
- Provide a report at the Annual General Meeting (AGM)