

## **Committee Roles & Responsibilities**

This document is designed to be used in conjunction with the **Club Constitution** and **Reading Joggers Rules and Regulations** documents to define the roles of the committee.

This document expands on the information in the other documents, where minor discrepancies occur, this document should take precedent.

The management and administration of the club shall be entrusted to members who have been democratically elected to the committee in accordance with the club rules.

**All committee members** are expected to:

- Make reasonable provision/efforts to attend committee meetings (approx. 6-8 weekly) on a regular basis
- Act as a role model for the club to regular members and the general public - committee names and photos are publicly available on the club website
- Promote the club in a positive way
- Report any issues with the running of the club or the conduct of its members to the committee Chair or Welfare Officers as appropriate
- All committee members will be re-elected at each AGM, and can stand a maximum of three concurrent terms in the same role

The **Executive Officers** of the club shall comprise:

**Chairperson:** The Chairperson shall:

- Direct the business of the committee, including convening a committee meeting every 6 to 8 weeks
- The Chairperson shall preside over committee meetings and act as official spokesperson for the club
- In the event of any poll or referendum ending in a tie, the Chair shall have the casting vote
- Ensure the club's committee is effective in fulfilling its role and responsibilities on behalf of the club
- Provide strategic and operational leadership to the club
- Act as an ambassador for all aspects of the club and club life
- Ensure all aspects of the club and club life are represented and have a voice
- Advise and support committee members and officers helping them to fulfil their roles
- Act as a spokesperson for the club and committee
- Present prizes and speak at club events or consult with a deputy

**Treasurer:** The Treasurer shall:

- Conduct the financial affairs of the club
- Attend the committee meetings to report on and seek approval for the day-to-day running of club finances
- Prepare and present to the AGM a report on the preceding year's business that shall include a statement showing all income and expenditure, which shall be verified and approved by an independent auditor appointed by the committee and ratified by the membership
- Manage the financial affairs of the club and shall be authorised to sign cheques, use the bank debit card and online banking facilities to undertake financial transactions on behalf of the club
- Maintain the current account with sufficient funds to meet day to day operational needs, and hold more funds than are necessary to run the club
- Ensure all payments exceeding £300 shall be approved in advance by the committee either at a committee meeting or by email

**General Secretary:** The General Secretary shall:

- Organise and manage the club's committee AGMs, including preparing and circulating agendas, keeping and publishing minutes, and tracking assigned actions
- For club races and other events act as a liaison between the Race Directors/Event Organisers and the main committee
- For the AGM, manage the nomination and voting process for new committee members
- Manage the club place process with the VLM (and similar races) in conjunction with the club captains
- Manage emails sent to info@readingjoggers.org address and delegate responsibility for responses to other committee members as required
- Deputise for the Chairperson when necessary
- Ensure that the club's affiliation with England Athletics is maintained and that contact details are accurate
- Keep up-to-date the committee information on the website including publishing of sanitised committee minutes

The three Executive Officers shall perform all other duties required of them in the best interests of the club and in accordance with the club rules.

**Committee Members**

The committee should comprise of the following:

**Membership Secretary:** The membership secretary shall:

- Maintain records of members' details, collect subscriptions, process membership applications, and act as the primary point of contact for new member enquiries via email and social media
- Ensure that the club complies with GDPR in its retention of member and ex-member details

**Welfare Officers (2):** This is a defined England Athletics role, the Welfare Officers shall:

- Ensure that they have completed the various training requirements including a DBS check.
- Ensure that the Welfare Policy set out by UK Athletics and the guidance from England Athletics are implemented by the club to safeguard the membership
- Reporting:
  - Serious Safeguarding concerns to the UK Athletics Lead Safeguarding Officer
  - Criminal issues to the England Athletics Club Compliance Manager
  - Urgent matters to the local Children's Services or Police
- Less serious welfare issues will be managed internally by the committee, ideally using mediation to help resolve the issue
- England Athletics recommends that the committee include both a male and female Welfare Officer

**Social Media Secretary:** The Social Media Secretary shall:

- Manage the social media accounts including Twitter, Instagram and Facebook by promoting the club in various ways

**Social Events Secretary:** The Social Events Secretary shall:

- Coordinate and organise all social functions and events approved by the committee

**Assistant Social Secretary:** The Assistant Social Secretary shall:

- Work with the Events Secretary in helping coordinate and organise all social functions and events approved by the committee

**Kit Manager:** The Kit Manager shall:

- Ensure club kit is available to meet demand on an ongoing basis
- Liaise with the treasurer to ensure that the club's financial position is maintained
- Manage all the club's kit and accessories purchasing, working closely with suppliers to get the best quality and value for club members

**Club Captain and Vice Club Captain:** The Club Captain and Vice Club Captain shall:

- Make reasonable provision and efforts to attend and direct the main club run session (Tuesday evening), or arrange suitable cover
- Organise leaders / events for Tuesday evening outruns and other 'ad-hoc' running activities
- Pre run: Welcome newcomers/new members, introduce coach taking the warm up exercises, request/co-ordinate group leaders and make limited important announcements
- Post run: ensure list of leaders and runners is maintained
- Act as default point of contact in the event of an emergency at a Reading Joggers event
- Take responsibility for arranging appropriate risk assessments for club activities

**Ordinary committee member:** The Ordinary committee member shall:

- Hold a watching brief to cover for and assist other committee members where required

**Website Manager:** The Website Manager shall:

- Ensure the club website and shared email accounts are maintained from a hosting and web security perspective. This role is treated as 'non-attending' for meeting purposes and may be fulfilled by other committee members