**Committee Roles**

**Chair**

Guides the activities of the club in accordance with general policy decided at AGMs and/or EGMs. Chairs committee meetings to ensure the committee is able to manage the running of the club. Conducts the meetings in a manner that enables everyone to have their say and to move to a vote if necessary. Ensures the committee members fulfil their responsibilities to the club and that decisions taken by the committee are carried out. Summarises decisions and action points at the end of the meeting with the Secretary. Represents the club’s interests at regional and national forums, promotes the club to outside bodies, other clubs, and to members. Acts to encourage participation in all club activities and events. Encourages and welcomes new members to the club. Ensures that the rules of the Club and UKA are followed. Liaises with the Club Secretary in preparing agendas, making sure that all current issues are covered. Ensures that the club has an appropriate up-to-date Constitution, Codes of Conduct, and Disciplinary Procedure, as well as other formal club documentation. Delegates duties as appropriate to committee members or subcommittee groups.

**Vice Chair**

Supports the Chair as appropriate. Deputises for the Chair whenever they are unable to fulfill their duties. In the event of the Chair’s resignation, the Vice- Chair will act as a temporary Chair until the latter position is replaced at a general meeting of the membership. In the Chair’s absence, the Vice-Chair will carry out the duties outlined of a Chair.

**Club Secretary**

Receives, records, and responds to all club correspondence, acting as the central point of contact for all correspondence and liaising with outside organisations. Liaises with club members, committee, Welsh Athletics and the local community. Plans and organises committee meetings and general club meetings, including collating and distributing agenda items. Ensures venues are booked for all meetings. Ensures that all business is completed and that all decisions are properly understood and recorded (minutes). Maintains and files all club records. Compiles the club’s annual report, comprising of the Chairman’s report, Treasurers report, new committee, London Marathon draw and any other matters discussed.

**Treasurer**

Ensures that records are kept of all financial transactions, advises the club on financial viability and sustainability, and advises the club of all financial, legal, and regulatory requirements. Provides reports to the committee on the financial standing of the club and a detailed report of the club’s financial status at the Annual General Meeting. Keeps simple but detailed records of income and expenditure. Applies for grants from other bodies if required. Collects any monies that is owed to the club.

**Membership Secretary**

Ensures that records are kept of all membership, manages the membership data protection forms and maintains an up to date database of members. Maintains and updates registered members information with Welsh Athletics. Works with the Treasurer to ensure payment of subscriptions. Within the confines of GDPR provides the Race Captain(s) with relevant information regarding club members.

**Kit Manager**

Ensures that a stock of club race vests are always available for members to purchase. Provides the committee with regular stock lists. Conducts regular stock checks and manages payments to the club bank account in liaison with the Treasurer. Communicates with companies for provision of training kit. Identifies companies and requests competitive quotes for additional kit required for club events.

**Championship Secretary**

Ensures a diverse range of races are selected for inclusion in the Club’s Championship, in consultation with the committee. Ensures all members are informed of Championship updates and encourages members to participate. Collates the Championship results and points.

**Race Director**

Plans and manages the Club’s races ensuring race licenses are applied for, risk assessments are carried out, routes are measured, and first aid provision is organised. Liaises with various Councils, Highways, and landowners to obtain permissions to race. Works with the PR Officer to ensure the club races are properly advertised well in advance to ensure full participation. Ensures race information is distributed to competitors. Manages any race sub-committee.

**Race Captain(s)**

Ensures members are informed of future team fixtures such as, but not limited to, cross country and relay races. Encourages members to participate in team events. Creates teams and ensures the team entries are submitted in a timely manner. Works with the membership secretary to ensure only registered members participate.

**Website Editor / App Admin**

Ensures the information on the Club website is maintained, up to date, and accurate. Provides the committee with information on new software, applications, or other products that could benefit the Club. Provides the Committee with details of any technical issues encountered, and be a contact for resolution of these issues.

**PR Officer**

Responsible for publicity relating to the club, such as posters, leaflets, email, texts, internet, social media and other media used to advertise the club and the club’s races and other activities, in consultation with the committee. Communicates event information and announcements to club members. Develops a strategy to promote the club via all forms of media in order to attract and retain members. Produces regular newsletter publications in collaboration with the Newsletter Editor.

**Newsletter Editor**

Provides regular correspondence for members to keep up to date with Club announcements, milestones, race reports, and member’s achievements.

**General Committee**

Attends, and actively participates in, committee meetings, is active in discussions, offers alternative points of view, makes suggestions for improving/developing the club. Supports other members of the committee with their roles if required, and fulfils tasks delegated by the Chair.

**Welfare Officer**

Has current, valid DBS and has undertaken UKA safeguarding awareness training. Ensures that the club maintains a safe and supportive environment for training. Acts as a key point of contact for anyone needing support or guidance. Implements the Athletics Welfare Policy and Procedures in conjunction with UK Athletics and WA policy. Ensures all members are aware of the UKA and the club’s Codes of Conduct.

**Head Coach / Lead LiRF**

Develops and maintains a coaching team from run leaders and coaches (LiRFs/CiRFs). Works with the run leaders to build on, and improve, the planning and execution of training sessions that are safe, accessible and suitable for all levels of ability and interest, to help members improve aspects of their running. Ensures all training takes place safely, undertaking regular risk assessments. Ensures all LiRFs keep their qualifications up to date, including maintaining knowledge of coaching rules, regulations, and requirements. Represents the coaching team at committee meetings.

To use the title of Head Coach they must hold a valid, UKA coaching qualification (level 2 or above).