

Terms of Reference:

Chairperson

- Provide leadership to the Club on all aspects of its activities, in accordance with its constitution
- Arrange and Chair monthly Committee meetings, Annual General Meetings and Extraordinary General meetings as required
- Lead the creation of the club's development plan

Vice Chairperson

- To act in place of the Chairperson in all roles when the Chairperson is unavailable

Secretary

- Maintain the administrative records of the club
- Take the minutes at Committee meetings, Annual General Meetings and Extraordinary General Meetings
- Be the point of contact for postal correspondence to the club
- Confirm the continued accreditation of the club to UKA

Treasurer

- Keep the club accounts and present to Committee on a twice yearly basis
- Ensure the accounts are audited prior to the AGM
- Prepare and control the Clubs annual budget

Membership Secretary

- Manage everything to do with membership, including types, subscriptions and renewals
- Keep the membership database up to date
- Ensure membership fees are paid and records kept
- Send information and fees for registered members to England Athletics
- Ensure any medical conditions noted on membership forms are passed to Head Coach
- Maintain a record of qualifying and expiration dates for Coaching qualifications, first aid, DBS and welfare training

Head Coach

- Be the first point of contact for all Coaches and Running Leaders
- Liaise with Club Coaches and Running Leaders to ensure quality coaching is taking place
- Establish and maintain a mentoring system within the club
- Liaise with England Athletics Club and Coach Support Officers

Junior Coordinator

- Facilitate general Junior athletics enquiries to the club
- Attend club committee meetings to represent the Junior section of the club
- Keep a register of Juniors attending the club
- Ensure they have appropriate safeguarding training for the role

Welfare Officer

- Confirm that all adults working with children are DBS checked
- Ensure that they have appropriate safeguarding training for the role

- Be visible and approachable to all club members and publish their contact details in the club welcome pack and club website
- Implement and maintain the welfare policies and procedures published by UKA

Communication Coordinator

- Raise the profile of the club to internal and external audiences
- Liaise with local media to promote the club
- Oversee internal channels of communication e.g. newsletters