



Run Things Run Club

Committee Roles

Chair

In addition to the duties and responsibilities that all committee members have when joining a committee, the role of chair has other specific requirements. These requirements are focused around the need to ensure that the committee acts as a team and that the business of the meetings is conducted effectively.

- To chair committee meetings ensuring that they are properly conducted, that everyone is involved in discussion or decision making, and that the committee has all relevant information for making decisions
- To ensure that agendas are set and meetings called in line with the constitution
- To ensure that all decisions taken are acted upon
- To liaise with the committee members and/or other staff, and to provide support as required
- To represent the Club externally
- To take Chair's action when agreed and in line with the constitution
- To manage and supervise the other members of the Club
- To sit on panels e.g. disciplinary panels, recruitment panels as required



- To lead the committee, ensuring that members are recruited, inducted and receive appropriate training and to ensure that the committee operates as a team
- To take an active part in resolving conflict within the committee bearing in mind the best interests of the Club and its beneficiaries

Secretary

- To keep Club database up to date with list of current contact names addresses and phone numbers of all key staff and all committee members
- To deal with Club queries
- To administer all Club correspondence and file away
- To bring to the attention of the Chair/other committee members any matters outstanding
- Provide admin support to the Chair
- Attend all meetings

Treasurer

- To oversee the organisation's finances, ensuring a budget is set, accounts are properly kept and audited, and that the committee receives regular up to date and accurate financial information



- To ensure that the organisation has enough money to carry out its business, is financially viable, and is not trading whilst insolvent
- To liaise with committee members/other staff regularly, to maintain up to date knowledge on the organisation's financial position and discuss any issues of concern
- To ensure that there are adequate financial controls and procedures in place and that these are regularly reviewed with a view to minimising risk
- To ensure that sound financial advice is provided to the rest of the committee, particularly in relation to long term planning and the production of business plans
- To ensure that any investments made are sound and in line with the organisation's charitable status, and that all assets are managed in the best interests of the organisation and its beneficiaries
- To ensure accounts are prepared in line with accounting procedures and that returns are submitted to partner associations, funders, charity commission and registrar of companies annually or as frequently as required
- To ensure auditors recommendations are acted upon
- To be involved in fundraising where necessary
- To present the audited accounts at the organisation's AGM and draw attention to any salient points
- To keep up to date with changes in legislation which affect the organisation financially e.g. accounting standards



- To take the lead in the appointment of auditors
- To take a lead in appraising the financial risk of future plans/proposals

Memberships Officer

- To keep Club database up to date with list of contact names addresses and phone numbers of current members
- To deal with new/current membership queries
- To administer new/renewing members' details and file away
- Forward on all registrations to appropriate bodies e.g. England Athletics

Welfare Officer

- Ensure that all Club helpers/officers/coaches complete a volunteer recruitment form
- Send a copy of any such forms to UKA/EA on request
- Receive and advise on reports or disclosures from Club members
- Work with UKA and partners when requested to ensure CRB process is in place
- Initiate actions where necessary, ensuring that all appropriate persons have been contacted
- Refer all media enquiries about suspected or reported abuse or poor practice to UKA/EA



Events & Social Officer

- To work with the committee, volunteers and members to ensure opportunities for social interaction (both physical and virtual) are available to all
- Arrange and advertise Club get-togethers across the country, be they arranged directly by the Club or at suitable pre-organised race events
- Work with other committee members on fundraising for the Club and its chosen causes

Comms Officer

- To be responsible for producing accessible, engaging and effective Club communications for all members which support the delivery of the Club's objectives
- Take ownership of the Club's Twitter and Instagram accounts, delivering content in keeping with the Club's "voice"
- Identify opportunities to support member-to-member communication which is accessible to all of the Club, including those who don't use social media
- Ensure comms are accessible to all members via their preferred means

Mental Health Champion

- Promote mental wellbeing through running by supporting the aims of England Athletics' #RunAndTalk campaign
- Work with the Club to support members in improving their mental health through running



- Support members experiencing mental health problems to start running, get back into running, or continue running
- Provide crisis contacts to the Club
- Encourage and promote conversations about mental health, and actively promote mental wellbeing and running

Administrator

- To support other members of the committee in their duties
- Supporting the organisation of events, including the AGM
- Assisting the Memberships Officer in processing member applications during busy periods
- Supporting attempts to gain positive PR opportunities for the Club

Assisting with enquiries from Club members and other external sources/organisations

- Keeping social media streams up to date

Coach

- To assist with the Club's coaching sessions
- Ensure the welfare and safety of the athlete above the development of performance at all times
- To assist in the preparation of coaching sessions