



## Committee Job Descriptions

This is a list of job descriptions for committee roles at Run4All Neath. The list is not exhaustive and members of the committee frequently take on other tasks as required. The job descriptions are intended to give an overview of the roles and responsibilities of committee members and is reviewed regularly.

### Chairperson

The chairperson:

- chairs Run4All Neath committee meetings, AGM and EGMs and has a casting vote on unresolved committee matters;
- ensures that officer and committee member positions are filled according to the rules of the club constitution;
- represents the club and its values at various running events and meetings;
- communicates the club ethos to members of the club, other organisations, and the general public;
- builds relationships with other clubs and organisations;
- provides leadership to the team on all aspects of the club from training to competition, fundraising and social activities;
- leads the creation of club development / business plans;
- ensures that the club is represented at the Welsh Athletics AGM and local meetings, such as club network and Regional Athletics Council meetings; and
- prepares the annual general report with the support of the club secretary.

### Treasurer

The treasurer:

- keeps the Run4All Neath accounts up to date and accurate;
- collects weekly track payments / membership money and pays into bank in a timely manner;
- issues cheques for membership, club affiliation payments;
- gives a monthly account of funds income / expenditure at committee meetings;
- issues receipts on receiving monies such as for fund raising events.



## Club Secretary

The club secretary:

- prepares the agenda for regular committee meetings;
- minutes each meeting, types-up and distributes to committee members;
- prepares agenda and notice for AGM and distributes to members;
- receives, brings to committee and deals with correspondence from members, third parties and welsh athletics;
- receives correspondence from members through website, brings to committee (if appropriate) and responds;
- assists members of the committee with correspondence as required;
- holds historical records of previous meetings and the club constitution;
- is a signatory to bank account; and
- sits on the Run4All Neath committee who meet regularly to discuss club issues.

## Welfare Officers (two roles – one female, one male)

The welfare officers:

- advise and support the committee in the development and implementation of codes of conduct and procedures to follow for dealing with child protection concerns (under 18 year old), other welfare issues and disciplinary and grievance matters;
- provide leadership in the safeguarding of children and vulnerable adults within the club and act as a key point of contact for anyone needing support or guidance;
- respond to any formal concerns/complaints regarding club activities and formal concerns/complaints regarding child or vulnerable adult protection;
- monitor club electronic communication sites to ensure appropriate language and standards are maintained;
- ensure all coaches and officials have completed DBS checks as required;
- undertake appropriate training and ongoing updates in the role as set out by Welsh/UK Athletics and completes a DBS check;
- maintain relationships with the Welsh Athletics Welfare Team at national and regional level; and
- sit on the Run4All Neath committee who meet regularly to discuss club issues.

## Membership Officer

The membership officer:

- enrolls members onto the Welsh Athletics portal system;
- liaises with Treasurer on membership payments;
- sends membership letters to new members;
- renews membership with existing members;
- maintains a list of current members;
- renews club affiliation with Welsh Athletics on a yearly basis; and
- sits on the Run4All committee who meet regularly to discuss club issues.



## Coach Coordinators (two roles – one female, one male)

The Coach Coordinators:

- work with the coaching team to drive up coaching standards in the club and disseminate up to date technical knowledge and information from Welsh/UK Athletics;
- assist coaches and leaders in the planning of sessions or part sessions;
- coordinate coaching rotation of on-track sessions and hold regular meetings with the coaching team;
- work with the coaching team to identify, plan and evaluate the development needs of runners and educate runners about all aspects of competition, whilst ensuring that all activities are appropriate for the age, maturity, experience and ability of the individual athlete;
- promote the safety and welfare of those under his/her supervision, placing the welfare and safety of the athlete above the development of performance;
- consistently promote positive aspects of the sport such as fair play, following rules and challenging inappropriate behaviour and language by others;
- are appropriately qualified including obtaining DBS checks, keeping his/her coaching license and education updated as and when required by Welsh /UKA and adhere to the terms of the coaching license;
- help promote knowledge within the coaching team across all event areas and possess a thorough understanding of long term athlete development (LTAD), strength and conditioning, fundamental movement skills, psychology, nutrition and planning;
- are the first point of contact for senior event group coaches and liaises with the Welsh Athletics' National Event Coach Leads and Club Development Officers;
- represent the views of the club's coaches in committee meetings;
- help organise events together with events' sub-committees with an emphasis on ensuring health and safety of athletes, marshals, volunteers and spectators as well as maintaining contact with local authorities and safety advisory groups, police, first aid, referees, adjudicators, course officials and other parties;
- work with race entry systems such as Welsh athletics and RunBritain; and
- help organise the finances of club running events and communicate these with the club treasurer and other committee members;

## Committee member - Communications

Communications tasks include:

- keeping members up to date with the latest club news, including race results and members' achievements through running;
- keeping members updated with any discounts or promotions available to Run4All;
- updating and sending out regular newsletters for Run4All members;
- updating Facebook and helping with Twitter postings;
- promoting the club and forming associations and partnerships with other businesses for advertising and occasionally sponsorship of our events;
- contacting press with reports from clubs events or achievements;
- providing a point of contact for Welsh Athletics to use for Run4All organised races; and
- sitting on the Run4All committee who meet regularly to discuss club issues.



## Committee member - Kit & Merchandise

Kit & Merchandise tasks include:

- liaising with kit supplier(s) in respect of the purchasing of club merchandise;
- maintaining and monitoring stock of existing club merchandise;
- exploring options for new or improved kit and merchandise offers for members;
- collecting monies and kit orders from members, and sends orders to kit supplier(s);
- collecting or receiving delivery of kit from supplier(s) and sorts items for distribution to members; and
- sitting on the Run4All committee who meet regularly to discuss club issues.

## Committee member – Events and Seminars

Events and Seminar tasks include

- planning and organising the club's main social events;
- collecting monies for social events from members and liaising with venues in relation to numbers, table planning, food menu (including catering of dietary requests), entertainment, preparing and dressing of tables for events;
- researching ideas for, planning and organising club seminars for members on a variety of topics; and
- sitting on the Run4All committee who meet regularly to discuss club issues.

## Committee member - Website / IT

Website / IT tasks include:

- providing support and advice to the club and its committee on all aspects of IT and technology in order to improve efficiency, communications and operations of the club;
- being responsible for maintaining the Run4All website including the content management system, keeping it fresh and up to date ensuring the website should represent the ethos of a friendly, all-abilities running club and that it showcases the club to an external audience (future members, local community and other clubs);
- managing and renewing the club web domain, run4allneath.co.uk;
- administering the Run4All twitter account, and in collaboration with the committee member for communications, ensuring frequent and relevant tweets are published about our club, events and achievements as well as “following” relevant organisations;
- supporting the technical requirements of the committee member for communications in sending club newsletters and announcements through our email system;
- setting up and providing support with the club email addresses (e.g. team@run4allneath.co.uk, kit@run4allneath.co.uk, membership@run4allneath.co.uk, events@run4allneath.co.uk );
- helping support the running of the Run4All Facebook group(s);
- administering the technical aspects of the club paypal account and RunBritain account in collaboration with the treasurer and event team organisers; and
- sitting on the Run4All committee who meet regularly to discuss club issues.



## Committee member – Gate

Gate tasks include:

- ensuring that attendees at track each Monday are dealt with professionally;
- planning and organising a rota of members to help manage the gate on a Monday;
- providing new attendees with information about the session and the club;
- ensuring that non-members are identified and their details logged;
- ensuring that all runners attending track have paid the relevant fee;
- assisting runners in identifying members of the coaching team or locating the correct group;
- providing the Treasurer with track attendance figures and cash balances; and
- sitting on the Run4All committee who meet regularly to discuss club issues.

## Committee member – Development

Development tasks include:

- identifying opportunities to help the club develop in all aspects of its operations;
- supporting members participation in events through the provision of group transport;
- ensuring the club has appropriate facilities and processes in place to store and manage equipment;
- supporting the development and monitoring of club plans, policies and processes to ensure that we are properly run; and
- sitting on the Run4All committee who meet regularly to discuss club issues.

## Committee member – Fundraising

Fundraising tasks include:

- identifying appropriate fundraising opportunities to support the club and its identified charities;
- managing the process for identifying the club's chosen charities for the year;
- overseeing and promoting charitable fundraising activities;
- assisting in fundraising for club activities, such as the Castles Relay, and;
- sitting on the Run4All committee who meet regularly to discuss club issues.