



Didcot Runners
Didcot Town Football Club
Loop Meadow
Bowmont Water
Didcot
Oxon
OX11 7GA

Roles and Responsibilities
of
Officers

Adopted on 26th January 2018

President

The President is primarily an honorary position within the Club and acts as the Club's representative at all internal and external functions.

- Be a member of the committee and contribute to policy creation.
- Provide advice and assistance to any of the officers of the committee as required.
- Provide liaison and communication between the various sections of the Club.
- Act as a member of any sub-committee if required, and if such a request is deemed suitable.
- Contribute to the general standard of the Club and provide an understanding of the ethos and codes of conduct required.

Chair

The Chair is responsible for the ultimate achievement of the strategic ambitions of the Club as well as the overall management of its operational activities.

- Chair the regular committee meetings.
- Represent the Club to external bodies.
- Effectively lead the committee in the best interests of the Club and its members.
- Provide direction for the Club by effective leadership and management.
- Monitor and evaluate the progress of agreed actions – both short term and strategic.
- Ensure that succession and forward planning of Club activities.
- Manage other Club Officers to ensure the delivery of their responsibilities.
- Ensure that the Club structure and responsibilities are transparent and available to the membership.
- The Chair must work in close liaison with the Vice Chair, Secretary and other Committee Officers.
- The Chair must also set the agenda for committee meeting, ordinary meetings and AGM with input from other Club Officers and Club Members. All meetings must be in line with the Club, England Athletics and UKA policies.
- Act as a mediator in the event that disagreements arise between particular sub committees or sections.
- Ensure that the safety statement is reviewed regularly, and its operation monitored.
- Liaise Committee messages to and organise the Tuesday Night Intro Team.

Vice Chair

The Vice Chair will, in the absence of the Chair, assume all of his/her duties and responsibilities as above.

- Act as Chair of the committee in the absence of the Chair.
- Represent the Club to external bodies.
- Support the Chair in providing direction for the Club by effective leadership and management.
- Support the Chair in managing other Club Officers to ensure the delivery of their responsibilities.
- Support the Chair in ensuring that the Club structure and responsibilities are transparent and available to the membership.
- The Vice Chair must work in close liaison with the Chair to ensure they can stand in for the Chair when necessary.
- Set the agenda for committee meeting, ordinary meetings and AGM when requested by the Chair. All meetings must be in line with the Club, England Athletics and UKA policies.

Secretary

The Secretary manages processes and maintains a record of all incoming and outgoing correspondence and Club documents. In addition, he/she records the deliberations and decisions of the Club committee.

- Responsible for the day to day business and administration of the Club.
- Ensure all relevant forms and publications are with the responsible Club officers.
- First point of contact with England Athletics and UK Athletics.
- Maintain records of all the Coaches and Run Leaders qualifications and DBS.
- Manage and ensure action on Club correspondence including legal and insurance matters.
- Organise the dates, times and venues for Club meetings, give the committee or Club members sufficient notice, publish and make available meeting agendas.
- Responsible for the accurate record keeping (or ensure another committee member is available to cover) and circulation of the minutes from meetings.

Treasurer

The Treasurer is responsible for maintaining the integrity and accurate recording of the Club's financial position in accordance with the decisions of the Committee.

- Preparation of financial statements for review at each Committee meeting (or provide access to online statements when requested).
- Provide financial planning, i.e. produce an annual budget and monitor it throughout the year.
- Recommend action on financial matters to the committee. Pay bills on behalf of Club and record the information.
- Provide ad-hoc analysis of specific projects (e.g. Didcot 5 forecasting, membership).
- Regular reconciliation of bank accounts.
- Ensure all cash and cheques are promptly lodged to Club's account(s).
- Ensure Club pays all affiliation and competition fees.
- Assistance in the preparation of sponsorship and funding proposals to 3rd parties, if required.
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and tax returns).
- Prepare and present accounts for the end-of-year financial report and audit.

Membership Secretary

The Membership Secretary will process membership applications and provide welcome letters/emails to new members to include the Club Constitution, details of Club Sessions and the Kit Suppliers.

- Receive and process membership applications, including raising invoices for payment by the Treasurer.
- Manage the Club's subscription renewal process liaising with the Treasurer.
- Produce documentation as necessary to invite subscription renewals annually from members.
- Maintain an up-to-date list of all Club members, including a monthly update on new members and leavers to the Committee.
- Develop and maintain a Word document a standard email Welcome letter for new members. Ensure this is distributed to all newly-joined members of the Club.
- To liaise with all new members to ensure that they are made to feel welcome.
- To liaise with any member who opts not to renew, in order to understand where possible why and to identify any significant trends in changing membership. To report these to the Committee members as appropriate and recommend any actions which should be considered.
- Within the confines of the Data Protection Act, provide Officers of the committee with any data held on the membership database.
- Deal with any enquiries from potential new members.
- Process new requests to join the Didcot Runners Facebook Group, rejecting requests from non-members.
- To print off the Didcot Runners attendance register, including all new members processed. Provide this register monthly prior to expiry of the previous dated list.
- To work in close liaison with the Club Coaches and Run Leaders to encourage improvers to join the Club following the beginners course.

Welfare Officers (Female & Male)

The Welfare Officers are responsible for the safety of members and suitability of Club routes.

- Be the first point of contact for welfare issues or concerns of Club members.
- Inspect run routes on a regular basis.
- Identify potential hazards, risk assess these and communicate all risks to the committee at the earliest opportunity. When directed, also communicate these risks to Club members.
- Recommend corrective action, and follow-up on implemented recommendations.
- Maintain the Club risk assessments and create new risk assessments as needed, e.g. new routes or training sessions.
- Liaise with the Webmaster to ensure up to date risk assessments are available to Club members via the Club website.
- Provide regular reminders for Club members about seasonal H&S issues, e.g. running in pairs (especially in the dark), hi-vis and head torches in winter, carry water in summer etc.

Social Secretary

The Social Secretary is responsible for creating and implementing a cost effective social programme for the Club members.

- Plan and organise several Club social events that meet the needs and requests of club members.
- Represent the Club when dealing with venues and other Clubs.
- Promote Club social activities on website, social media and during training sessions.
- Where necessary create subcommittees to run each event. Work closely with each organising committee to monitor progress.
- Co-opt appropriately skilled volunteers to assist in the organisation/running of an event.
- Ensure a final reconciliation of income and expenditure is produced for each event.
- Motivate members to attend Club events.

Webmaster

The Webmaster is responsible for creating, maintaining and monitoring the Clubs online media.

- Liaise with other committee members to in order to manage and maintain the Club's website.
- Help manage, maintain and monitor the Club's Social Media pages.
- Liaise with the Welfare Officers to ensure safety of members using Social Media, in line with the Club's Social Media Guidelines and report any Misconduct.
- Create, manage and maintain the Club's Group Email addresses i.e. the Committee email address or the all members email address.

Other Club Roles

Club Coach

The Club Coach is responsible for managing and delivery effective training to members.

- Organise specific training sessions with the help of the Run Leaders.
- Provide guidance and support to the Run Leaders leading these sessions.
- Liaise with Welfare Officers to ensure medical kits are immediately available during training sessions.
- Provide advice on injury prevention and safe running techniques, with support from the Run Leaders.
- Contact point for anything relating to coaching.
- Further develop the knowledge and skills of the Run Leaders.
- Attend coaching courses to further their own skills and knowledge.

Club Championships Co-ordinator

- Draw up a list of Club Championship races after consultation with Club members.
- Draw up a list of rules for the Club Championship.
- Communicate all information about the Club Championship to all members.
- Actively encourage members to take part in the Club Championship.
- Keep a record of all results and post them to the spreadsheet on the Didcot Runners website.
- Communicate final standings to all Club members and organise prizes for all categories.

Cross Country Co-ordinator

- Be responsible for registering Didcot Runners teams in the Oxford Mail League Cross Country championships.
- Be responsible for ensuring annual fees for the Club's inclusion in the cross country championships are paid.
- Ensure the registration of all members participating in the cross country races.
- Motivate members to attend the cross country races.
- Advertise / promote other local cross-country events to club members.

- Communicate all details about the races to all members.
- Represent the Club to the Oxford Mail League and at all races.
- Communicate all information about the Club championship to all members.
- Keep a record of all results and post them to the spreadsheet on the Didcot Runners website.
- Communicate final standings to all Club members and organise trophies for all categories.
- Contribute to Club AGM on success on current season.
- Attend AGM for Oxon League and feedback to committee.

Didcot 5 Co-Ordinator(s)

- Lead the race projects.
- Set up race applications and process them through Race Master.
- Manage online, paper and on the day entries.
- Work out winners of race and categories.
- Source sponsorship for the event.
- Advertise in the local and wider community.
- Work with Run Britain and Oxon AA to ensure a safe race and hold the race within their rules.

Run Leaders

- Plan and lead specific training sessions.
- Organise group training activities with the support of the Club Coach.
- Gain or hold an up to date Run Leaders certificate.
- Have up to date DBS clearance.

Tail Runner

- Shall run at the rear of the club run.
- Shall look out for and help any member who appears lost or injured.

- Shall carry the first aid kit provided by the club and their mobile phone in case of emergencies.
- Shall run the entire route.

Tail Runner Co-ordinator

- Is responsible for finding volunteers from the club to take on the role of tail runner on Tuesday, via e-mail, Facebook or Doodle poll (Co-ordinator's preference).
- May be expected to attend occasional committee meetings to provide updates if requested.