



Pontypool & District Runners

The Club Committee

Roles and Responsibilities

The Committee has responsibility to manage the Club on behalf of the members. The Committee should :

- Conduct long-term planning of activities so that the aims and objectives of the club are fulfilled;
- Develop policy and procedures;
- Manage external relations and advocacy issues;
- Obtain resources and ensure that all financial and legal matters are properly managed;
- Carry out the recommendations of members;
- Regularly communicate with, and provide information to members about the running the Club;
- Ensure that all members of the committee act as leadership role models.

The Committee should :

Plan – examine the alternatives for action and decide on appropriate directions according to the purpose, philosophy, culture and budget of the organization. Determine relevant policies to guide the implementation of organizational plans.

Organise – ensure that plans are implemented, achievable objectives are agreed to, suitable strategies are designed to ensure satisfactory progress, and operational stages are implemented and evaluated. Ensure that resources (people, equipment, money etc) needed for these to be achieved are provided.

Lead – Be enthusiastic and work from an informed and well-researched knowledge base which includes a subcommittee or working group structure, clear and concise reports and wide representation of stakeholder opinions. Regularly communicate both the vision and the detail to members and other relevant stakeholders.

Control – Be responsible for defining expectations and requirements, and taking appropriate action to ensure that the outcomes are achieved.

The Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals that will ensure the Club's success. It is important to clarify the types of skills that may be requires in a Committee in order to identify potential

Committee members and also recognize gaps in skills and competencies that may require further development and training.

All Committee Members should have :

- A commitment to the overall aims of the Club;
- Sufficient time to devote to the committee;
- An understanding of the roles of the committee;
- Enthusiasm and an interest in people and sport;
- Leadership skills and willingness to accept responsibility;
- Tact, judgment, discretion and listening skills;
- Vision;
- Dedication; and
- Good communication skills.

As stated in our Club constitution, the Officers of the Club will be *at least* :

- Chairman
 - Secretary / Registration Secretary
 - Treasurer
 - Welfare Officer
 - Captain
- Any other position the existing Committee considers relevant.

Club Chair

Main Duties

In addition to the duties and responsibilities that all committee members have when joining a committee, the role of a 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 management 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 to provide support as required.
- To represent the Club externally.
- To take chairs action when agreed and in line with the constitution.
- To manage and supervise the other members of the Club.
- To sit on panel's 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.

Team Captain (Men's Captain/Ladies Captain)

As a *team captain*, you play a crucial role in the success of the team. It's up to you to pull together the best team possible and to get the most out of them at competition. You'll be a figure of respect and inspiration to your team and more athletes will join as a result of the club's success. Remember it's not always about the athletes winning – sometimes it's about them doing their best or even improving on their personal best. The best *team managers* make all competitions fun and exciting and ensure good team morale, this approach leads to long term success by retaining and developing athletes for longer.

Main Duties

- Make sure all your team are affiliated members of your club and Welsh Athletics;
- Send out fixture lists in advance of the season and pick the key fixtures to focus on;
- Develop a good relationship with your athletes and their coaches;
- Check all athletes have the correct kit and equipment;
- Keep a list of contact details and medical information for everyone in your team; (liaise with the Membership Secretary)
- Keep parents well informed about fixture dates and times – if athletes are under 18;
- Prepare reports on the progress and successes of the team and its members for the press or website
- Recommend athletes for recognition and awards;
- Find out what works to motivate your team;
- Build a critical mass of athletes for your team.

Treasurer

Main Duties

The Treasurer is the chief financial management officer for the Club. The Treasurer's tasks include preparing the annual budget, planning for the Club's financial future, regularly monitoring revenue and expenditure and helping other committee functional areas with financial matters. The job will involve keeping track of the details of all financial transactions of the Club and providing advice to the Committee about major financial decisions.

- To ensure that adequate accounts and records exist regarding the Club's financial transactions.
- To coordinate the preparation of budgets for the forthcoming year describing potential sources of income and expenditure.
- To issue receipts and promptly deposit all monies received in the Club's bank account.
- To collect and bank the membership/subscription monies.
- To be responsible for the Club's petty cash.
- To make all approved payments promptly.
- To keep accurate and up to date records of all income and expenditure.
- To act as signatory on the Club's bank accounts, cheque books etc (with at least one other Committee member).

- To manage the Club's cash flow.
- To prepare and present regular bank account/financial statements etc to the Club Committee.
- To be accountable to the Club Committee.
- To be fully informed of the financial position of the Club at all times.
- To prepare financial accounts for annual or more frequent auditing (as required).
- To prepare all necessary financial statements and reports for inclusion in the annual report and present the same as necessary at the Club AGM.
- To look for the most effective ways to use available funds (financial planning and management).
- To manage grants and submit the necessary financial statements.

Club Secretary/ Membership Secretary

Main Duties

The Secretary is the chief administration officer of the organization. This person provides the coordinating link between members, the management Committee and outside agencies.

- To communicate effectively;
- To think clearly and positively;
- To maintain confidentiality on relevant matters;
- To manage and supervise others (in relation to secretarial duties); and
- To organize and delegate tasks.
- To register all members with Welsh Athletics
- To research and apply for funding grants
- To apply for club event licences
- To register events and club activities with appropriate governing bodies
- To ensure the club adheres to the governing body standards of practice
- Produce press releases to promote the club events and successes

Welfare Officer

Main Duties

The Welfare officer's primary task is to deal with all issues of Child and Vulnerable Adult protection that arise within the Club. The Welfare Officer will need to ensure the Club's Child Protection and Vulnerable Adult Policy and Procedures are kept up to date and complied with. The Welfare Officer will also act as the Club's point of contact in relation to issues regarding the welfare of young people and vulnerable adults within the Club. The Welfare Officer's role is further set out in the Club's Child Protection and Vulnerable Adult Policy and Procedures document.

- To ensure that all club helpers/officers/coaches complete a volunteer recruitment form.
- To receive and advise on reports or disclosures from club member.

- To work with NGB and partners when requested to ensure [DBS process](#) is in place.
 - To initiate action, ensuring that all appropriate persons have been contacted.
 - To inform the NGB/Home Country Welfare Officer of any cases of misconduct that may involve child abuse.
 - To maintain up to date knowledge of welfare and child protection issues with support from your NGB/Home Country.
 - To refer all media enquiries about suspected or reported abuse or poor practice to NGB/Home Country.
 - To attend all club meetings as required and appropriate.
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- To inform the Management committee in advance of any meetings that cannot be attended.

Other Officers

Social Secretary

Main Duties

- To identify opportunities for a social event
- To research possible venues and manage bookings for social events
- To monitor and provide information on costs and set and manage budgets
- To actively encourage participation by all the members for social events
- To survey and respond to the members suggestions for social events

Kit Officer

Main Duties

- To research suitable suppliers
- To take kit orders
- To manage budgets for kit and collect payments for kit ordered
- To keep good accounts of payments made and payments collected for the Treasurer