

Committee Roles:

Constitution Specified Committee Roles

Chair (x 1)

1. To ensure the committee act in the spirit of the Club, in the best interest of club members and according to the constitution.
2. To build and develop a club and committee culture of fairness, sportsmanship, openness and accountability.
3. To represent the Committee and Club, acting as external spokesperson as and when required e.g. primary contact for West Worthing Tennis Club, local press interviews, Run England etc.
4. To oversee and be accountable for the delivery of a 3 year development plan, with a focus on delivering Clubmark and meeting England Athletics 'Essential Criteria' for affiliation.
5. To champion and be accountable for the delivery of Clubmark, ensuring that the club delivers in the four key areas of Activity / Playing Programme, Duty of Care and Welfare, Knowing your Club and Community and Club Management (see <http://www.sportenglandclubmatters.com/club-mark/>).
6. To champion and be accountable for the delivery of the England Athletics 'Essential Criteria' for affiliation (see <http://www.englandathletics.org/clubs--community/club-affiliation>) in order to preserve affiliation and the associated insurance cover affiliation provides.
7. To manage the efficient running of committee meetings, AGMs and SGMs (as required) and contribute to the objective decision making by exercising sound judgement.
8. To approve agendas and minutes of the Committee meetings.
9. To facilitate open discussion and good decision making; to have a casting vote in meetings.
10. To present club awards at annual prize-giving events.

Vice Chair (x 1)

1. To support club chair in delivering all above accountabilities.
2. To act as deputy in chairs absence.
3. To be accountable to the committee for providing the oversight on key club roles including Race Director and WSFRL representatives, ensuring that respective representatives are invited to attend the committee when required and relevant.
4. To manage the relationship with external parties, including sponsors, prospective sponsors and Pinnacle and vest suppliers.
5. To lead the investigation in to all member complaints and manage, and where required escalate, any activities that may require disciplinary intervention in accordance with the club constitution and rules of our National Governing Body.

Club Secretary (x1)

1. To schedule and book meeting rooms for committee meetings, AGMs (Annual General Meetings) and SGMs (Special General Meetings).
2. To draft agendas for committee meetings, AGMs and SGMs.
3. To take accurate minutes at committee meetings, AGMs & SGMs and ensure that these are made available to committee members for review and comment within 7 days of the meeting.
4. To issue final minutes to the general membership via either email or publishing on the website (in secure member only area if available).
5. To receive and process general club correspondence.
6. To apply for club entries to the London Marathon or other similar events – details available on event website.
7. To facilitate payment of affiliation fees to UKA/SEAA/HAA etc. (basically get cheques from Treasurer)

Treasurer (x1)

1. To maintain an accurate and up to date record of all payments and receipts
2. To analyse all income and expenditure and provide accounts to the committee each month.
3. To reconcile bank accounts and manage any bank relationships, including online accounts.
4. To produce year end accounts for the AGM
5. To ensure that all club accounting is under taken in compliance with all legal requirements.

6. To pay all bills and expenses in a timely manner
7. To ensure effective financial planning and budgeting, making available cash floats and club subsidies when necessary.
8. To oversee and reconcile club race accounts.
9. To maintain all records in order for and be the primary contact for the year-end audit.
10. To ensure effective stock control of club assets.

Other Club Roles (may be held by Committee members)

Membership Secretary (x1)

Head Coach (x1)

Communications Officer (x1)

Media Officer (x1)

Social Secretary (x1)

Race Director (not a Committee role x2)

West Sussex Fun Run League Representative (not a Committee role x2)

Committee Members with non-specified roles (remaining spaces after above are filled to complete full Committee membership of 10)

In addition to their specific responsibilities, all committee members are jointly responsible for:

1. Building and encouraging a culture of fairness, sportsmanship, openness and accountability in both the committee activity and the wider club.
2. Acting as internal and external figureheads for the club, leading by example and ensuring the club is welcoming to all new and existing members.
3. Answering member questions in person and via the club email account
4. Proactively contributing to the club communications e.g. club website and social media channels