**INFORMATION ON THE MANAGEMENT COMMITTEE**

The Committee meets during the first week of every month at a mutually agreed time and place. The meetings last for approximately 11/2 hours. Committee members are expected to attend the majority of meetings and to take an active part in discussions and decision making processes. They should also be willing to undertake some work out with committee meetings to help with the day-to-day running of the club. It is hoped that committee members will also help out at some club events.

It is beneficial for committee members to attend at least some training nights, giving them an opportunity to meet and mix with members and to get a feel for any issues and concerns and to seek opinions and ideas.

Attached is a brief description of the main duties and responsibilities of the various ‘elected’ positions and general members on the committee as they currently stand.

There is a second list of additional duties which are currently undertaken, in the main, by the General Secretary.

The lists of duties are not exhaustive. They are subject to ongoing review to ensure they meet the developing needs of the club and its members. In particular the list of secondary duties could be delegated to give those committee members who are interested, an opportunity to get more involved in the day to day running of the club.

**KEY DUTIES and RESPONSIBILITES of OFFICE BEARERS**

**Club President**

* Chairs monthly committee meetings, Annual General Meetings (AGM) and any Extraordinary General Meetings (EGM);
* In conjunction with the General Secretary:
	+ sets agendas for meetings
	+ ensures regular review of club Constitution, Policies and any other relevant documents.
* Provides direction for club activities;
* Represents the club as and when required;
* May be a signatory on club bank account;

**General Secretary**

* Chairs monthly committee meetings in the absence of the President;
* In conjunction with the President:
	+ sets agendas for meetings,
	+ ensures regular review of club Constitution, Policies and any other relevant documents.
* Deals with all correspondence on behalf of the club to/from:
	+ Scottish Athletics and other official bodies;
	+ other running clubs (e.g. to promote races/club events);
	+ other relevant organisations (e.g. London Marathon for club places);
	+ members and prospective members;
	+ any other parties as appropriate.
* Maintains a register of current club members;
* Ensures timely communication of information to club members;
* Is responsible for arranging, and issuing the documentation, for General Meetings, including receiving nominations for candidates for management committee for election at AGM;
* Is a signatory on club bank account;
* Ensures key documents (e.g. club constitution, policies, protocols etc) and published information about the club is accurate and up to date at all times;
* Maintains club archives and records as appropriate.

**Treasurer**

* Maintains proper and accurate books of accounts and inventories of club assets;
* Is responsible for the timely banking of income received and payment of invoices etc;
* Produces monthly Income & Expenditure accounts for committee meetings;
* Produces annual accounts for audit and approval at AGM;
* Is a signatory on club bank account;
* Protects the interests of the club and ensures its financial well-being by keeping abreast of any developments, or legal requirements which may apply.

**Child Protection and Welfare Officer**

* Acts as a first port of call in cases of concern about athlete welfare;
* Liaises appropriately with other key persons, including parents/carers, officials, coaches and sports scientists, to ensure that good practice is followed in maintaining athletes’ welfare;
* Carries out the duty of care within relevant legislation and government guidance;
* Ensures that club officials and volunteers always act responsibly and set an example to younger members.

**Club Captains**

* Ensure timely entry of teams / individuals for Championship and team events as required;
* Compile teams for key events;
* Provide guidance on selection of grand prix events;
* Provide guidance of members’ performances for special awards;
* Provide monthly reports to committee.

**All Committee Members**

* Maintain regular attendance at monthly committee meetings;
* Provide support and guidance to other office bearers and club members;
* Ensure compliance with club constitution, policies and other relevant documents;
* Contribute to setting the direction of the club;
* Assist with the organisation of club events;
* Act as ambassadors for the club and set an example for other members;
* Represent views of members at committee meetings;
* Ensure all those attending club training made to feel welcome and valued;
* Contribute to the promotion of the club through the maintenance and update of social media, including the club website and Facebook pages, for example by providing race reports and other features, uploading images etc.

**ADDITIONAL DUTIES**

**Minutes**

* Takes minutes at monthly committee meetings and General Meetings;
* Produces typed minutes and distributes to committee members for comment;
* Takes register of attendees at General Meetings;
* Liaises with the Club President and General Secretary in the production of agendas and associated paperwork for meetings and distribution thereof.

**Memberships**

* Maintains an up to date register of all club members;
* Ensures all databases, e-mail lists etc are kept up to date;
* Provides key office bearers (plus P Smithard for ARC purposes) with details of new members and changes to existing members’ details;
* Processes all new membership applications and issues membership packs;
* Reviews and updates content of membership pack, after agreement by committee.

**Results**

* On weekly basis collates members’ results from information sent in by members and from internet;
* Arranges for website and GP table to be updated;
* Provides summary for weekly bulletin, press releases etc;
* In conjunction with club captains, collates summaries of performances to facilitate committee decisions on special awards as required.

**Communications**

* Collates and arranges for issue of weekly bulletin to members;
* Liaises with local papers for insertion of members results and race reports;
* Provides information to update website;
* Provides guidance on format and presentation of club communications.

**Awards**

* Maintains a register of club trophies and current holders;
* Arranges for trophies to be engraved and returned in advance of prize giving ceremonies;
* Assists with organisation of prize giving ceremonies and ordering of trophies etc.

**Clothing**

* Maintains accurate record of all clothing stock and track sales trends;
* Actively promotes clothing sales to members and ensures timely transfer of income to Treasurer;
* Advises committee when stock levels running low;
* Investigates sources and costs for new items.