**INFORMATION ON TRUSTEE BOARD**

As a general rule the Trustee Board currently meets on the first Tuesday of every month from approximately 8.15 pm to 9.30 pm with meeting dates agreed in advance. Currently, the Board is meeting face to face at Pitreavie Golf Club from May to September, and over Zoom for the remainder of the year. Trustees are expected to attend the majority of meetings and to take an active part in discussions and decision making processes. It is hoped that trustees will also help out at some club events to share the workload.

It is beneficial for trustees to attend at least some training nights as it gives 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.

Below is a brief description of the main duties and responsibilities of the various positions on the trustee board. The list is not exhaustive and is regularly reviewed to ensure the needs of the club continue to be met.

A number of additional roles have been identified to reduce the workload of the General Secretary and to give other members of the trustee board an opportunity to get more involved in the day to day running of the club.

**ROLE DESCRIPTIONS FOR OFFICE BEARERS**

**Club President**

* Chairs trustee board meetings, Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM).
* Sets agendas for meetings.
* Provides direction for club activities
* Represents the club as and when required.
* May be a signatory on club bank account.
* Ensures club Constitution, Policies and any other relevant documents are regularly reviewed.

**General Secretary**

* In the absence of the Club President:
	+ Chairs trustee board meetings
	+ Represents the club as and when required.
* Liaises with Club President on production of agendas for all meetings (including AGM and any EGM) and associated paperwork, and distribution thereof.
* Receives nominations for candidates for trustee board for election at AGM.
* Oversees production of the club’s annual report.
* Maintains register of current club members.
* Ensures timely communication of key information to club members.
* Deals with all correspondence on behalf of club to / from:
	+ Scottish Athletics, including annual returns and race permits
	+ East District Cross Country & Road Running Committee
	+ OSCR, including submission of annual return
	+ Other running clubs to promote races and / or club events
	+ London Marathon for club places
	+ Members
* Deals with, or redirects, any other general enquiries received.
* May be a signatory on club bank account.

**Treasurer**

* Maintains proper books of accounts.
* Is a signatory on club bank account.
* Produces monthly financial updates for trustee board meetings.
* Is responsible for timely banking of income received and authorisation and payment of invoices etc.
* Ensures the list of signatories for the club bank account is appropriate and up to date.
* Produces annual accounts for audit and trustee approval prior to the AGM.
* Ensures membership fees on EntryCentral are updated as required.

**Child Protection and Welfare Officer**

* Acts as a first port of call in cases of concern about athlete welfare.
* Ensures that club officials and volunteers always act responsibly and set an example to younger members.
* Carries out the duty of care within relevant legislation and government guidance.
* 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.

**Club Captains (Men’s/Women’s/Hill)**

* Ensure timely entry of teams/individuals for Championship and team events.
* Compile teams for key events.
* Provide guidance on selection of grand prix events.
* Provide guidance of members’ performances for special awards.

**All Trustees**

* Maintain regular attendance at trustee board meetings.
* Represent members’ views at trustee board meetings.
* Provide reports to trustee board on request.
* Represent the trustee board on sub-committees and working groups as appropriate.
* Assist in setting the direction of the club.
* Provide support and guidance to other office bearers and club members.
* Ensure compliance with club constitution, policies and other relevant documents.
* Assist with the organisation of club events
* Act as ambassadors for the club and set example for other members
* Ensure all those attending club training made to feel welcome and valued.

**ADDITIONAL ROLES**

These are likely to be carried out by Trustees due to the confidential / personal nature of some of the information recorded.

**Minute Secretary**

* Takes minutes at trustee board meetings, AGM and any EGM.
* Produces minutes and distributes to trustees for comment.
* Takes register of attendees at AGM and any EGM.

**Membership Co-ordinator**

* Manages membership enquiries, sharing information on club training, and supporting prospective members through a trial period (typically a month).
* Ensures session leaders are aware of new members or prospective members so that they can be welcomed to club training.
* In conjunction with the Club Secretary:
* Reviews and updates membership information on EntryCentral;
* Processes all membership applications and issues membership pack;
* Reviews and updates content of membership pack, after agreement by trustee board;
* Maintains up to date register of all club members;
* Ensures all data bases, e-mail lists etc are kept up to date;
* Provides key office bearers with details of new members and changes to existing members’ details.

**ADDITIONAL TASKS**

There are areas of responsibility and a range of tasks which support the day-to-day running of the club. They can be carried out by one or more members (not necessarily trustees) but anyone carrying out these tasks will be accountable to the Board of Trustees.

**Communications**

* Assist with preparation of the weekly bulletin;
* Update club’s social media platforms (e.g public Facebook page, Twitter and Instagram) to advertise and promote interest in club activities and members achievements and ensure consistency of content;
* Identify sections of club website needing updated and provide relevant information to do so;
* Liaise with local papers for insertion of members’ results and race reports.
* Provide guidance on format and presentation of club communication;

**IT and Technical Support**

* Assist with updating and maintaining club website;
* Provide technical support for development (and fault-fixing) of Excel workbooks used for maintaining membership records, GP and ARC tables, processing entries and results from Graham Clark Memorial race and other purposes as identified from time to time.

**Club Assets**

* Maintain record of all club assets and provide details (together with indicative replacement costs) to Treasurer as required;
* Check stock and condition of items and arrange for purchase of replacements or additional stock as required;
* Where items are stored centrally, ensure accessibility at all times;
* Keep record of location of all items and oversee system for booking out and return of items.

**Clothing and personal kit**

* Maintain accurate records and adequate stock of special-order club items (e.g. vests and buffs), advising trustee board when additional stock required.
* Actively promote clothing sales and ensure timely collection and transfer of income to Treasurer.
* Ensure prompt delivery of purchased club vests to members;
* Ensure new members receive club buffs promptly;
* Investigate potential new suppliers for customised clothing and other items of kit, ensuring good value for money and ease of purchase for members.
* Investigate and secure retailer discounts (online and in-shop);
* Ensure Merchandise section of club website is accurate and updated as required.

**Results**

* Collate members’ results for GP events and arrange for website, GP and ARC tables to be updated**;**
* Collate other results sent in by members or obtained online;
* Provide overviews of GP and ARC standings to members at appropriate intervals;
* Produce list of prize winners for annual prize giving.
* Provide information on participation levels in GP events for annual report and to inform selection of events for future GP competitions;
* Collate summary of performances to facilitate trustee board decisions on special awards (e.g. marathon award);
* Provide information as required for press releases etc.

**Awards**

* Maintain register of club trophies and current holders / location.
* Collect trophies in advance of races and prize giving ceremonies and organise engraving.
* Source and order appropriate mementos for prize winners, after agreement by trustee board.
* Assist with organisation of prize giving ceremonies.