**Committee Posts**

**1 Introduction**

The AGM is approaching and you are invited to consider volunteering for one of the posts.

We hope the club makes a significant contribution in one way or another to your physical and mental well-being and also provides you with entertaining and enjoyable events and activities. None of this happens by chance or automatically. The club relies on members to give up their time and contribute their skills.

If the club is important to you please consider how you can contribute to its success and, in particular, please consider taking on one of the formal roles.

The current committee proposes a new committee structure, comprising nine committee posts, complemented by other non-committee roles. Details of the posts are below and further down are the detailed job descriptions. Please have a careful look.

In most cases it would be practical for the lead to delegate some of the role to other volunteers so if you feel the role might be a little too large please think about how you could make it work by delegating some of the tasks.

**To stand for any of the nine committee posts please arrange for two people to nominate you by writing to the secretary@dulwichparkrunners.co.uk**

**To stand for a non committee post simply send an email to the secretary.**

**These should ideally reach the Secretary by 16th March**

In the past we have had lots of competition for posts. It would be good to have competition for posts this year so do please out yourself forward.

You can put yourself forward for any post (we welcome competition) but we would urge you in particular to put yourself forward for any of those marked with an asterisk

**2 The roles**

**2.1 Committee roles: (9)**

* Chair\*
* Club Secretary
* Club Treasurer
* Social Secretary\*
* Membership Officer\*
* Club Kit Officer
* Communications Officer\*
* Welfare Officer
* Club Captain\*

**2.2 Non-Committee roles**

* Dash Coordinator
* Summer League Coordinator\*
* Cross Country Captains x 2
* Beginners’ Course Coordinators x2
* parkrun ladder coordinator\*
* Website and Information Officer
* Social Media Officer

**3 Job Descriptions**

**3.1 Committee posts**

**Applicable to all committee posts (to ensure visible committee profile):**

* Attend committee meetings (approx. 6 per year)
* Regularly attend club events particularly club nights.
* At club nights keep an eye out for new runners (first timers or those who have joined recently) to make sure they feel welcome.
* Be a cardholder for the clubhouse and contribute to the smooth running of club nights (e.g. opening and closing the building)

**CHAIR (to ensure the overall success of the club):**

* Provide leadership in developing the club and ensuring its success by operating according to its values
* Make every effort to ensure the club provides a range of running events and social activities that gives an opportunity for all club members to take part.
* Chair meetings and ensure that all committee members are given an equal opportunity to speak; guide discussions to reach conclusions in the best interests of the club; and carry out similar duties at the AGM and any special general meetings.
* Agree with the club secretary the agenda for each committee meeting.
* Prepare an annual plan at the start of each calendar year and consult with the committee. Liaise with the Treasurer in the production of a budget to match the plan
* Regularly review the strategic direction of the club and ensure necessary discussions take place about its future
* Prepare an annual report for the AGM
* Ensure that all decisions made are implemented within a reasonable timescale.
* Support and encourage committee members in the fulfilment of their duties.
* Encourage club members to support the Club.
* Present notices on Tuesday club nights, delegate as required.
* Liaise with the landlords in respect of the Clubhouse facilities.

**CLUB SECRETARY (to ensure smooth administration of the club)**

* Regularly review the appropriacy of club rules. Organise the drafting of any amendments and any required consultation, after liaising with the Chair and other committee members.
* Coordinate the production of committee reports and upload reports in a timely fashion, liaising with the chair.
* Take minutes of meetings and distribute them
* Distribute draft and final agendas/notices for the AGM and any Special General Meetings and attend and take minutes at these meetings, complying at all times with club rules and deadlines.
* Manage the nominations’ procedure for the AGM.
* Manage the process for balloting applications for the London Marathon (EA & Marshall places) and be the point of contact with the marathon organisers to ensure places are registered
* Make any necessary applications for permissions/licences to hold events or use premises
* Liaise with the Website Administrator and the various captains in the club to order medals/trophies and arrange for their presentation soon after the relevant event
* Ensure the club meets its legal obligations.
* Report to the committee on developments/news relating to our affiliation to EA.

**TREASURER (to ensure the club’s finances are efficiently managed while ensuring financial probity)**

* Manage the club’s bank account processing payments, reimbursements and any other transactions in a timely manner
* Keep a record of income and expenditure and present this at every Committee meeting and AGM, together with supporting bank statements and documentation.
* Liaising with the Chair, prepare a budget for the year to support the annual plan, obtain the agreement of the committee and present it to members at the AGM
* Draw up management accounts for each committee meeting comparing performance against budget and highlighting likely end of year variations from budget
* Prepare and present end of year accounts, present to the committee and then present to the AGM.
* Arrange for independent auditors of the accounts
* Ensure the Club’s debit cards and online banking details are kept securely and are used only for legitimate expenditure.
* Liaise with the Website Administrator to ensure that the payment system for events and activities operates smoothly
* Provide support where necessary to other committee members when budgeting/accounting for specific events

**CLUB CAPTAIN (to promote/maximise running opportunities for members)**

* Liaise with other captains in the club to confirm a programme of running events each yearto ensure members have frequent events in which to participate. Confirm the programme as soon as possible in each calendar year
* In conjunction with other club captains and event organisers, be the club lead on encouraging participation and involvement in running events.
* After liaison with the appropriate event organisers, agree with the committee the participation targets for the year to include in the annual plan
* Take the lead on all club championship events making sure they are well publicised, that transport arrangements are circulated and post event social arrangements/refreshments are in place. Co-ordinate with the social secretary as required
* Negotiate discounts for public events where possible.
* Announce details of upcoming events at club nights
* Take the lead on organising at least one weekend away or overnight trip per year

**MEMBERSHIP SECRETARY (to meet membership targets, and encourage high rate of renewals and enrolments)**

* Respond to all initial enquiries, whether through the ‘trial run’ form or through the enquiries email address. Personalise responses as much as practical
* Follow up each enquiry at least twice if no contact after the initial response
* Follow up all those who attend a trial run to encourage them to join the club
* Respond in a welcoming fashion to those who apply for membership enquiries. Provide full information on the club, update the EA portal with the new members’ details and make sure they receive the EA invoice
* Monitor monthly the new membership applications to check payments have been received and the application fully completed. Follow up any that are outstanding
* Encourage members to provide full personal profile details to enable the club to monitor the membership profile
* Attend club nights frequently to meet new members (first times and recent joiners) as they arrive and make sure they feel welcome. Introduce them to other members to make sure they are not left on their own, make sure they have someone to run with (or organise this as required by notifying the committee of likely ‘trialists’).
* Two or three times a year, contact all members who have not participated in recent months to maintain club contact and motivate to re-engage
* Agree with the committee the targets for membership levels to include in the annual plan
* Produce a report to each committee meeting on current membership numbers by type, with comparisons to previous years. Report on the number of enquiries in each period, how many resulted in a membership application and the source of the enquiries. Identify trends in these enquiries to inform future actions.
* Produce occasional reports on the profile of members to monitor the club’s inclusivity
* Monitor membership levels carefully and organise recruitment drives/publicity events as necessary, for example, ‘parkrun takeovers’ to maintain a local profile
* Remind existing members to renew membership at the appropriate time. Follow up those who do not renew. Make individual contact with those members who have not renewed by the end of May.

**SOCIAL SECRETARY (to ensure members have access to an attractive range of social opportunities)**

**Responsibilities include to:**

* Co-ordinate/organise a full and broad programme of social events throughout the year liaising as necessary with those organising the main running events.
* Prepare a draft calendar of events at the start of each calendar year
* (The programme will normally include as a minimum an annual dinner, an annual quiz and a minimum of one other event each month)
* Be on the look out for, and coordinate , other events that might be of interest to club members
* Coordinate the catering for the home summer league fixture
* Organise hire of the clubhouse if required and coordinate catering arrangements, publicity and any other action that might be required for events.
* Encourage members to attend events through Whatsapp posts and personal contact as necessary
* Liaise with the Website Administrator to make tickets obtainable via the website if necessary.

**STOCK SECRETARY (to maximise the use of club kit to to promote the club’s identity and cohesion and achieve a local profile)**

* Order and maintain a suitable stock of club running kit to ensure members receive their kit in a timely manner
* Promote the sale of this stock
* Be available on Club nights on a regular basis to enable members to access the stock.
* Account for money collected from sales through accurate book-keeping and liaison with the Treasurer.
* Follow up new members to ensure they have their club kit as soon as possible after joining
* Explore, investigate new merchandise and opportunities to streamline the procurement/ordering system
* Report to committee on purchases, sales and current stock

**COMMUNICATIONS SECRETARY (to make sure members are aware of all club events and activities)**

* Produce effective communications, including a (minimum) monthly newsletter to keep members informed of the range of club events on offer and any other information required to facilitate member participation in club activities
* Post frequent reminders and updates by Whatsapp of all events
* Liaise with the membership secretary on any work on raising the club profile to attract more members
* Liaise with committee and other club members to collate information on forthcoming events and news, etc. to make sure the newsletter is comprehensive
* Maintain an appropriate level of discretion and integrity with regards to items submitted for publication. Ensure all communications adhere to the club’s values
* Manage the social media presence (Twitter, Instagram, Facebook) to maximise their effectiveness in promoting club activities and events. Organise frequent posts
* Take an overview of the effectiveness of club communications and modify/introduce new approaches as required
* Ensure that the club website is kept up to date so that potential and existing members can find quickly and simply the information they are looking for.
* Update the website membership pages and membership fees as required during the year
* Keep the mailing list up to date through liaison with the membership secretary and any other relevant club members, particularly the Beginners’ course coordinator to include participants on the mailing list
* Take an overview of the effectiveness of club communications and modify/introduce new approaches as required

**WELFARE AND COMMUNITY OFFICER (to ensure the club operates according to its values and develops and maintains links with the local community)**

* Make sure the club meets the standards published by England Athletics
* Review annually the policies relating to the EA standards to check they are up to date
* Undertake risk assessments and put appropriate measures in place where necessary, for example, first aid provision at running events.
* Update the documents as required and make sure these are available on the website
* Keep a record of accidents/incidents and follow up with policy recommendations where appropriate
* Take the lead on any issues arising relating to these policies, including identifying required improvements or amendments to policies and coordinate any necessary consultation over these.
* Take the lead in developing and maintaining links with relevant community organisations
* Liaise with the club’s chosen charity and promote initiatives to support the charity
* Review the club’s chosen charity once every three years and take the lead in any required consultation

**3.2 Non-Committee Posts**

**DASH COORDINATOR (to promote the Dash and ensure it continues to be popular and well attended)**

* Prepare a schedule of start times, as per established formula, updating and amending as required.
* Create, update, modify the spreadsheet, or whatever system used, to facilitate a fair competition
* Conduct the running of the Dash on the first Tuesday of every month or publicise/organise alternative date if desirable
* Develop a system of monthly awards
* Produce results and post them on WhatsApp, send to the Website Officer for posting on the website
* Liaise with the Club Secretary over the end of year trophy/medals

**CROSS COUNTRY CAPTAINS - MEN AND WOMEN (to promote cross country running in the club and to make sure the club is well represented in the Surrey League and other cross country events)**

* Represent the club at the Surrey League annual meeting
* Promote cross country to members, encourage participation in the fixtures, publicise transport arrangements, coordinate refreshments/post race social activities. Make every effort to meet participation targets
* Update the league’s register of DPR members, obtain and distribute race numbers
* Co-ordinate with Website Administrator and the Club Secretary with regards to attendance, championship results and medals.

**SUMMER LEAGUE CAPTAIN (to ensure the Summer league events are well supported by club members and that the club hosts a successful home fixture)**

* Represent the club at meetings of the overall Summer League coordinators (usually maximum of twice per year)
* Publicise relevant information on fixtures and the organisation of the Summer League to the committee and the membership
* Promote the summer league fixtures, coordinate transport arrangements where necessary, organise post event social arrangements/refreshments where appropriate.
* Co-ordinate the DPR home fixture. Recruit a team of volunteers to ensure its success. Liaise with the Club Secretary over licences/permissions and with the Welfare Officer over the First Aid provision.
* Liaise with the Website Officer to make sure results are publicised and uploaded onto the website and liaise with the Club secretary over the provision of medals

**BEGINNERS’ COURSE CO-ORDINATORS (to ensure the success of the two beginners’ courses each year)**

* Agree with the committee the dates and fees for the courses
* Liaise with the website officer to facilitate bookings
* Deliver the course according to the club’s values
* Make sure participants receive full details of the club and what membership entails. Promote the club to participants and encourage them to join
* Provide participants’ details to the communications secretary so that their receive newsletters during their course
* Ensure participants are invited to a social event or briefing just prior to, or at the end of, their course to encourage them to join the club
* Recruit/organise volunteers to help with the course
* At the end of each course produce a short report for the committee to include details of enrolments/graduations and any other issues arising from the course.

**WEBSITE AND INFORMATION ADMINISTRATOR (to make sure the club’s key information is kept up to date and to make sure the website is an attractive advertisement for the club**

* Keep the website up to date, relevant, well organised and attractive
* Maintain the club’s records including collating and uploading the results to races and ensuring the club records are updated when necessary. Undertake the necessary age grading calculations
* Liaise with the Club Secretary and the various captains in the club to obtain information where required and to enable the Club Secretary to obtain the correct medals
* Liaise with other Committee members to organise the sale of tickets for events via the website where required
* Collate the statistics for the club’s attendance award

**PARKRUN LADDER COORDINATOR (to continue holding two parkrun ladder competitions each year)**

* Agree with the committee each year the rules of the competition and the awarding of trophies/medals/prizes.
* Liaise with the committee and the beginner course coordinators over the dates of each competition
* Liaise with the Communications Officer over advance publicity of the competitions
* Post details of each week’ s event and results on Whatsapp and Facebook

**SOCIAL MEDIA COORDINATOR (to enhance community awareness of the club through social media postings)**

* Post frequently on the club’s Instagram pages (and Facebook if possible)
* Adhere to the club’s values when posting
* Attempt to maximise community exposure through the use of appropriate tags
* If necessary or desirable, recruit other members to contribute posts to make sure posts are sufficiently frequent
* Monitor trends in responses and take action where appropriate to increase exposure
* Periodically report on progress to the committee