

Committee and Non-Committee Job Descriptions (last updated April 2022)

Please find below a short summary of the responsibilities of each committee position.

Chairperson

- The primary function is presiding over the monthly committee meetings and the AGM and ensuring the club's meetings are held in an orderly fashion. You do not have to organise club events, these are led by other committee members and club helpers through the support, knowledge and abilities they bring to the club.
- It involves your selection of the Chairpersons 'Club member who has made the most outstanding contribution of the year' and award the trophy at the annual dinner
- You may have to preside over meetings involving the club's Discipline and Appeals Process (this has never happened to date).

Vice chair

- Attend the monthly committee meetings
- Support the Chair
- To stand in for the Chair when the Chair is unavailable

Events Secretary

Key tasks are:

- Entering the club into National, Regional and County races for road racing and cross-country.
- Entering the club into the Summer League and the cross-country leagues
- Organising team events and club outings
- Organising the races that the club hosts- Summer League and East Midlands Cross Country race
- Attending quarterly Notts AAA, Road Running Committee and Network meetings

Minute secretary

The job role involves organising the monthly committee meetings and AGM.

- Committee meetings: Send out meeting reminders to all committee members with a link to the Zoom meeting, or book a location for the meeting and communicate this, alongside a meeting agenda, meeting minutes, Treasurer's report, and any other documents for circulation
- Take the minutes for each meeting and circulate these after the meeting
- AGM: To advertise the AGM, collate the committee position nomination forms and take the minutes for the AGM

Membership Secretary*

- Ongoing maintenance of the club membership database & mailing list
- Producing monthly membership lists and sharing with select club/committee members
- Management of membership renewals and fee payment at the start of a new membership year (April)

- Processing of new membership applications
- Management of transfers in/out of the club
- Liaising with England Athletics on member-related issues (fees, transfers, queries, admin errors)
- Liaising with the Club Treasurer re: membership fees
- Submitting the annual club membership renewal to England Athletics
- Coordinating and completing any other England Athletics club admin (e.g. Club Standards)
- Facebook moderator for membership-related content & posts

*this role is advertised for the 2024/2025 committee year due to the need to shadow the out-going Membership Secretary during the last few months of the committee year

Club Treasurer

The club's constitution requires the Club Treasurer to ensure that books of accounts are kept and submitted to the auditor(s).

In practice the role is wider than this and is set out by Sport England as

- Managing the club's income and expenditure in accordance with club rules
- Efficient payment of invoices and bills
- Depositing cash and cheques that the club receives
- Proposing amendments to member subscriptions as appropriate
- Keeping up to date financial records
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position

The bulk of the work comes down to managing the club's financial resources and bank account, paying bills and expenses and producing monthly financial reports to the Committee and then the annual financial report for the Annual General Meeting (and answering questions on them). Anyone interested in the role is very welcome to speak to the current treasurer for further information.

Publicity Officer

- Construct the weekly e-mail, updating members on HP related news
- Produce other occasional communication and updates
- Publicity of events
- Keep HP members informed about and engaged with the club

Social Secretary

- The job role involves arranging the annual dinner & square's night. This involves booking the venue, promoting and selling tickets, arranging prizes etc.
- There are also a few additional social gatherings to organise throughout the year e.g., after club runs/ the final lake handicap

General Committee Member

- General committee members are required to attend monthly committee meetings and to participate in discussions to make key club decisions. They will also become involved in projects as required and will support the general activities of the club.

Website Coordinator

- Maintain the club website as a source of information for new and existing members.

Social Media Lead

- Keep a central list of Facebook Admins
- Ensure that the standards the club requires for using the Facebook group are followed and kept up to date

Grand Prix Director

- Organise the club's annual Grand Prix series of 4 races which take place in June/ July every year by organising venues, setting up entries, and promoting the series
- Work with the Grand Prix Sub Committee to do this
- This is a year-round job but of course is very busy in the run-up to the races and during the series

*this role is advertised for the 2024/2025 committee year due to the need to shadow the out-going Director

Non-Committee roles

Men's team captain

- The main part of the role is to go to the Summer League and Cross-Country races and to sort out the teams at the end, juggling the clipboard, tokens, envelopes. Also, alongside the Events Secretary to rally the troops for the County/Regional/National XC competitions & road relays.
- The other things are to write the monthly column in Running Free which is normally straight forward, and to decide on the award winners at the annual dinner which is always a pleasure.
- It's technically not a full committee role, although I do tend to go to the meetings. Also, along with the women's captain I am one of the two club welfare officers.

Women's team captain

- Providing a focal point for the female runners via the Running Free articles and by welcoming new members on club nights
- Co-ordinating the ladies' team results at summer league and cross-country events
- Ensuring that everyone is included and welcomed at events where we participate as a team
- Acting as club welfare officer
- Attendance at committee meetings and input into agenda items

