



## **BIDDULPH RUNNING CLUB**

### **CHAIRPERSON** **Chairing Meetings**

One of the most important roles of the Chairperson is steering a Club through its meeting effectively and efficiently. A good Chair will be mindful of the following basic points:

#### **Before the Meeting:**

- Plan the agenda with members of the Committee. Include items brought to you by other members. Decide the order and timing of the agenda and who will introduce each one.
- Identify which agenda items are for information, discussion or a decision.
- Be well briefed about each item, and actions taken since the last meeting.

#### **During the Meeting:**

##### *Communicate.*

- Start the meeting. Welcome any new members. Make any necessary introductions.
- Receive apologies for absence.
- Ensure that additions or amendments to minutes are recorded.
- Set the scene. State the objectives of the meeting and each item.
- Try to be brief when making a point.

##### *Control.*

- Maintain control. Set out any time limits.
- Allow flexibility and freedom of expression.
- Keep to the agenda.
- Ensure time is used effectively.
- Ensure that proper minutes are taken.

##### *Clarify.*

- Weigh up contributions impartially.
- All points in favour of a point should be summarised against all points not in favour.
- Ensure everyone understands what is being discussed.
- Summarise.
- Ensure that decisions are recorded, together with who is going to implement them.

##### *Guide.*

- Remember that above all you are there to guide the meeting.
- Steer members to work harmoniously and purposefully as a team.
- Keep an eye on time.

#### **At the End of the Meeting:**

- Summarise decisions taken and action points to be followed up e.g. who's responsible, by when.
- Agree a date for the next meeting – it is usually best to set dates for the year's meetings well in advance.
- Agree what special items will be put on the agenda of the next meeting and what work needs to be done, by whom etc.
- Ensure that the minutes are written up, checked by the Chair and sent out in good time.



## **BIDDULPH RUNNING CLUB**

### **CHAIRPERSON**

#### **Role description & person specification**

The Chairperson has a strategic role to play in representing the vision and purpose of the Club. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

#### **Ensure the committee functions properly.**

- To plan and run meetings in accordance with the Club constitution.
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.

#### **Ensure the Club is run effectively.**

- To co-ordinate the committee members to ensure responsibilities are met.

#### **Represent the Club.**

- To communicate effectively the vision and purpose of the Club.
- To advocate for and represent the Club at external meetings.
- To be aware of current issues that might affect the Club.

***Time commitment:*** The role of Chair requires an estimated commitment of 3 hours per month.



## **BIDDULPH RUNNING CLUB**

### **SECRETARY**

#### **The secretary's role at meetings**

The Secretary is crucial to the smooth running of a Club. This involves activities before, during and after Committee meetings.

In order to be effective, the Secretary of the Club Committee should ensure that they carry out the following activities:

#### **Before the Meeting:**

- Consult with the Chairperson on the order of business for the meeting, and the way in which it should be dealt with on the agenda. Decide what business requires discussion and what requires a decision by the Club.
- Ensure that the notice of the meeting is given, that suitable accommodation is arranged and confirmed and that copies of the agenda are prepared.
- Circulate to all members (a) any papers to be discussed at the upcoming meeting and (b) a copy of the agenda and minutes of the previous meeting.

#### **At the Meeting:**

- Arrive in good time before the meeting with the minutes and with all the relevant correspondence and business matters for that meeting, in good order. Record the names of those who are present, and convey and record apologies received from those who are absent.
- Read the minutes of the previous meeting.
- Report on action or matters arising from the previous minutes. Read any important correspondence that has been received.
- Take notes of the meeting, recording any key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out. Make sure action points are clear.
- Make sure that the Chairperson is supplied with all the necessary information for items on the agenda, and remind the Chairperson if an item has been overlooked.



## **BIDDULPH RUNNING CLUB**

### **SECRETARY**

#### **Role description & person specification**

The role of the Secretary is to support the chair in ensuring the smooth functioning of the Club. The Secretary's tasks include:

##### **Ensure responsible administration.**

- To prepare agendas in consultation with the Chair.
- To circulate agendas and any supporting papers in good time.
- To receive agenda items from other committee members.
- To minute meetings and circulate.
- To check that committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of the annual general meeting (AGM).
- To ensure up-to-date records are kept of committee membership.

##### **Make arrangements for meetings.**

- To ensure arrangements for meetings are met (arrange venue).

##### **Other duties:**

- Publication of seasonal newsletter (if required).
- Prepare an Annual Report for the AGM.

***Time commitment:*** The role of Secretary requires an estimated commitment of 2 hours per month.



## **BIDDULPH RUNNING CLUB**

### **TREASURER**

#### **What is the role of the Treasurer?**

The Treasurer has a watchdog role over all aspects of financial management of the Club, working closely with other committee members.

The following points outline the typical responsibilities of the Treasurer:

#### **General financial oversight.**

- Prepare and present accounts and financial statements to the Club committee.
- Liaise with committee members about financial matters where necessary.
- Ensure the appropriate financial systems and controls are in place.
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Ensure compliance with relevant legislation.
- Ensure proper records are kept.
- Ensure required insurances are in place.

#### **Funding.**

- Ensure any sales comply with relevant legislation and are bound by effective financial systems and controls.
- Ensure effective monitoring and reporting.

#### **Financial reporting.**

- Present regular reports for meetings on the Club's financial position.
- Prepare accounts for audit and liaising with the auditor as required.
- Present accounts at the AGM.
- Advise on the Club's reserves.

#### **Banking, book-keeping and record-keeping.**

- Manage bank accounts.
- Set up appropriate systems for book-keeping, payments, lodgements and petty cash.
- Ensure everyone handling money keeps proper records and documentation.



## **BIDDULPH RUNNING CLUB**

### **TREASURER**

#### **Role description & person specification**

The overall role of a Treasurer is to maintain an overview of the Club's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

#### **General financial oversight.**

- To oversee and present accounts and financial statements.
- To liaise with Club members about financial matters.
- To ensure that appropriate accounting procedures and controls are in place.
- To ensure compliance with relevant legislation.
- To ensure any recommendations of the auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

#### **Financial planning and reporting.**

- To present financial reports to the committee.
- To make a presentation of the accounts at the annual general meeting (AGM).
- To advise on the financial implications of the Club's plans.
- To advise on the fundraising status of the Club where required.

***Time commitment:*** The role of the Treasurer requires an estimated commitment of 2 hours per month.



## **BIDDULPH RUNNING CLUB**

### **MEMBERSHIP SECRETARY**

#### **Role description & person specification**

The role of the Membership Secretary is to maintain and administrate the membership database of all members.

#### **Responsibilities.**

- Keeping a record of members, including contact details and fees paid.
- Administration of the annual renewal of subscriptions, reminders to members when it's time to renew subscriptions if required.
- Registration of members with England Athletics.
- Ensure that proper records and fees are submitted to the Treasurer.

***Time commitment:*** The role of Membership Secretary requires an estimated commitment of 2 hours per month, increasing at membership renewal time to 3 hours per month.



## **BIDDULPH RUNNING CLUB**

### **WEBMEISTER**

#### **Role description & person specification**

The role of the Webmeister is to ensure that the Club's webpage is kept up to date.

#### **Responsibilities.**

- Together with the Club Treasurer, secure and maintain Club ownership of the Club's website name (URL).
- Ensure website hosting space rental is maintained as efficiently and as cost effectively as possible.
- Design, build and maintain a web site to enable users easily to find the information to which they may need access.
- To receive, format and upload changing Club information for it to be available to Club members.
- Regularly to back up the website for archive purposes.
- Report to the Committee on website statistics including numbers of visitors per month and pages most frequently visited.
- To answer or forward to Club personnel as appropriate enquiries received via the Club's email address.

***Time commitment:*** The role of Webmeister requires an estimated commitment of 8 hours per month.





## **BIDDULPH RUNNING CLUB**

### **SOCIAL SECRETARY**

#### **Role description & person specification**

The role of the Social Secretary is to organise social events for the Club.

#### **Responsibilities.**

- Oversee all Club social activities.
- Help to encourage new members into the Club.
- Motivate and promote social events.
- Attend Committee meetings and report progress of planned social activities.
- Organise monthly Club social evenings and 'Christmas' party.
- Help to organise the 'Cop to Cloud' social Christmas run.

***Time commitment:*** The role of the Social Secretary requires an estimated commitment of 2 hours per month.



## **BIDDULPH RUNNING CLUB**

### **PUBLICITY OFFICER**

#### **Role description & person specification**

The role of the Publicity Officer is to write regular reports relating to Club activities or club members and submit these to the local press for publication.

#### **Responsibilities.**

- Ensure that the Club and its activities are well publicised and receive appropriate press exposure.
- Ensure the Twitter and Facebook accounts are updated.

***Time commitment:*** The role of Publicity Officer requires an estimated commitment of 2 hours per month.



## **BIDDULPH RUNNING CLUB**

### **CLUB KIT & MERCHANDISE CO-ORDINATOR**

#### **Role description & person specification**

The role of the co-ordinator is to help promote the profile of the Club identity at races and during Club runs.

#### **Responsibilities.**

- To source and sell Club kit and other branded items to Club members as required.
- Promotion of Club kit to members, especially new members.
- Respond to requests for Club kit via email, website or Facebook messaging.
- Stock to be held.
- Records to be kept of all items purchased.
- Monies to be collected and paid to the Treasurer.
- Attendance at Committee meetings.

***Time commitment:*** The role of the Club kit and Merchandise Co-ordinator requires an estimated commitment of 4 hours per month.



## **BIDDULPH RUNNING CLUB**

### **RESULTS/CLUB CHAMPIONSHIP CO-ORDINATOR**

#### **Role description & person specification**

The role of the Results/Club Championship Co-ordinator is to ensure that results of Club championship races are kept maintained throughout the year.

#### **Responsibilities.**

- Ensure that results from designated races are gathered and age-related scores calculated.
- Update the spreadsheet with new scores.
- Submit updated records regularly to the Webmeister for publication on the Club website.
- Advise the Club Chairperson of the names of the winners in each category at the end of the season.

***Time commitment:*** The role of Results/Club Championship Co-ordinator requires an estimated commitment of 2 hours per month.



## **BIDDULPH RUNNING CLUB**

### **AUDITOR**

#### **Role description & person specification**

- The role of the Auditor is to check the financial records of the Club. The purpose is to find errors and oversee general accounting and ensure that all fees match what was provided. This is an annual task, but as a Committee Member the Auditor is still required at Committee Meetings. The Auditor reports back any findings and recommendations to the Treasurer in good time for the Annual General Meeting.

***Time commitment:*** The role of the Auditor requires an estimated commitment of 4 hours per annum.



## **BIDDULPH RUNNING CLUB**

### **COMMITTEE MEMBER**

#### **Role description & person specification**

- Committee members should attend meetings and take part in decision making as required. They should inform the Club Secretary in advance of any meetings that they cannot attend. They should represent the best interests of the Club members at Committee meetings.
- Committee members should aim to increase awareness of club activities amongst Club members, promote club events and encourage Club members to get involved in club activities.
- Committee members should become actively involved in the organising of club activities and take on specific tasks to assist the Committee in fulfilling its Club role (eg leading a group or supervising the whiteboard).

***Time commitment:*** The role of Committee Member requires an estimated commitment of 1 hour per month.