

## Hazlemere Runners

# Club Committee - Terms of Reference

Approved by:

Chair <*e-Signed*>

Secretary <*e-Signed*>

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1. The management of Hazlemere Runners is led by the volunteer committee, whose role is to maintain the long term viability of the club. The composition of the committee is set out in the Club Constitution.
  
2. The Committee remains accountable to the members for all club activities, but has delegated the delivery of certain committee management responsibilities to a Senior Run Leader. The Senior Run Leader role also sits on the committee, to ensure that club management remains joined up and integrated.
  
3. **Chair**
  - a. Provide overall management direction for the club.
  - b. Resolve issues and manages risks.
  - c. Management of contracts.
  - d. External stakeholder management.
  - e. Management of the AGM and any EGM.
  - f. Chair meetings.
  - g. Act as a spokesperson for the club.

- h. Organise any subcommittee as required.

#### 4. **Club Secretary**

- a. Set up committee meetings.
- b. Set up AGM and EGM's (bookings, agendas, papers).
- c. Minutes all committee and club meetings.
- d. Publish minutes (redacted as necessary) from Committee meetings, AGMs and EGMs for the membership.
- e. Coordinate the management and updates of all club policies.
- f. Collate and publish the internal club forecast of events (local races, club meetings and events, including the Couch to 5k).
- g. Keep equipment records (working with the Treasurer).
- h. Support management of the London Marathon (and any other race) Ballot, working with the Membership Secretary.
- i. Club DBS verification officer.

#### 5. **Treasurer**

- a. Draws up an annual Budget.
- b. Control costs.
- c. Purchase equipment to support club events and for the promotion of the club.
- d. Conduct club financial transactions.
- e. Maintains club bank account(s), producing reports as necessary.
- f. Present club accounts to the Club AGM or EGM as necessary.
- g. Arrange for the review of club accounts by club official
- h. Lead on the generation of additional club income, including grants, donations and sponsorship.
- i. Maintain affiliation to England Athletics (working with Membership Officer).
- j. Maintain property account and records (working with the Secretary).

**6. Senior Run Leader**

- a. Represent the views and requirements of the run leaders & coaches to the club committee.
- b. Coordinate the delivery of Couch to 5k and other club running development courses.
- c. Ensure the club has sufficient qualified LiRF, and CiRF members to support club training, working with the Treasurer to allocate club funding.
- d. Coordinate club runs and the availability of Run Leaders.
- e. Manage any issues associated with club runs and groups.
- f. Ensure that club runs meet the expected club standards for pace, safety etc.

**7. Members Representative**

- a. Act as a spokesperson for the club members.
- b. Ensure any issues are voiced to the committee.
- c. Mediate any disputes between members as necessary.

**8. Welfare Officer**

- a. Report Serious Safeguarding concerns to the UK Athletics Lead Safeguarding Officer.
- b. Report criminal issues to the England Athletics Club Compliance Manager, and Police.
- c. Report urgent matters, as appropriate, to the local Childrens' Services or Police.
- d. Manage or other or less serious welfare issues, ideally using mediation, to help resolve the issue.
- e. Ensure the Welfare Policy set out by UK Athletics and the guidance from England Athletics are implemented by the club to safeguard the membership.
- f. Organise the Club Welfare Committee and any other sub-committee as required.
- g. Work with the Assistant Welfare Officer.

## 9. **Membership Secretary**

- a. Manage and approve membership enquiries and applications.
- b. Send out the membership renewals reminder.
- c. Set the renewals deadline date and monitor renewal numbers (working with the Treasurer).
- d. Maintain the Facebook Hazlemere Runners members group - accurate to Love Admin member records.
- e. Signpost new members to club policy documents.
- f. Record and manage England Athletics registrations.
- g. Keep the committee aware of England Athletics developments and policy changes.
- h. Ensure the club applies for its allocation of one or more London Marathon places through the British athletics scheme.
- i. Manage the London Marathon (or any other race) Ballot.
- j. Liaise with the Chair/Secretary on any matters of finance.
- k. Organise affiliation to England Athletics (working with the Treasurer).