Hazlemere Runners

Club Committee - Terms of Reference

Version History

Version	Description	Date	Author	Approver
V0.1	Previous version as adopted by 2026 Committee	18/07/26	Previous Committees	Previous Committees
V1.0	Approved by Committee – final version	03/08/2026	Hazlemere Runners Committee	Co-Chairs: Richard Woodhead / Dan Shawcross Secretary: Phoebe Lamb

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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 and its races. 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 - wholesale - to a Senior Run Leader and the Race Director. Both of these roles also sit on the committee, to ensure that club management remains joined up and integrated.

3. **Co-Chairs**

   a. Provide overall management direction for the club.
   b. Resolve issues and manage 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.

i. Club DBS verification officers.

4. Club Secretary

a. Sets up committee meetings.

b. Sets up AGM and EGM's (bookings, agendas, papers).

c. Minutes all committee and club meetings.

d. Publishes minutes (redacted as necessary) from Committee meetings, AGMs and EGMs for the membership.

e. Coordinates the management and updates of all club policies.

f. Collates and publishes the internal club forecast of events (local races, club meetings and events, including the Couch to 5k).

g. Keeps equipment records (working with the Treasurer).

h. Supports management of the London Marathon (and any other race) Ballot, working with the Membership Secretary.

i. Club DBS verification officer.

j. Organise any subcommittee as required.

5. Treasurer

a. Draws up an annual Budget in order to:

b. Grow revenue.

c. Control costs.

d. Invest in club growth.

e. Turn an in year profit.

f. Receive and handle all payments.

g. Maintains club bank account(s), producing reports as necessary.

h. Presents club accounts to the Club AGM or EGM as necessary.

i. Arranges independent reviews of club accounts.

j. Arranges payments, including club and individual EA subscriptions.
k. Manages club and race bank account(s).
l. Leads the generation of additional club income, including grants, donations and sponsorship.
m. Maintains affiliation to England Athletics (Works with Membership Officer).
n. Keeps equipment records (working with the Secretary).
o. Organise any subcommittee as required.

6. **Race Director**

a. Deliver at least one race per year, within budget, that delivers a profit back to Hazlemere Runners.
b. Build the race management manual / play-book.
c. Identify lessons and incorporate them into the race management manual / play-book.
d. Lead for race social media and race website content.
e. Maintains running risk registers.
f. Organise the race sub-committee as required.

7. **Senior Run Leader**

a. Represent the views and requirements of the run leaders & coaches to the club committee.
b. Deliver at least one couch to 5k in a financial year.
c. Deliver at least one 5k to 10k in a financial year.
d. Increase the number of members with LiRF, CiRF and Guide Runner qualifications, working with the Treasurer to allocate sufficient club funding.
e. Coordinating club runs and the availability of Run Leaders.
f. Manage any issues associated with club runs and groups.
g. Ensure that club runs meet the expected club standards for pace, safety etc.
h. Organise any subcommittee as required.

8. **Members Representative**

a. Acts as a spokesperson for the club members.
b. Ensures any issues are voiced to the committee.
c. Mediate any disputes between members as necessary.
d. Organise any subcommittee as required.

9. **Welfare Officer**

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

10. **Membership Secretary**

a. Manages and approves membership enquiries and applications.
b. Sends out the membership renewals reminder.
c. Set a renewals deadline date and monitors renewal numbers (Works with Treasurer).
d. Maintains the Facebook Hazlemere Runners members group - accurate to Coacha member records.
e. Maintain a welcome pack for new members.
f. Record and manage England Athletics registrations.
g. Keeping the committee aware of England Athletics developments and policy changes.
h. Ensuring our LM place is properly received.

i. Manages the London Marathon (or any other race) Ballot, working with the secretary for support.

j. To liaise with the Co-Chairs / Secretary on any matters of finance.

k. Organise affiliation to England Athletics (Works with Treasurer).

l. Organise any subcommittee as required.