Hazlemere Runners

Club Sub-Committees

Version History

Version	Description	Date	Author	Approver
V0.1	Draft version for Committee review	18/07/26	Dan Shawcross	
V0.2	Includes resignation and quorum	04/08/26	Dan Shawcross	
V1.0	Approved by Committee – final version	03/08/2026	Hazlemere Runners Committee	Co-Chairs: Richard Woodhead / Dan Shawcross Secretary: Phoebe Lamb

Introduction

As per clause 18.4 of the Hazlemere Runners Club Constitution Committee "may delegate to any person, company or sub-committee any of its powers or functions, the implementation of any of its decisions or the day-to-day management of the affairs of the Club.

This document details the sub-committees in existence together with recording the purpose, the membership and the rules for eligibility of membership and the population of the sub-committee.

Current sub-committees

Hazlemere Runners Summer Series sub-committee	
Responsibilities	All tasks associated with organising HR's membership of and participation in the Summer Series event All tasks associated with organising and running the HR hosted 5k event
Sub-committee Members	Committee: Richard Woodhead, Co-Chair Co-opted: Alun Jones, Katrina Rints, Keir Ayling, Emily Moloney
Point of Contact (Expressions of Interest)	Richard Woodhead, Co-Chai

Hazlemere Runners Cross Country League sub-committee	
Responsibilities	All tasks associated with organising HR's membership of and participation in the Cross Country League events
Sub-committee Members	Committee: Richard Woodhead, Co-Chair Co-opted: Katrina Rints
Point of Contact (Expressions of Interest)	Richard Woodhead, Co-Chair

Hazlemere Runners Social sub-committee	
Responsibilities	Identifying opportunities for 'all-club' social events and managing the organisation of these, including opportunities that promote the club externally
Sub-committee Members	Committee: Simone Calleja, Members Representative Co-opted: Matthew Simpson, Katharine Tompson, Tim Price
Point of Contact (Expressions of Interest)	Simone Calleja, Members Representative

Why the Committee decides sub-committee structure

Under clause 18.4 of the Constitution, the Committee may delegate any of its powers or functions to a sub-committee "by such means, to such an extent, in relation to such matters or areas and on such terms as they may determine". In practice this means the Committee – not the wider membership – decides when a sub-committee is needed, what it covers, who sits on it, and when it is wound up.

The Committee exercises this discretion so it can match the club's changing needs, and members' skills and availability, to the workload – rather than being locked into a fixed structure. The purpose of this document is to make that structure visible to all members, not to suggest there is no route for members to shape it (see "Expressing interest" below).

Review of sub-committees

The Committee will review this list of sub-committees at least once a year, normally around the AGM, to confirm whether each is still needed, whether its remit should change, and whether a new sub-committee should be created. This document will be updated and made available to members whenever the structure changes.

Expressing interest in joining a sub-committee

Any member who would like to be considered for a sub-committee – whether one listed here or a new one they think the club needs – should let the Committee know in writing by email at hazlemererunners@hotmail.com, stating which area interests them and any relevant skills, experience or availability.

Expressions of interest are kept on file and considered by the Committee whenever a vacancy arises, and as part of the annual review, alongside the practical needs of each sub-committee (skills required, time commitment, and the size of the existing team). The Committee will let members know the outcome of their expression of interest.

Not every expression of interest can be taken up immediately, and sub-committee composition remains a Committee decision under clause 18.4. But no member should be left wondering whether their interest has been seen or considered.

Sub-committee composition, exit and continuity

The following rules govern how sub-committees are staffed and what happens when membership changes:

1. A co-opted (non-Committee) member may leave a sub-committee at any time, by notifying the sub-committee's Point of Contact or the Secretary.
2. A sub-committee must be formed of at least one Committee member and at least one other (co-opted) member. A sub-committee cannot operate with fewer than this minimum; if numbers fall below it, the sub-committee is suspended until the Committee appoints replacements.

3. If the Committee member representing a sub-committee resigns, their replacement in that Committee role will take over responsibility for the sub-committee, unless the Committee determines otherwise.

Accountability

Sub-committees report back to the full Committee, usually through the Committee member sitting on that sub-committee, and a record of their key decisions is kept in line with clause 26.3 of the Constitution. Co-opted sub-committee members who are not Officers remain bound by the Club's conduct expectations and the disqualification provisions at clause 23.2, and the conflicts of interest principles at clause 22 apply to them in the same way as to Committee members.