

Committee Members - Roles

Chairman

Chair the monthly management committee meetings and AGM; provide the chairman's report at the AGM

Have the casting vote in meetings if a majority isn't reached

Act as an escalation point for any club matters that need escalating

Where able, to attend and represent the club at meetings and other functions organised by governing and other affiliated organisations

Liaise with committee and other members to ensure that the agreed actions are undertaken within the required timescales

Vice-chairman

To support the Chairman in day to day matters regarding the running of the club. Has traditionally been a very "hands on" role, taken by people already well involved in the club and so well aware of ongoing club matters.

President

An honorary role, usually bestowed in recognition of an individual's work for the club over a number of years.

Secretary

To support the Chair in ensuring the smooth functioning of the Management Committee.

Ensuring monthly committee meetings and AGM are effectively organised and minuted.

Maintaining effective records and administration.

Treasurer

To act as custodian of the club finances, advising on income, expenditure and funds available, by preparing an annual budget and monthly summary of accounts for the committee.

To raise invoices for amounts due to the club and to pay invoices / amounts owed by the club.

To prepare an annual account summary and arrange an annual audit of the accounts.

To provide financial records for the auditor eg:

* Monthly bank statements, cross-referenced to payment and income records

- * Committee meeting minutes, highlighted to show where key financial decisions are made
- * Stock records for club kit
- * Membership information cross-checked versus membership income
- * Training fees collected cross-checked versus records of attendance

Media Officer

To publicise matters of interest and importance to club members, via various forms of social media, particularly Facebook and Twitter. To get information out quickly and clearly as required, eg during closure of the EPSV track in bad weather.

Membership Officer

To deal with all matters concerning membership, including sending out reminder emails for membership renewals, answering queries about membership, and liaising with the club's membership database provider and governing authorities.

Facilities Officer

Monitor condition of athletics facilities and equipment at the EPLSV site, including the athletics track/ infield and surrounding areas, in order to provide suitable and safe conditions both for training and competition, in compliance with legal requirements.

Audit, maintain, repair and, where necessary, re-order new training equipment owned by the club and stored in the trackside containers or EPSLV sports halls and gymnasium

Carry out quarterly inspections of track and field areas, producing a written report to EPLSV management team (Brio) for them to maintain the facilities.

Oversee setup and removal of equipment at training and athletics competitions at EPSLV, in cooperation with Brio.

Liaise with Brio local/ athletics authorities and WCAC coaches and athletes regarding:

- Planned/ required maintenance of the facilities and equipment
- No access to the facilities due to bad weather, maintenance work or other events.
- Faults found as a result of either quarterly or ad hoc inspections of facilities and equipment; inform immediately where these may cause health and safety problems

Act as an "emergency" key holder for the athletics track area for both Brio and WCAC.

Attend meetings with WCAC committee, Brio, CWACC or UKA representatives, to sort out issues with any of the facilities, equipment, competitions or maintenance.

Track and Field Officer

Promote and advise on track and field athletics, both within and outside the club

Publicise and help organise participation in league and championship events, both indoors and out.

Provide support for track and field coaches and team managers

Organise club events, eg the annual West Cheshire AC Schools Track and Field Cup

Provide a link between the club and local schools, Chester University and Cheshire South and West College

Road Running Officer

Oversee road running activities at the club

Provide focal point for road running, eg handle enquiries relating to road running

Guide direction of the club in relation to road running

Represent road runners at club committee meetings, and report road running activity there

Represent club (or seek support from others to do so) at external meetings, eg league AGMs

Encourage participation in road running within the club by promoting events via email, social media, club newsletter

Liaise with and support the road race organising committee as appropriate

Succession-planning and/or support/ arrange handover for this role

Cross-country Officer

To encourage and support members to take part in cross-country events.

To represent the club on cross-country matters, particularly regarding the leagues and championships to which the club is affiliated.

To encourage parents and helpers to be more involved on race days, eg in handing out race numbers and collecting finishing position details for processing of results.