**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | Co-chairperson[[1]](#footnote-1) (X2) |
| **RESPONSIBLE TO** | CLUB COMMITTEE |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities:

* Support the efficient running of the club
* Co-chairing regular committee meetings and the Annual General Meetings (AGM)
* Helping others to understand their roles and responsibilities
* Recruiting new committee members, taking into consideration skills, experience and diversity
* Communicating with various members within the club
* Being actively involved in creating and following a Club Development Plan
* Representing the club at local and regional events
* Assist the club to fulfill its responsibilities to safeguard members at club level
* Ensuring an understanding of the legal responsibilities of the club to which the Club complies
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
* Get to know all club volunteers and potential volunteers and be their main contact
* Ensure that all volunteers know what they are doing
* Supervise and oversee the role of other volunteers, including their paperwork

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | CLUB TREASURER[[2]](#footnote-2) |
| **RESPONSIBLE TO** | CLUB COMMITTEE |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Managing the club’s income and expenditure in accordance with club rules
* Producing an end of year financial report
* Identifying a suitable individual to independently review the annual accounts
* Regularly reporting back to the club committee on all financial matters
* Efficient payment of invoices and bills
* Proposing amendments to annual and weekly subscriptions as appropriate
* Depositing cash and cheques that the club receives
* Keeping up to date financial records
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | CLUB SECRETARY[[3]](#footnote-3) |
| **RESPONSIBLE TO** | CLUB COMMITTEE |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Being the first point of contact for club enquiries
* Organising and attending key meetings (including Annual General Meetings)
* Taking and distributing minutes
* Delegating tasks to club members
* Dealing with correspondence
* Attending to affiliations
* Ensuring insurance is up to date and relevant
* Maintaining up to date records and reference files
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | MEMBERSHIP OFFICER[[4]](#footnote-4) |
| **RESPONSIBLE TO** | CLUB SECRETARY |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Keep club database up to date with list of contact names addresses and phone numbers of current members.
* To deal with new/current membership queries.
* To administer new/renewing members details and file away.
* Forward on all registrations to appropriate county/territorial/ national bodies.
* To bring to the attention of team managers members to whom monies are outstanding
* Circulate to members via mail out/notice boards of upcoming events, club based and nationwide.
* Circulate to committee members event applications for upcoming events club based and nationwide.

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | SOCIAL SECRETARY[[5]](#footnote-5) |
| **RESPONSIBLE TO** | CHAIR |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Being responsible for social events for the club throughout the season.
* Provide networking and meeting opportunities for members to meet away from running and racing.
* Assess health and safety of proposed locations and venues for socials.
* Promote social events using the Club’s website and social media channels.
* Coordinate with committee members to ensure adequate funds to support social activities.
* To attend all club meetings as required and appropriate.
* To inform the Management committee in advance of any meetings that cannot be attended.

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | RACE SECRETARY[[6]](#footnote-6) |
| **RESPONSIBLE TO** | CHAIR |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Ensure all members of team are informed of training arrangements
* Inform the team of travel and meeting arrangements for home and away races
* Work with the coaches to recruit players and athletes to represent the club
* Encourage players to conduct themselves in a professional manner and represent the club with pride at all times
* Ensure that players/athletes do not bring the sport into disrepute
* Liaise with coaches regarding logistics and kit arrangements for competitions
* Deal with team/athlete entry into competitions
* Attend committee meetings as appropriate
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | COMMUNICATIONS & MARKETING OFFICER[[7]](#footnote-7) |
| **RESPONSIBLE TO** | CHAIR |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Assist the club to fulfil its development and recruitment plan
* Update and support social medial channels and ensure online content is aligned with club’s values.
* Build the FrontRunners identity, awareness and value and reach key stakeholders within the LGBT and running communities. This may include developing marketing materials, networking activities, supporting events and programs, and press releases.
* Support external communications and coordinate messages across various channels.
* Support maintenance of the club’s website, encourage members to create content (e.g. race reports and newsletters)
* Support with consultation with members ahead of club development and gain feedback on club activities.
* To attend all club meetings as required and appropriate.
* To inform the Management committee in advance of any meetings that cannot be attended.

**Brighton & Hove FrontRunners Committee Roles & Responsibilities DRAFT**

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| **RoLE** | WELFARE OFFICER[[8]](#footnote-8) |
| **RESPONSIBLE TO** | CLUB COMMITTEE |
| **NAME OF VOLUNTEER** |  |
| **EMAIL** |  |
| **PHONE NUMBER** |  |
| **bANK SIGNATORY?** |  |
| **DATE ELECTED** |  |
| **DATE END OF TENURE** |  |

Typical Responsibilities

* Assist the club to fulfil its responsibilities to safeguard vulnerable adults at club level
* Assist the club to implement its safeguarding vulnerable adults plan at club level
* The first point of contact for everyone where concerns about a vulnerable adults welfare, poor practice or abuse are identified
* Implement the club’s reporting and recording procedures
* Maintain contact details for the local children’s and vulnerable adults social care department, the police and local safeguarding children & adults board
* Promote the club’s best practice guidance/code of conducts within the club
* Represent welfare on the club’s management committee
* Ensure adherence to the club’s safeguarding training
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice
* Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
* Ensure that all club helpers/officers/coaches complete a volunteer recruitment form.
* Send a copy of any such forms to UKA/Home Country on request.
* Receive and advise on reports or disclosures from club member.
* Work with UKA and partners when requested to ensure DBS process is in place.
* Initiate action, ensuring that all appropriate persons have been contacted.
* Inform the UKA/Home Country Welfare Officer of any cases of misconduct that may involve child abuse.
* Maintain up to date knowledge of welfare and child protection issues with support from UKA/Home Country.
* Refer all media enquiries about suspected or reported abuse or poor practice to UKA/Home Country.
* To attend all club meetings as required and appropriate.
* To inform the Management committee in advance of any meetings that cannot be attended.

1. Taken from Sport England Matters [↑](#footnote-ref-1)
2. Taken from Sport England Matters [↑](#footnote-ref-2)
3. Taken from Sport England Matters [↑](#footnote-ref-3)
4. Taken from UK Athletics [↑](#footnote-ref-4)
5. Taken from UK Athletics [↑](#footnote-ref-5)
6. Taken from Sport England Matters [↑](#footnote-ref-6)
7. Taken from other club descriptions [↑](#footnote-ref-7)
8. Taken from Sport England Matters & UK Athletics [↑](#footnote-ref-8)