

HI Runners Roles of the Committee

HI Runners is an inclusive running club where we believe in all our members regardless of ability. All sessions should be accessible to everyone.

As a committee member it is understood that club meetings take place regularly on a Wednesday evening. Emergency meetings will be called should they be required. Attendance is required at meetings and the role is not appropriate for someone unable to attend, in general, or commit to the meeting time as a general rule. Committee members will try to attend meetings where possible, but the club understands there can be limitations to this from time to time. If an individual is unable to make meetings on a regular basis they should consider whether to stand for a given role. If an individual is unable to attend a meeting they will send apologies to the club secretary and chairperson in advance.

HI Runners committee is proactive and we require our committee members to have presence at various sessions within the club. At the time of the document being produced the club has 3 interval based sessions along with various club runs and unofficial regular meets within a given week. The club also has a closed group Facebook page for members only. Although session attendance isn't a requirement across all the sessions, it is desired that the Run Leaders/coaching team have a good understanding across the membership and most importantly be visible (Facebook, social runs, club sessions) so that members have an opportunity to know who they are.

HI Runners is about people and is bigger than any one person or one person's training. It is a community, it is about lifelong friends being made, past, present and future. Committee members should want this approach to be shared and always put this across in all sessions and club events/runs. The Committee are expected to be supportive of all official club business, such as the Hockey's 5k League and the Strength & Conditioning For Runners sessions.

Chairperson

Ideally you'll need to be:

- Experienced in leading / managing a team
- Confident and good at communicating
- Diplomatic and discreet
- Passionate about the club and its ethos
- Well-organised
- Will have held the Vice Chair role for a minimum of two years prior to appointment

What you will do:

- Oversee all aspects of the club
- Form a team around you so that all committee positions are filled
- Provide leadership to your team on all aspects of the club from training, welfare and social activities

- Chair committee meetings, emergency committee meetings and special/annual general meetings
- Ensure that the club is able to adapt to meet the needs of the members
- Lead the creation of the club development plans
- Prepare the annual general report with the support of the club secretary
- Ensure an inclusive approach throughout to ensure no one individual or group is discriminated against

Club Secretary:

Ideally you'll need to be:

- Enthusiastic with a good knowledge of the club and people within it
- Be an excellent communicator with good verbal, written and IT skills
- Have good administration skills, including word-processing and minute-taking
- Have excellent organisational skills
- Have the ability to maintain confidentiality
- Have the ability to work in partnership with others, both inside and outside the club
- Have the confidence to represent the club at external meetings

What you will do:

- Provide a central point of contact for England Athletics administration, information and communication as well as third party associates and external organisations
- Act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications
- Deal with the day-to-day running of the club including all internal and external
- correspondence
- Ensure that the Club is registered with Race Organisers
- Organise committee meetings (Wednesday evenings) and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- Liaise with other club committee members to ensure all appropriate administration is in place
- Have a knowledge and understanding of the roles and responsibilities of other club committee members
- Ensure that the Club is registered with England Athletics
- Ensure that the Club adheres to the England Athletics rules and guidelines and alerts the Club Committee of changes that require review
- Ensure the Club Entries (London Marathon club ballot for example) are in place and secured

Welfare officer:

A supportive and positive environment in which our members can enjoy running safely is vital. You'll provide leadership in the safeguarding for all, in particular vulnerable adults within the club and act as a key point of contact for anyone needing support or guidance. You will

also need to maintain relationships with the UK Athletics welfare team. You'll report to the club committee.

Ideally you'll need to be:

- Empathetic and most importantly approachable
- Objective but understanding
- Attentive to detail
- Resilient and determined
- Rational and not quick to jump to conclusions
- Past experience or professional day to day experience with welfare circumstances

What you will do:

- Implement the clubs Welfare Policy and Procedures
- Make sure everyone understands the UKA or England Athletics Accredited Clubs (Clubmark) Codes of Conduct
- Be visible and approachable to all club members and post your contact details on club notice boards, the club website, in the club welcome pack, Facebook
- Ensure that all safeguarding issues and incidents are reported promptly to UKA

Club Treasurer:

Ideally you'll need to be:

- Enthusiastic with a good knowledge of the club and its financial position
- Have a financial background and good knowledge of managing and producing accounts
- Have a knowledge of using and producing accounting spreadsheets or other accounting systems
- Be reliable and honest
- Have a knowledge of various banking systems such as direct debit

What you will do:

- Oversee the club accounts
- Produce and manage the club's accounts and finances and be responsible for all income and expenditure for the club
- Report to the Club Chairperson and Club Secretary at all times
- Be responsible for all club finances by ensuring adequate accounts and records exist
- Plan the annual budget in agreement with the club committee and monitor throughout the year
- Provide up to date current account information at the Club Committee Meetings
- Prepare end-of-year accounts and present to the Independent Reviewer, Committee and AGM
- Ensure that all funds are used appropriately and banked promptly

- To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- To maintain up-to-date records of all transactions and records of income and expenditure

Membership Secretary:

A community club is nothing without its members. That's why this role is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

Ideally you'll need to be:

- Well organised
- Friendly and approachable
- Have good attention to detail
- Good with numbers
- Have an understanding of Facebook and Strava
- IT literate (especially in the use of Excel and/or databases).

What you will do:

- Manage everything to do with memberships, including types, subscriptions and renewals
- Take the lead on promoting new membership
- Keep the membership database up to date
- Ensure membership fees are paid and records kept
- Send information and fees for registered members to England Athletics
- Provide the Committee with information on members
- Ensure any medical conditions that have been raised through membership forms are passed on to Run Leaders on a need to know basis
- Manage the private Facebook Group and Strava Club Group to contain members only or agreed circumstances
- Ensure any disabled members that have provided information through membership forms have the opportunity to discuss additional support and information is passed on to relevant Run Leaders on a need to know basis if appropriate

DBS Verifier:

Ideally you'll need to be:

- Objective but understanding
- Attentive to detail
- Resilient and determined
- Rational and not quick to jump to conclusions

What you will do:

- Verify all Run Leaders and coaching team members are up to date with a DBS check

- Report to the club committee
- Implement the DBS verification process
- Make sure everyone who needs to has an up to date DBS and liaise with the club secretary, head coach, and chairperson to ensure there is no gap between DBS dates
- Be visible and approachable to all club members and introduce yourself to all current run leaders and coaching team members

Mental Health and Wellbeing Coordinator:

As a club we accept that health encompasses more than just the physical. This coordinator will work with the other mental health champions to promote mental health and well-being benefits of being part of our running club.

Ideally you'll need to be:

- A good listener
- Friendly and approachable
- Diplomatic and discrete
- Have the ability to work in partnership with others
- Enthusiastic with a good knowledge of the club and the people within it

What you will do:

- Coordinate the activities of the mental health champions within the club
- Meet with the other mental health champions to coordinate activities
- Promote conversations about mental health and seek to reduce the stigma surrounding mental health in the club.
- Raise awareness of mental health and well-being issues through social media posts and #runandtalk runs
- Ensure members are aware of where they may seek assistance for mental health problems
- Remain up to date with the #runandtalk initiatives from UKA

Kit coordinator:

Ideally you'll need to be:

- Organised
- Strong communication skills
- Knowledge of kit/equipment required

What you will do:

- Liaise with suppliers to source kit
- Liaise with Membership Secretary to manage orders
- Liaise with Treasurer to ensure payments have been received prior to issuing kit

- Maintain database of kit issued
- Issue kit in a timely fashion
- Identify new options for kit/merchandise
- Ensure race kit is approved by and registered with England Athletics

Fixture Secretary:

Ideally you'll need to be:

- Well organised
- Friendly and approachable
- Believe in inclusivity
- Have good attention to detail
- Be objective in perspectives of others

What you will do:

- Manage an annual suggested fixture list with events ranging from 5k – ultra marathon
- Take the lead on promoting weekly fixtures via social media
- Keep the fixture list up to date
- Ensure all members are aware and have access to a document with a variety of inclusive and competitive fixtures
- Attend and represent the club at meetings regarding fixtures
- Take responsibility of the Hockey's 5K admin and logistics – creating a supportive and inclusive atmosphere leading up to events and at events
- Find an event, such as Grimreaper and Equinox where the club can all attend as a whole each year – create a legacy around this type of event like we have for Grimreaper
- Provide the Committee with information on fixtures and events

Social Secretary

This is a relatively new role to the club and therefore roles and responsibilities may evolve over time. The Social Secretary is responsible for organising and promoting social activities within the club. This includes leading the Social Sub-Committee in order to plan a varied programme of fun social events, that will have wide appeal across the Club membership. Social events can be varied, and may or may not include a run, but will not include race fixtures which will come under the remit of the Club Fixtures Secretary. However, occasionally there may be some overlap for particular events, and this will require collaboration with the Fixtures Secretary.

Ideally you'll need to be:

- Creative, well organised, and able to plan and promote a wide range of social events
- Enthusiastic and fun
- Friendly and approachable
- Self-motivated with a strong belief in the Club

- A good communicator with strong interpersonal skills
- Able to work well within a small team
- A strong believer in inclusivity

What you will do:

- Lead the Social Sub-Committee - includes arranging regular planning meetings, writing up meeting notes, agreeing social events calendar, communication with Committee members between meetings as needed, recruiting new members to the Committee as required
- Plan meetings, activities and events well in advance
- Delegate activities to other Sub-Committee members as needed
- Promote social events to Club members on the HI Runners Facebook group, Club website, etc.
- Ensure the social calendar on the Club website is kept up to date
- Book venues, as required
- Work with other Club Committee members, for example the Club Treasurer, when budgeting for any future events
- Attend Club Committee meetings and report on any upcoming social events that may require input from Committee
- Work closely with the Club Fixtures Secretary, as needed