



ILKLEY HARRIERS

Committee Job Descriptions

Committee Member

- To promote and develop the Club.
- To attend the monthly meetings of the Committee.
- To be familiar with the activities of the Club; its Rules, Constitution, and procedures; and to advise Club members on these.
- To act as a point of contact for Club members to suggest ideas, raise issues, and report problems; and to communicate those to the Committee.
- To contribute to and maintain the Development Plan for the Club. To identify and develop ideas for further development actions.
- To take on specific Club development tasks as suited to the individual, working with other Committee members and co-opted Club members, and reporting back to the Committee.
- To vote for the Harriers of the Month (NB this vote is open to any non-Committee Club members also present at the meeting). Committee members carry a special responsibility to be aware of members' performances and contributions and to make nominations for HoM.
- To identify and encourage potential volunteer helpers amongst Club members.

Chairman

- To represent the Club to outside bodies and individuals, reporting contacts back to the Committee.
- To chair the monthly Committee meeting, the Annual General Meeting, and any Extraordinary General Meeting.
- To develop the Club through the actions of the Committee and co-opted ordinary Club members.
- To review progress annually against the Development Plan at the AGM, and to supervise the creation of a new Development Plan each year.
- To chair any dispute or disciplinary meeting, with the other Officers of the Committee and other Committee members as appropriate.
- To fulfil all the commitments of a Committee member.

Deputy Chairman

- To assist the Chairman in his duties and to stand in for the Chairman when the Chairman is

unavailable.

- To fulfil all the commitments of a Committee member.

Honorary Treasurer

- To process the day to day income and expenditure activity of the Club.
- To maintain the Club's accounts and financial records and prepare financial statements and budget forecasts.
- To draft the end of year accounts for review by the appointed Auditor.
- To propose at the AGM, on behalf of the Committee, the membership fees for the following membership year.
- To fulfil all the commitments of a Committee member.

Honorary Secretary

- To arrange the agendas, dates and venues for Committee meetings and the AGM and to arrange adequate publicity and notice.
- To prepare and distribute the minutes of Committee meetings and the AGM, and to finalise them.
- To call for and receive nominations for Committee positions for the AGM.
- To receive and distribute correspondence from outside bodies to Committee and Club members.
- To fulfil all the commitments of a Committee member.

Membership Secretary

- To maintain an accurate list of members of the Club and their membership status.
- To liaise with athletics authorities and ILT&SC and make available (only) the information they require and to keep that information up to date.
- To make available certain membership information to Club members where needed for Club administrative purposes and as agreed by the Committee.
- To keep membership data secure in accordance with the provisions of the Data Protection Act.
- To liaise with the Honorary Treasurer to ensure that subscriptions are correctly paid by members.
- To identify trends in membership, and any retention and recruitment issues. To report these to the Committee and to suggest means to resolve any issues.
- To identify and welcome new members.
- Currently, and under the current Constitution, the Membership Secretary is not necessarily a Committee member. But it is ideal if they are because their input is so important to Committee meetings and they are called on to implement some Committee plans and decisions.

Club Coordinator

This temporary post became defunct after the single Club Captain was replaced by 6 individual Captains.

Road/XC/Fell Captain

For each discipline road.xc/fell

- To maximise the Club's overall performance in that discipline, though not to the detriment of other disciplines.
- To encourage participation and to identify and help implement ways to improve the performance of Club members.
- To identify key competitions, and promote them and encourage attendance at them by articles in the various club media and directly to members.
- To identify relay events and make team entries, to coordinate the overall organisation of relay teams, and to nominate team 'leaders' if delegation is advantageous.
- To act as a point of contact for Club members, especially for new members, who have questions and issues or who need advice. To provide whatever support possible, or to refer the member to others for support.
- To report to the Committee on successes and issues each month; and to help the Committee resolve issues.
- To work with the other Captains to ensure that there is healthy participation in all disciplines and that members are encouraged to participate in as many disciplines as possible.
- To work with the other Captains to make the 'Captains Awards' at the annual Club presentations.

NB, by convention, and under the current Constitution, Captains are not necessarily Committee members. But it is useful if they are, because their input is so important to Committee meetings and they are called on to implement some Committee plans and decisions.