

CLUB ROLES

CHAIR

- To manage the committee and general meetings: to ensure that the committee runs effectively as a team and is able to manage the running of the club.
 - To conduct meetings in a manner that enables everyone to have their say and to move to a vote if necessary.
 - To ensure that decisions taken by the committee are carried out. Work with the Secretary in preparation of meeting agendas.
 - To complete the annual return to OSCR.
 - To represent the club and to promote the club to outside bodies, other clubs and to members.
 - Encourage and welcome all members of the club.
 - Ensure that the rules of the club and affiliated bodies are followed.
 - Ensure that the club has an appropriate up-to-date Constitution as well as other formal club documentation
 - Liaise with the Treasurer to ensure that any financial documents are ready for meetings and especially the AGM
-

SECRETARY

- To plan and organise committee meetings and general club meetings. Inform Committee / members of meetings as relevant. Prepare and distribute meeting agendas in conjunction with the Chairman.
 - In a timely manner, write and distribute meeting minutes and action plan of the meetings held.
 - To organise the AGM agenda, related papers and committee elections and to ensure the relevant papers are distributed in advance in accordance with the constitution
 - Keep 'safe' permanent records (electronic) of AGM and committee meeting minutes and to ensure that the club constitution is up to date (up to date version must be displayed on the clubs website) and in force.
 - Ensure that meeting minutes (general and annual) are uploaded onto the member's area of the clubs website, for transparency.
 - Receive and process club correspondence accordingly, acting as the central point for all club correspondence and liaising with outside organisations
 - Working with the Chair, ensure registration with Affiliated Bodies.
 - Apply for club places at the London Marathon.
-

TREASURER

- Signatory to the club's bank account (with Chairman) and key point of contact for RBS
 - Custodian for bank statements, bank security device etc.
 - Maintain a cash book, detailing all bank payments and receipts
 - Pay all bills on a timely basis via cheque, bank transfer etc, ensuring that all payments are supported by appropriate documentation (receipt etc)
 - Prepare financials for the AGM.
 - Produce an annual budget and monitoring it against actual performance throughout the year
 - Produce an end-of-year financial report, liaising with club auditor
-

CLUB CAPTAINS

- Encourage and welcome new members to the club
 - Encourage all members to participate in club events and other running related events.
 - Assist in organising teams to participate in district and national races for all levels/abilities
 - Maintain a motivating presence, in person (at training nights, events, socials etc.) and via social media (Facebook)
-

COMMITTEE MEMBERS

- To attend meetings of the committee (approximately 7 per year) plus AGM
- To contribute to the strategic direction of MRR
- To be committed to the vision, mission and values of MRR
- To keep informed of the activities of MRR and the wider issues that affect its work.
- To ensure the work of MRR is monitored and evaluated.
- To ensure MRR complies with its constitution.
- To ensure MRR keeps to the law, including charity law.
- To ensure MRR makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
- To ensure that risks to MRR and members are at an acceptable level and are effectively managed.

- To be accountable to the MRR membership.
-

WELFARE OFFICER

- Understanding of scottishathletics welfare policies.
 - Ensure all persons working within the club, are fully aware of what is required of them within appropriate scottishathletics guidelines.
 - Conduct the administrative work associated with the safe recruitment of coaches, volunteer helpers including identification checks for PVG applications.
 - Ensure all volunteers working with children and protected adults understand their responsibilities and obtain a PVG to work within the club.
 - Recognise and respond appropriately to breaches of codes of conduct and poor practice.
 - Be the first point of contact for coaches, helpers, parents, and athletes on any issues concerning welfare issues.
 - Advise the committee on matters of policy and procedures related to welfare and safe recruitment.
 - Ensure that all coaches have a relevant, up to date UKA Licence.
 - Ensure that all volunteers working with children and protected adults have a PVG linked to MRR and have completed appropriate safeguarding training.
 - Ensure that all welfare incidents are correctly recorded and reported in accordance with UKA and scottishathletics safeguarding procedures.
 - Ensure confidentiality is maintained and information is only shared on a strict 'need to know' basis.
-