

DURHAM CITY HARRIERS & A.C.
MANAGEMENT ROLES AND RESPONSIBILITIES



CHAIR

Chair committee meetings.

Chair AGM, EGM

Ensure the topics that are needed to be discussed are discussed, includes agreeing the meeting agenda.

Follow up to see that the actions agreed have been taken.

Lead in the development and implementation of the Development Strategy of the club, including the 3 year plan.

Ensure that the club conforms to the standards and rules as set by the Sports' Governing Body.

SECRETARY

Book committee meeting rooms and liaising with Graham Sports Centre staff.

Collect agenda items from committee members.

Produce agenda for meetings, in conjunction with advice from chair, and any other required documentation.

Receive and distribute in-coming correspondence including e-mails.

Be the point of contact for other organisations from the athletic community

Produce and send out club correspondence.

TREASURER

Record and process the financial transactions of the club.

Produce on a monthly basis the financial statements to the committee

Produce annual accounts, present them for audit, and present them to committee and at AGM.

Advise the committee on such items as subscription levels.

Forward to England Athletics the Registration Fees for competing athletes (applies if they have not paid their club subscription and registration fee directly to England Athletics).

WOMEN'S TRACK AND FIELD CAPTAIN

MEN'S TRACK AND FIELD CAPTAIN

WOMEN'S CROSS-COUNTRY CAPTAIN

MEN'S CROSS-COUNTRY CAPTAIN

ROAD CAPTAIN

The following description applies to all the captains.

For local, regional and national team events, for your discipline, co-ordinate the participation of the team in appropriate events.

Complete the appropriate administration tasks associated with the event requirements.

ROAD VICE CAPTAIN - Assist the Road Captain in achieving the above.

MEMBERSHIP SECRETARY.

Keep the membership list of the club, including England Athletics registration details.

Receive and record subscriptions. If they have not paid directly to England Athletics, but paid in cash or cheque directly to the club electronically inform the treasurer of the individual's subscription. Monies received for subscriptions are passed to the treasurer for processing into the club account.

Report to the committee any arrears and membership status.

MINUTE SECRETARY

To minute the business and decisions of the club committee.

Send minutes to the Chair to check for accuracy, prior to presentation at Committee

Present minutes for approval at the following committee meeting.

On approval distribute them to club members by e-mail using blind cc to maintain confidentiality of members' personal e-mail addresses.

PRESS (RESULTS) OFFICER

Regularly collating results of events at which club athletes attend and write a report for the local press, which is also posted on the club's website.

PUBLICITY OFFICER

Provide, when required by the committee such items as press releases and information on the club to the appropriate press outlet.

COACHING CO-ORDINATOR

Encourage coach development,

Recruitment of coaches and appropriate training opportunities

Represent the interests and needs of the club's coaches to the club committee

JUNIOR SECTION CO-ORDINATOR

Undertake training appropriate to the role, for example Safeguarding and Child Protection Training.

Facilitate general junior athletics queries

Be a key point of contact for new athletes, ensuring they go into age and development appropriate groups.

Oversee junior sessions, ensuring athletes receive a range of athletic experiences.

Attend club committee meetings to represent the junior section of the club.

Collate feedback from athletes, coaches and parent/carers and feedback to committee.

Act as the main point of contact for club coaches and helpers.

ATHLETICS NETWORK REPRESENTATIVE

Attend network meetings and feed into those meetings the club's need, requirements and support.

Feed back to committee opportunities and issues that are raised by the network.

WELFARE OFFICERS (1 MALE, 1 FEMALE)

Have the appropriate training and experience for the role.

Have a good understanding of the club's policies and procedures relating to welfare issues.

Be available for consultation by club members.

Advise club officers when required, on welfare issues.

COMMITTEE MEMBERS X 4

Attend committee meetings and contribute to the discussions and decision making of the committee.

Undertake ad hoc tasks if required

PRESIDENT

This is an honorary position and any active involvement in the running of the club is up to the individual in that position. Usually has contacts within the wider athletic community.

AUDITOR

Audit the annual accounts of the club. (This is an external position and must not be a member of the club)

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