

Role descriptions of the duties of Derby AC committee and voluntary helpers

The following descriptions of the duties and responsibilities of the holders of the various posts within the club are purposely brief, since the team and individuals adapt and modify their roles to suit their skills, time available and overall level of activities to be managed in running a busy club.

The descriptions aim to identify the key areas of responsibility.

The officers can have assistance from any other member(s) and create a sub-committee, but the officer is the main communications link within the club and the executive committee. Executive officers (marked with an *) can nominate an appropriate number of deputies and train them, with the aim that every important club function is sustainable, in the event of officers' absences and departures. This would not only satisfy the current demands of the club but also build in some succession planning for the future and reduce the workload per person.

Executive roles

President

- An ambassador, representing and protecting the best values and practices in the club
- Represents the club in other organisations and organises presentations
- Generally held by a long-standing member of the club with long experience in all aspects of the sport of athletics

Chair*

- Chairs all executive committee meetings
- Ensures that the club operates at every level on a sound legal, financial, sporting, social and managerial basis
- Adapts effectively and creatively to internal and external changes
- Represents the club in other organisations
- Is the official spokesperson for the club when communicating with the media or outside organisations

Administration Officer (Club Secretary)

- Initiates, coordinates, and manages the administration of the club when necessary and where a fellow officer is not directly involved
- Advises other officers and members on the application of the constitution
- Ensures that the business of the club is accurately recorded
- Notifies club members of the AGM or EGM
- May represent the club in other organisations

Treasurer*

- Oversees all financial transactions
- Oversees the club's financial viability
- Ensures that the club's business is recorded according to the best practices of accounting
- Attends committee meetings and presents the budget report
- Prepares the end-of-year accounts to present to the auditors and monitors the budget throughout the year
- May represent the club in other organisations

Membership Officer*

- Keeps an accurate record of the membership, collects subscriptions and donations
- Ensures members are registered with England Athletics
- Advises team managers and captains of the eligibility of members to compete
- Ensures new members adhere to UKA eligibility rules

Competitions Officer*

- Oversees the arrangements made by the club when hosting and presenting meetings
- Coordinates the overall club fixture list working with the various officers, captains and team managers
- Books track hire from Derby City Council
- Maintains contact with league and championship officials via the Officials Officer •
- Collects, distributes and applies information on the competition to members, captains and team managers
- Ensures the club's participation in selected events
- Responsible for the club's organisation of home fixtures

Coaching Officer*

- Keeps accurate records of club's coaches' qualifications
- Arranges and leads on coaches' education working with the executive committee
- Keeps up to date with the coaching world and ensures the club's coaches are kept up to date
- Ensures the application and development of the club's coaching policy, and assists with the effective functioning of the coaching system
- Recruits new coaches from within the club
- Regularly liaises with the club's coaches

Schools Development Officer

- Establishes contact with personnel in schools, colleges, universities
- Facilitates recruitment and retention of new members
- Develops coaching and competition within schools to develop good school-club links.

Officials Officer*

- Keeps accurate records of licensed officials
- Arranges for technical officials' education working with the executive committee
- Ensures the application and development of the club's Officials' Policy, and assists with the effective functioning of the officials system
- Recruits new technical officials from within the club
- Appoints technical officials for the club's matches at home and away where possible
- Works with the Competitions Officer

Facilities and Equipment Officer*

- Responsible for the clubroom, office and storerooms
- Maintains a record of all equipment the club holds
- Orders replacement and new equipment for the club
- Maintains high standards of health and safety for all club equipment

Communications Officer*

- Identifies and establishes links between the club's officers and other organisations in areas of mutual interest
- Helps to maintain the club's website
- Uses social media (Facebook, Twitter) to promote the club
- Ensures good communication links within the club

Voluntary Helpers Officer*

- Recognises and looks after the interests of voluntary helpers
- Encourages volunteers to contribute to and benefit from their membership of the club
- Communicates their interests to the committee
- Works with the Child Protection Officer and the Social Secretary

Non-executive roles

Welfare Officers

- Ensures that the measures taken by the club in applying the England Athletics Safeguarding Policy and codes of practice are correctly observed and appropriate action taken if required
- Works closely with the Membership Officer, coaches, officials, team managers and Voluntary Helper Officer to ensure a safe environment for all children (under 18) and any vulnerable adults within the club

Catering Officer

- Reports and liaises with the committee on all matters relating to catering for training sessions and events on behalf of the catering team
- Responsible for planning and supervising catering operations and services, leading teams of volunteers
- Is involved with the running of the operation at training sessions and various events throughout the year, achieving good quality within a budget and maintaining high standards of hygiene and customer satisfaction
- Helps with raising the profile of the club through fundraising events and advertising the use of facilities in conjunction with others
- Maintains and arranges any bookings of the clubroom

Kit Officer

- Manages procurement, storage and sale of club kit
- Maintains the stock and accurate accounts
- Identifies additional kit needs

Performance Statistician

- Collects, collates, presents, and distributes to athletes, members, team managers, coaches and officers details of each individual athlete's performances (in club events)

Team Managers

- Publicise dates and venues for relevant competitions (working with the Competitions Officer)
- Construct a fixtures calendar for their teams
- Advertise future fixtures
- Select teams and confirm athlete participation, checking their eligibility to compete (liaise with Membership Officer)
- Confirm transport for athletes
- Declare athletes at the appropriate time
- Issue event timings, numbers and pins to athletes
- Set up a club base at the venue (may put up club tent if appropriate)
- Complete and check results
- Have duty of care to all the athletes even when parents/guardians are present
- Distribute results to team members

Team Captains

- Help, when necessary, in team selection
- Encourage members of the various teams
- Lead the teams by example in terms of availability, sportsmanship, and representation of the club
- Represent the team in discussions with Team Manager