



## SHETTLESTON HARRIERS

<http://shettlestonharriers.org.uk>

### Code of Practice and Job Descriptions for Committee Members

#### Committee Structure

##### Management Committee

This is the main committee of the club and exercises supervision and oversight of all club activities. It should meet at least 6 times a year. It is composed of

- President
- Vice President
- Secretary
- Treasurer
- Membership Officer
- Welfare Officer
- Events Officer
- Communications Officer
- Social/Volunteer Convener
- Team Manager Representative
- Coaching Representative
- Athletes Representative

There should be several sub-committees for designated purposes. The convenors of these committees should have representation on the Management Committee.

##### Performance sub-committee

This sub-committee is made up of all the Team managers and Club Captains. It should aim to meet once a quarter (minimally twice a year), and be chaired by the Team Manager Representative. The purpose of this sub-committee is to provide a forum for sharing information, good practice and ideas across the different disciplines that the club competes in.

##### Coaching sub-committee

This sub-committee is made up of all club coaches. It should aim to meet once a quarter (minimally twice a year), and be chaired by the Coaching Representative. The purpose of this sub-committee is to provide a forum for sharing information, good practice and ideas amongst coaches as well as feedback to athletes and parents/guardians of young athletes..

#### Social sub-committee

This sub-committee is led by the Social/Volunteer Convener and members are appointed by the Management Committee. It should aim to meet once a quarter (minimally twice a year), but more frequently as and when required. The purpose of this sub-committee is to organize and support all social events of the club and liaise with the Events Officer at particular events such as the AGM etc.

## President

As a chairperson you will provide the vision, leadership and business planning skills to develop the club for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between club officers and sub committees. Your management skills are vital to ensure that the club will fulfil its potential.

### Ideally, you'll need to be:

- An experienced and effective manager;
- Confident and good at communicating;
- Familiar with business administration and practices;
- Diplomatic and discreet;
- Well-acquainted with the running of the club;
- Well-organised.

### What you will do:

- Form a team around you so that all the officer and committee positions are filled;
- Provide leadership to your team on all aspects of the club from training to competition, fundraising and social activities;
- Arrange and chair management committee meetings, emergency committee meetings and special/annual general meetings;
- Lead the creation of your club development and business plans;
- Make sure the club is represented at the scottishathletics annual general meeting and local meetings, such as the Local Athletics Partnership;
- Attend sub-committee meetings if they concern policy;
- Be the responsible person for the annual general report with the support of the club secretary and treasurer

### How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings

### What you'll get out of it:

This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader, you'll have direct hand in the development of the club – it can be a demanding role, but is also incredibly rewarding.

## Vice-President

As a vice chairperson you will provide support and fill in for the chairperson when necessary, you will need vision, leadership and business planning skills to develop the club for the benefit of all. When filling in for the chairperson you will run the committee and be responsible for the liaison and cooperation between club officers and sub committees.

Ideally, you'll need to be:

- An experienced and effective manager;
- Confident and good at communicating;
- Familiar with business administration and practices;
- Diplomatic and discreet;
- Well-acquainted with the running of the club;
- Well-organised.

What you will do:

- Support the Chairperson in all aspects of his role
- Be prepared to step in and take over the role of chairperson when needed with all its responsibilities
- Be the line manager of the Club Together Officer and any other paid employee of the club using the necessary skills to conduct that function and manage these individual for the benefit of the club

How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings

What you'll get out of it:

As a club's leader, you'll have direct hand in the development of the club – it can be a demanding role, but is also incredibly rewarding.

# Secretary

The Secretary is the chief administrator for the club. Your remit is broad. As well as helping with the general running of the Club, the Secretary is the main point of contact between internal and external stakeholders and agencies. Having a good Club Secretary ensures effectively functioning of the Club.

## Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good communicator
- Skilled at administration and meeting/committee procedures
- Well-organised and conscientious;
- IT literate (especially the use of Word and Excel).

## What you will do:

- Act as the main communication link (postal and e-mail) between the committee, sub-committees, club members, other clubs, leagues and others outside agencies.
- Manage and record all inward and outward club correspondence (postal and e-mail), making sure the necessary actions are followed up and that the right paperwork is distributed the right person(s).
- Communicate any important matters from scottishathletics, UK Athletics, leagues and other partner organisations to the Committee.
- Provide the necessary details to scottishathletics regarding affiliation;
- Prepare a report for the committee meeting
- Update Treasurer with regard to new members and fees
- Attend Committee meetings
- Assist the Chairperson with the Annual Report

## How much time will it take?

This role in most cases will takes no more than 4 hours per week, mainly evenings, although it may take up additional time around club events such as the Allan Scally Race.

## What you'll get out of it:

Carrying out this secretarial role shows considerable command of high-level organisational skills. It's a highly respected post within the community. The Club Secretary as has always been one of the most respected office bearers in Shettleston Harriers.

## Treasurer

The treasurer looks after the club accounts and financial dealings. They will report to the management committee. A club cannot function without handling money in an organised and 'financially sound' way, so this role within the club is a crucial one.

### Ideally, you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules and investment is preferable
- Be suitably qualified under current requirements and legislation for Community Amateur Sports Club (CASC) Or for charitable status
- Mathematically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- IT literate (especially in the use of excel)
- Aware and decisive.

### What you will do:

- Look after the club's finances
- Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure
- Plan and monitor a budget for the club each year
- Prepare and present the end of year accounts at the annual general meeting
- Deposit money and issue receipts promptly
- Make sure the club has paid relevant affiliation fees
- Research and implement Community Amateur Sports Club (CASC) or charitable status where appropriate ([www.cascinfo.co.uk](http://www.cascinfo.co.uk))
- Ensure the accounts are audited for the annual general meeting. Assist the Chairperson with the Annual Report

### How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings- although may take up additional time around club membership renewals and end of year financial accounts.

### What you'll get out of it:

Although you may already be financially literate, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the club, while undertaking a respected role.

# Membership Officer

The job of the Membership Officer is to keep up to date records of all members and alert and follow through on collection of annual fees. This may seem a like a mundane job but it is vital for the club at all levels from finance through to organising athletes to take part in track, field, road running and hill running events

## Ideally, you'll need to be:

- Confident and good communicator
- Interested in athletics
- Skilled at or keen to learn about administration and meeting/committee procedures
- Well-organised and conscientious
- IT literate especially the use of e-mail, databases and web pages.

## What you will do:

- Keep full and up to date contact details (address, email addresses, mobile phone numbers etc) of all members
- Organise athletes into various contact groups/lists
- Liaise with coaches, team captains, team managers for the dispersal of contact groups/lists
- Alert members when annual subscriptions are due and update payment when received
- Liaise with the secretary and treasurer on membership numbers and payments
- Attend Committee meetings and AGM

## How much time will it take?

On average around 1 hour per week but this will increase at particular times in the year such as when annual subscriptions are due

## What you'll get out of it:

You will see first hand what goes into the management of an athletics club. You will also gain an insight into the rules and regulations of the national governing body.

## Welfare Officer

This post is of critical importance for the well being of the club's young athlete and vulnerable adults (e.g. those with learning difficulties). The duties provide protection for all club members and a confidence of a healthy attitude for athletes, parents/guardians of younger athletes, coaches and volunteers.

### Ideally, you'll need to be:

- Knowledgeable on current legislation covering protection of children (under 18s) and vulnerable adults
- Have suitable people skills in dealing with difficult personal situations across different age groups
- Approachable and a good listener
- Impartial no matter the seriousness of an alleged incidence
- A good record-keeper
- Aware and decisive.

### What you will do:

- Implement and promote the Scottish Athletics(SA) child protection policy and procedures and liaise with the SA Child Protection Officer to keep abreast of developments in the field of child protection
- Ensure that all club members are aware of your role and raise awareness of the code of conduct for working with children to parents/carers, adults and children involved with the club
- Monitor and review the child protection policy and procedures and provide information and advice to all club members
- Implement and maintain PVG Scheme checks on all club personnel who regularly come in contact or attend overnight trips with under 18s or vulnerable adults
- Attend committee meetings and AGM
- Attend at least one meeting a year of each of the sub-committees to advise/liase on best practise and training relating to child protection
- Act as a first point of contact for any complaint, information or issue relating to the welfare of any club member and respond appropriately
- Gather information/facts confidentially on any issue which causes concern
- Report any concerns which cannot be dealt with at club level to the local Police and Scottish Athletics Child Protection Officer

### How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings.

### What you'll get out of it:

This is a challenging role for someone, but it can be very rewarding for you. It will provide a different kind of experience for you and the athlete, and provide you with specialised skills that can be used in other areas of life.

## Events Officer

The events Manager role is to organise key sporting and club events within and through Shettleston Harriers. Examples are:

The Alan Scally Race

The Christmas Handicap

AGM

Awards Ceremony

National/International club trips such as Gothenburg

You will need to be:

- Organised
- Good with people
- A good communicator
- Dynamic

You will need to:

- Liaise with committee/officers
- Organise and communicate events via website/e-mail, word of mouth and liaise with coaches to communicate to members, especially kids and parents
- Communicate events to a broader public outwith the club when appropriate ( ie: Alan Scally Race )
- Book and organise venues for events
- Arrange /organise any necessary meetings for any helpers around the events
- Liaise with Social Convenor when appropriate

Time Commitment:

Approximately three a week, sometimes more closer to the event

## Communications Officer

Ensure the smooth running of communications both to members of Shettleston Harriers and out with the club. This role is suited to anyone interested in marketing and who is familiar with online and offline promotional activity.

You will need to be:

- Organised
- Good with people
- A good communicator
- Dynamic

What you will do:

- Provide marketing support for the club and be the first point of contact for any press enquiries.
- Work closely with the Membership Officer to set up an effective emailing system for use by members of the club.
- Act as editor for the club website.
- Manage and grow the Facebook, Twitter and Flickr accounts.
- Work with the Secretary to produce a quarterly e-newsletter that is sent out to members and posted out to those members who do not have an email account.
- Report back on any new communication channels (mainly online) to the committee and propose to the club if it should have a presence in these areas.
- Attend committee meetings and AGM.
- Attend at least one meeting of each of the three sub-committees a year and clearly outline to each group and advise on communication strategy.
- Ensure the notice board at Crownpoint (or other venues) is kept updated and has accurate and informative information.

## Social/Volunteer Convenor

The social convenor will be responsible for organising club social events. The events can have a fundraising element to them, and in this instance, they will be required to liaise with the treasurer. Suggested events, but ideas most welcome:

Annual dinner

Racing Nights

Fundraising Disco

Bag Packing

You will need to be:

- Organised
- Good with people
- A good communicator
- Dynamic

You will need to:

- Liaise with the treasurer
- Liaise with Events Manager when appropriate
- Liaise with other members to form a team
- solicit ideas from membership
- Organise and communicate events via website/e-mail, word of mouth and liaise with coaches to communicate to members, especially kids and parents
- Book and organise venues for events
- Arrange /organise any necessary meetings for any helpers around the events
- Get the membership together

Time Commitment:

Approximately an hour a week, sometimes more closer to the event

## Team Manager Representative

This person must be a Team Manager and be nominated by the other Team Managers to represent them at committee level.

What you will do:

- Provide a short report (consulting the Athlete Representative) to the Secretary before each committee meeting for circulation ahead of the meeting.
- Consult with and represent team managers at committee meetings.
- Attend committee meetings and AGM.
- Feed back to the individual team managers any relevant information.
- Organise and chair meetings of the Performance sub-committee (Team Managers / Team Captains).
- Notify and invite other Committee members to these meetings where relevant.

# Coaching Representative

As the Coaching Representative on the General Management Committee of the club you would be expected to attend all the meetings to report, represent and put forward any policy and information concerning coaching that the coaching subcommittee decide is appropriate for General Committee consideration, This would done by working in partnership with the Head Coach, Coaching Coordinators and other coaches within the club

## You'll need to be:

- Confident and good at communicating;
- A coach within Shettleston Harriers

## What you will do:

- Attend Club General Committee
- Prepare a report for the General Committee for circulation before each meeting
- Attend Coaching Committee meetings and report concerning decisions made at general committee in relation to coaching as well as taking issues from these meetings to the general committee
- Liaise with your club welfare officer, the Head Coach, Coaching Coordinators and all coaches to ensure that all views and issues in relation to coaching are reported and discussed at the general committee

## How much time will it take?

This role in most cases will take between 1-2 hours per week, mainly in the evenings and weekends.

## .What you'll get out of it:

You will represent, influence and discuss coaching policy in the club; you'll be able to see the results of your efforts in the results of the athletes and the club as a whole.

## Athlete Representative

This person must be a Team Captain and be nominated by the other Team Captains to represent them at committee level.

What you will do:

- Support the Team Manager Representative in providing a short report to the Secretary before each committee meeting for circulation ahead of the meeting.
- Consult with Team Captains and represent athletes at committee meetings.
- Attend committee meetings and AGM.
- Feed back to the Team Captains any relevant information.

## Team Managers (non committee position)

Manage the competitive aspects of teams in the club. Ideally there should be the following teams:

Male: Senior Track, Senior Road, Senior Cross Country, Senior Hill running and Young Athletes.

Female: Senior Track, Senior Road, Senior Cross Country, Senior Hill running and Young Athletes.

What you will do:

- Enter your team into club competitions.
- Decide (with the Team Captains and coaches) on team selection for competitions.
- Work with the Team Manager Representative to submit requests to the committee for funding for your team to compete in certain events.
- Monitor the success of your team in terms of athletics results and report this back to the Team Manager Representative and Communications Officer.
- Provide news reports for the website.
- Work closely with coaches and athletes to decide what competitions individuals should be entered into.
- Attend committee meeting in a non voting capacity if required (e.g. Senior Road Running team manager looking at funding for 12 stage road relay).

## Team Captains (non committee position)

This position is selected by the Team Manager (after consulting with athletes) to captain the individual teams and should be a competing athlete who helps lead the team at athletic events.

Ideally there should be the following teams:

Male: Senior Track, Senior Road, Senior Cross Country, Senior Hill running and Young Athletes.

Female: Senior Track, Senior Road, Senior Cross Country, Senior Hill running and Young Athletes.

What you will do:

- Encourage team members to compete for the club.
- Provide peer support for athletes in your team.
- Work with the Team Manager and coaches to select the best possible team for competitions.
- Raise any appropriate matters for the committee with the Athlete Representative.
- Feed back to the athletes any relevant information.

## Performance sub-committee

This sub-committee is made up of all the Team managers and Club Captains. It should aim to meet once a quarter or six monthly? and be chaired by the Team Manager Representative. The purpose of this sub-committee is to provide a forum for sharing information, good practice and ideas across the different disciplines that the club competes in.