

# **POCKLINGTON RUNNERS**



## Appendix 1

### Pocklington Runners Club Committee Roles

#### **Chairperson (Voting)**

Directs the general affairs of the club, chairs committee meetings and AGMs, leads the committee in making decisions for the benefit of the club, facilitates open discussion and good decision making at meetings and has a casting vote in meetings, presents the club annual reports, represents the club at external meetings and in the local community.

#### **Vice-Chairperson (Voting)**

Assists the chairperson with all the above duties; acts as de facto chairperson in the event that the chairperson is unavailable.

#### **Treasurer (Voting) – vacant from 2025**

Responsible for finances for both the junior and senior clubs. Records all payments and receipts, analyses all income and expenditure and reconciles all accounts, produces annual financial reports for AGM, gives brief financial reports at committee meetings, manages all club bank accounts, ensures bills are paid on time and financial accounts are all in order and are audited regularly.

#### **General Secretary (Voting)**

Responsible for maintaining the mailing list and general email account, responding to general email queries, circulating club information by email and co-ordinating with the social secretary to circulate via social media, circulating relevant race or other advertisements, maintaining the club constitution, advising of and publicising dates of committee and other club meetings. Responsible along with the membership secretary for ensuring GDPR rules are complied with. Responsible for preparing and circulating agendas for AGM and committee meetings, and for recording and circulating minutes for the same. Responsible for maintaining and updating the club website.

#### **Membership Secretary (Voting)**

Responds to enquiries from potential members, processes all new member forms and payments and existing member renewals, sets up new members on England Athletics website, assists with membership transfers from runners wanting to move from other clubs, keeps membership records up to date, liaises with general secretary to ensure mailing lists are accurate and reports on membership to AGM and committee meetings. Deals with London Marathon club place applications and renewal of UKA memberships. Responsible along with the general secretary for ensuring GDPR rules are complied with.

# **POCKLINGTON RUNNERS**



## **Men's & Women's Team Captains (Voting)**

These posts are held for one year and will be succeeded by the vice-captains at each AGM. The team captains are responsible for encouraging a good team spirit amongst all the club's runners, supporting runners at and encouraging entries into league events the club participates in (EYXC & YRRL) as well as other local races, and maintaining a motivating presence in person at club nights, training sessions, races and social events, and via social media.

## **Junior Section Co-ordinator (Voting)**

Responsible for all elements of the organisation of the junior section of Pocklington runners, including but not limited to membership, coaching, session planning, organisation of rotas for coaches and volunteers, venue hire and child protection and welfare.

## **Social Secretary (Voting)**

Organises club social events including Annual Awards Night, Christmas and summer party, social away runs and other ad hoc social events. Co-ordinates a subgroup covering social media and communications to report on club events and members' achievements in local press and on public facing Pocklington Runners social media platforms and website.

## **Welfare Officers (Voting)**

Responsible for ensuring the welfare of all members, and a point of contact for any member to raise any welfare concerns they have about any member of the club. Needs to be a visible and easily accessible member of the club who can deal with potentially sensitive and confidential issues. Welfare Officers are obliged to complete online training for this role provided by England Athletics as soon as possible after their election. Any costs for this training will be met by the club.

## **Equity, Diversity and Inclusion Representative (Voting)**

Responsible for promoting and supporting equity, diversity and inclusion at all club nights and events organised by and/or run by Pocklington Runners. The officer ensures existing and potential club members are not discriminated against or unable to participate in said events on the grounds of their age, disability, gender, race, religion, body size or sexual orientation. The officer provides a safe, confidential and supportive outlet through which existing and potential club members can express any concerns or experiences of discrimination at any said events.

**Up to six co-opted members can be selected from the general club membership. This takes place soon after the AGM by the membership of the club management committee, to provide additional representation at committee meetings.**

Members can volunteer to stand for more than one year but would need to be re-elected by the management committee.

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## **Men's & Women's Team Vice-Captains**

**Reporting roles but deputise for Captains and provide support as needed. They will transition onto the committee from January each year as they prepare to take on their captaincy roles.**

This post is elected annually at each AGM and will succeed the captain the following year. The team vice-captains are responsible along with the captains for encouraging a good team spirit amongst all the club's runners, supporting runners at, and encouraging entries into league events the club participates in (EYXC & YRRL) as well as other local races, and maintaining a motivating presence in person at club nights, training sessions, races and social events, and via social media.

## **Snake Lane Secretary (Reporting)**

Responsible for all organisation of the Snake Lane 10 road race event including but not limited to sorting out road closures and their publication in local press and social media, health and safety issues, race entries, race licence, prizes and goody bags, coordination of marshals and other volunteers, race day set up and take down.

## **YRRL Summer League Representative (Reporting)**

Represents the club at all meetings held in relation to the YRRL league series, takes the lead in all elements of organising the race hosted by Pocklington Runners at Pocklington in April each year.

## **EYXC Cross Country Representative (Reporting)**

Represents the club at meetings held in relation to the EYXC series, takes the lead in all elements of organising the race hosted by Pocklington Runners at Bishop Wilton in Sept/Oct each year.