

## **The NHRR Committee - What's it all about**

Committee Positions:

**President**  
**Chairperson**  
**Secretary**  
**Treasurer**  
**Press and Publicity**  
**Race Director**  
**Cross-country Secretary**  
**Mid Week League Secretary**

**Web Secretary**  
**Membership Secretary**  
**Women's Captain**  
**Men's Captain**  
**Kit Secretary**  
**Social Secretary**  
**Club Coach**  
**Welfare officer**

The above are the main roles required within the committee and these people will be invited to attend regular committee meetings.

A brief overview of the duties performed by each of the committee members follows but please feel free to speak to the current representative if you would like to know more about any of the posts.

**The President** functions as the 'figure head' of the Club and should be an influential leader who can be objective. He/she shall perform duties representing the Club and support the Chairperson. He/she will assist the committee in making decisions for the benefit of the whole club, including disciplinary matters, advise the committee on club policies and may provide guidance on strategy as required. The president officiates the AGM. Unlike all other positions, the president is elected for 3 years.

**The Chairperson** has a major influence on club spirit, enthusiasm, mood and success. They attend and chairs all committee meetings and steers the club in a manner so as to improve it in every way possible. This person coordinates the functioning of the rest of the committee and helps other to understand their roles and responsibilities. They also act as the public face of NHRR, liaising with other local organisations such as the Letchworth Garden City Heritage foundation, Active Letchworth, NHDC, etc. but will also work closely with the president to share some of these responsibilities. The chair ensures an understanding of the legal responsibilities of the club. The chair is also actively involved in the development of the club.

**The Secretary** arranges and attends all meetings where possible, taking the minutes, recording any actions required and chasing up actions needing to be completed. They organise and attend key meetings. With that they also create the AGM documentation and take the AGM minutes. They are the main contact point for correspondence from outside of the club and will receive all literature from the official bodies that the club affiliates to. All race details, entry forms and other requests enter the club via the secretary. The Secretary organises NHRR affiliations to England athletics, Herts AAA, ARC and SEAA, ensures insurances are relevant and up to date, and maintains records and reference files They also apply for the London and Brighton Club Marathon places and organise the NHRR ballot for the places.

**The Treasurer** has to keep the club accounts up to date and is largely responsible for payments in and out, increasingly online, but also by cheque. You need to have a head for figures, be organised and able to keep up with the paperwork. The Treasurer needs to work closely with the race director and kit secretary to keep track of income and expenditure. The treasurer will also work with the committee members to determine a yearly budget for each function.

**Race Director** is perhaps one of the most rewarding jobs, but at the same time the effort required to stage a successful running event should not to be underestimated. Currently, the Race Director organises a race committee through which the many tasks required to stage a big event are delegated, but he/she hold accountability for the race. This sub-committee system has worked really well and has meant that the Race Director is supported in this role. This role can carry some pressure and involves corresponding with official bodies such as the police, the council, the highways commission to name just a few.

**Publicity Officer** focuses on raising the profile of the Club, through local newspapers, social media and one-off opportunities such as arranging stands at community events, such as the Hitchin Fit fest. The key task of providing race reports to local newspapers every Sunday evening is overseen by the Publicity officer but has been delegated to rota of report-writers. The publicity Officer also oversees the social media activities for the club, ensures that these are used appropriately, privacy and security settings are applied, oversees who can post on behalf of the club and maintains the **social media policy**. The Publicity Officer is also an ideas person and seeks new and alternative ways to give the club some local publicity and implements these ideas, this is very important in getting us noticed in the area and consequently attracting new runners. The latter also includes the coordination of nomination for sports awards.

**Cross-country Secretary and Mid Week League Secretary**, both these people have a passion for these leagues, they represent NHRR at league meetings and get heavily involved in hosting home league races at Letchworth. They sort out entries and numbers and other administration to get us all to our races at the right time and the right place and they are the main point of contact with the league organising committees. The cross-country secretary role can be demanding during the years that NHRR are required to run the whole league, fortunately as we operate a club rota system it will be sometime before we at NHRR are required to operate the whole league again. The leagues secretaries will work closely with the team captains to get best participation possible. The Cross-country Secretary will also enter interested members into other XC races, such as, but not limited to, county, southern or national championships.

**Web Secretary** works closely with the Publicity officer. Responsibilities include regular updating of the club website, maintaining and monitoring the forum, ensuring the advertising of club events such as Standalone, social events, races and dealing with any enquiries that come in via the website. Often the website is the first port of call for potential new members, so we need someone dedicated to maintaining and modifying the site.

**Membership Secretary** keeps the membership database and contact details for all members of the club, collects subscription and organises bulk emails to the whole membership when we need to inform everyone about events or other news. In addition to these main tasks we like the membership secretary to get involved with club recruitment and new ideas to promote the club to attract new runners. The membership secretary is also responsible for registering new members with and forwarding the associated member affiliation fees to England Athletics. The membership secretary will also provide the coaches with regular updated members lists containing emergency contacts and medical conditions. The membership secretary is also the **Data protection officer** and owns the **data protection policy**.

**Women's and Men's captains** are the point of contact for all the members of the club in respect of running, training and ensuring new members are introduced appropriately. Their aim is to develop the club spirit by organising specific events that pass on knowledge to members about their sport and activity and encouraging bonding of members. They promote the club values and deal with issues where appropriate. They select races throughout the year to promote member participation - e.g. Runs of the Months and specific team events. They are responsible for selecting race-teams as appropriate to the event and level of activity. They also liaise with the coaches on specific member's training needs and logistics to integrate team competitions.

**Kit Secretary** is responsible for contacting suppliers and ordering our official club vest and other kit for members. Kit is a central pillar of our club identity and the kit secretary maintains and furthers this. The Kit secretaries will present options and costings for any new kit to the committee for approval. This job requires being at the club on a regular basis to promote and sell the kit. Also, you do need some space at home or in your car to store stock and good organisational skills to manage orders and stock. This could also be a shared role.

**Social Secretary** is a job for someone with a lot of energy, who is organised and who has some great ideas for new social activities. Typically, we stage some kind of activity every one or two months, this may be linked with running or sometimes not, variety being the key. Organising something every month is not trivial and at times can be a bit of an effort therefore an assistant who can take some of the load is helpful. This role can easily be shared and is very suitable for a small team, such as a sub-committee. The Social Secretary needs to get agreement from a committee core and the treasure which events are self-funded and which are club-funded.

The **Club Coach** represents the coaches on the committee. They lead NHRR coaching strategy and maintains high ethical standards in coaching/instructing, ensure they keep up-to-date with their knowledge, skills and qualifications. They are responsible for the NHRR training schedule, or works with other coaches for the preparation, and support the other coaches in their training and development. If and when applicable, takes full responsibility of the junior coaching session(s). They may also assist in the selection of teams for competition.

The **Welfare Officer** develops and promote the club's **code of conduct**, promotes anti-discriminatory practice and is the first point of contact for everyone where there are concerns about welfare, poor practice or abuse are identified. He/she ensure confidentiality is maintained. He/she assists the club to fulfil its responsibilities to safeguard children and vulnerable adults, including a safeguarding plan.