

London City Athletics Club – Committee and Officer Roles



Committee – roles and responsibilities

- Chairperson
 - Chair Committee meetings.
 - Ensure that all Committee members are enabled to play a full and constructive part in the Club's development.
 - Promote the highest standards of integrity, probity and governance throughout the Club Committee.
- General Secretary
 - Manage club correspondence.
 - Organise and attend all Committee meetings; take and distribute minutes; ensure action points have been carried out; organise the annual general meeting (AGM).
 - Maintain accurate club records.
 - Represent the Club at meetings as necessary.
- Treasurer
 - Report to the Committee on the Club's finances, including information on any planned spending or revenue.
 - Pay for activities approved by the Committee.
 - Create invoices for activities delivered by the Club.
- Membership Secretary
 - Monitor and maintain LCAC members' registration records.
 - Migrate member data from the LCAC site to EA Secretary's portal
 - Pay members registration fees to EA.
 - Answer members' queries and keep an open channel with EA membership services for problem solving etc.
- Junior Secretary
 - Liaise between the Club Committee, junior athletes and junior coaching teams.
 - Organise junior satellite clubs, training sessions and oversee involvement in competitions, with the support of the Junior Race Secretary.
 - Be the first point of contact for any child safeguarding.
- Road Running & Cross Country Secretary
 - Research and promote competitive and friendly fixtures to LCAC membership.
 - Organise, administer and support league and friendly fixtures.
 - Manage LCAC's relationship with league and event organisers.
 - Report to Committee on strategic developments and events.
- Press/Media Secretary
 - Promote and raise profile of LCAC.
 - Write and publish competition reports.
 - Update website content and send reports to press/media (using Word Press).

- Responsible for Club social media (Facebook, Twitter & Instagram).
- Senior Track & Field Secretary
 - Support relationship between LCAC and other track & field providers (e.g. King's College AC) and the facilities providers at Southwark Athletics Centre.
 - Develop a pool of track & field athletes to compete at open meetings (and eventually leagues).
 - Organise teams for track & field competitions.
 - Submit any pre-requisitions to competitions organisers.
- Social Secretary
 - Organise and promote social events for the Club.
- Ordinary Members – up to three Ordinary Members of LCAC (or parents of junior members) will sit on the Committee. Their responsibilities include:
 - Attending Committee meetings to represent the views of the membership.
 - Supporting and promoting the positive, inclusive and democratic nature of LCAC among the membership.
 - Regularly assisting with registration at Club training sessions (Tuesday and Thursday evenings and Saturday mornings).
 - Undertaking further voluntary support of Club activities as agreed.

All members of the Committee are required to:

- Attend monthly meetings – these are held at the Southwark Council Offices at 160 Tooley Street and usually take place on a Monday evening 18:30–20:30.
- Contribute to ongoing discussions on Club-related matters outside of the meetings using the Slack mobile app.

Officer Positions (not required to sit on the Committee)

- Junior Race Secretary
 - Support the work of the Club's Junior Secretary.
 - Research and promote competitive and friendly junior fixtures to LCAC members.
 - Organise, administer and support league and friendly fixtures.
 - Manage LCAC's relationship with league and event organisers in respect of junior events.
 - Assist with administration of junior training sessions including regularly taking registration at Saturday morning sessions.
 - On all the above, work with the Road Running & Cross Country Secretary and the Senior Track & Field Secretary to coordinate junior and senior competitions.
- Two Welfare Officers – one male and one female; may also be Committee members. Responsibilities are to:
 - Advise and support the implementation of welfare policies and procedures and to support the Club to adhere to codes of conduct and good practice.

- Ensure that all Club coaches/helpers/volunteers have completed a volunteer reference form and to ensure that all coaches/officials/volunteers have completed CRB and Independent Safeguarding Authority checks as required.
- Respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, to advise and support an appropriate response in accordance.
- Report any concerns about child abuse to local children's social care services or police; these concerns should also be reported to the UKA Welfare Officer and the EA Welfare Officer including what action has been taken.
- Inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
- Attend relevant training on Safeguarding.

All Club officers, committee members and volunteers have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to support the Club Welfare Officer to respond to any suspected breaches.

Other committee or officer positions may be formed at the discretion of the Committee and elected at the Club's AGM.

All those club officers, members of the Committee (including ordinary members) and volunteers who are involved in any aspect of the junior section of the club shall have up to date Disclosure and Barring Service (DBS) certification.

All Committee and Officer positions are for the minimum term of one year.