

Stevenage Striders - Committee roles

The primary purpose of the committee is to facilitate the running journey of all its members so that they may run in a safe and structured way that helps to meet their personal goals. Committee members must, at all times, act as ambassadors for the club helping to create the culture and environment for members to flourish.

One of our key objectives for the period Jan 2024 to Dec 25 is to keep the track free.

Chairperson

- Provides the direction for the club
- Chairs the club committee meetings
- Acts as the primary advocate for the club with external parties
- Attends the mid week league meetings along with the Head Coach
- Provides guidance and support to all committee members to encourage innovation
- Maintain the club constitution and policies
- Helps to maintain the website
- Helps to maintain the web shop
- Where required, presents awards at award events

Vice-chairperson

- Support the Chairperson in their duties
- Acts as the Chairperson in their absence
- Where required, attends or supports activities in the capacity of Chairperson
- Supports the 10k planning committee and feeds back to the main committee
- Assists with various tasks and projects as needed

Head Coach

- Develops and maintains a safe and effective training schedule
- Recruits, trains and develops run leaders
- Recruits and develops the assistant head coach
- Works with the team captains and run leaders to encourage participation at running events
- Provide support and guidance to those running the training at the Ridlins running track
- Completes and maintains the DBS checks
- Helps to maintain the website
- Presents awards at the Annual Awards Event
- Along with the team captains, presents monthly Strider of the Month award

Assistant Head Coach

- Act as head Coach on the absence of the Head Coach
- Carry out activities as requested by the Head Coach

Treasurer

- Manages the bank account
- Provides a financial statement to the committee analysing cash movements, stock values and the overall financial position of the club
- Pays invoices and reimburses approved expenses
- Produces a financial report for the AGM
- Books event and facilities as required
- Supports the Secretary to process the club's affiliation, insurance and other annual subscription

Club Secretary

- Creates the agenda for all committee meetings
- Creates the minutes of all committee meetings
- Manages the Annual General Meeting process and facilitates that meeting
- Supports the Treasurer to process the club's affiliation, insurance and other annual subscriptions
- Supports the chairperson with maintenance of the club constitution and policies

Membership Secretary

- Maintain the club's membership records
- Processes membership related correspondence such as welcome letters and renewal invitations
- Offer suggestions to improve the website "FAQ's" for new members
- Update the committee with regular reports and analysis on membership
- Check the suitability of member requests where required
- Help ensure the club is compliant with the principles of GDPR with personal data

Team Captains and Vice Captains

- Along with the head coach, presents monthly Strider of the Month award
- Facilitates generation of the weekly results bulletin for the facebook page
- Encourages participation in running events such as the mid week league, handicap races and winter league
- Promote the use of the diamond vests in races and community events

Well-being officer

- Act as a wellbeing champion for the club
- Promotes (from time to time) the availability of the club wellbeing representatives
- Acts as a confidential point of contact for members to identify concerns with member abuse, bullying or misconduct
- Record and investigate accidents at club training sessions and escalate to ARC where appropriate.

Social Secretary

- Provide options for members to socialise in both running and non running events and activities
- Promote social events on the facebook page

Press officer

- Produces the club's weekly news report
- Engage with the wider local community to promote the club
- Engage with the local press to encourage the marketing of the club
- Identify free marketing / advertising opportunities in the local community

Social media officer

- Promotes completed activities of the club on social media platforms
- Promotes the achievements of the club on social media platforms
- Promotes future activities of the club on social media platforms
- Promotes the "did you know" series from time to time on social media platforms

Other general roles and general activities for all

- Develop a range of suitable informative, fun and inclusive measures / statistics showing the success of the club and its runners
- Take an active role at committee meetings so your ideas are heard
- Offer ideas for new club kit that might be of interest to the members
- Support fund raising events that will allow the purchase of training aids, upskilling and facilities
- Identify and pursue options for donations and grants
- Identify upskilling training options for run leaders and committee members
- Create short marketing videos of runs, training methods, "did you knows"
- Promote the club youtube and strava channels
- Encourage participation on the private facebook page
- Focus on maintaining the clubs positive reputation within the wider running community

Kit Officer

- Promote club kit and facilitate its ordering and delivery to members at training
- Liaise with the club's kit supplier, place orders and arrange payment via the club treasurer
- Monitor stock levels of regular items
- Review the pricing of items to ensure they are at the correct level based on the suppliers and payment fee costs