

## Role Outline: Chair

NAME OF CLUB: Goyt Valley Striders  
ROLE: Chair Person  
RESPONSIBLE TO: Committee  
NAME OF VOLUNTEER:  
START DATE: END DATE:

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### Typical Responsibilities

- Support the efficient running of the club
- Chair Committee Meetings and Annual General Meeting
- Helping others to understand their role and responsibilities
- Recruiting new committee members, considering skills, experience and diversity
- Communicating with club members
- Being actively involved in the creation and following of the annual committee timetable
- Representing the club at local events, appropriate meetings of local organisations\clubs
- Agree and maintain appropriate policies and club rules
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Ensuring club maintains financial solvency and the appropriate use of club funds.

## Role Outline: Secretary

NAME OF CLUB: Goyt Valley Striders

ROLE: General Secretary

RESPONSIBLE TO: Committee

NAME OF VOLUNTEER:

START DATE:

END DATE:

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### Typical Responsibilities

- Being the first point of contact for club enquiries
- Organising and attending committee meetings and Annual General Meeting
- Taking and distributing minutes
- Liaising with race managers and ensuring support where needed is arranged
- Producing and maintaining the committee calendar, providing support for events where needed
- Maintaining club files

## Role Outline: Treasurer

NAME OF CLUB: Goyt Valley Striders

ROLE: Treasurer

RESPONSIBLE TO: Committee

NAME OF VOLUNTEER:

START DATE:

END DATE:

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### Typical Responsibilities

- Managing the clubs' income and expenditure
- Producing an end of year financial support
- Report regularly to committee on state of club finance and recommending action when required
- Efficient payment of invoices and bills
- Provision of cash floats for events as needed
- Being a signatory for club bank account
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

## Role Outline: Fixtures Secretary

NAME OF CLUB: Goyt Valley Striders

ROLE: Fixtures Secretary

RESPONSIBLE TO: Committee

NAME OF VOLUNTEER:

START DATE:

END DATE:

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### Typical Responsibilities

- Consult with club members to identify potential championship races
- Produce and agree draft championship race list{s} with the committee
- Confirm and maintain championship race list[s], making changes as needed
- Ensure appropriate communication of championship races
- Maintain and communicate championship tables
- Confirm prize winners and purchase prizes for AGM
- Attend AGM and present prizes
- Encourage participation in club championship and report involvement of club members to committee

## Role Outline: Membership Secretary

NAME OF CLUB: Goyt Valley Striders  
ROLE: Membership Secretary  
RESPONSIBLE TO: Committee  
NAME OF VOLUNTEER:  
START DATE: END DATE:

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### Typical Responsibilities

- Maintain up to date register of members
- Agree membership fees with committee, considering UKA affiliation fees
- Ensure collection of membership details and fees including payment of UKA affiliation fees.
- Arrange payment of UKA club affiliation
- Liaise with UKA athletics as required
- Report to committee on membership matters

