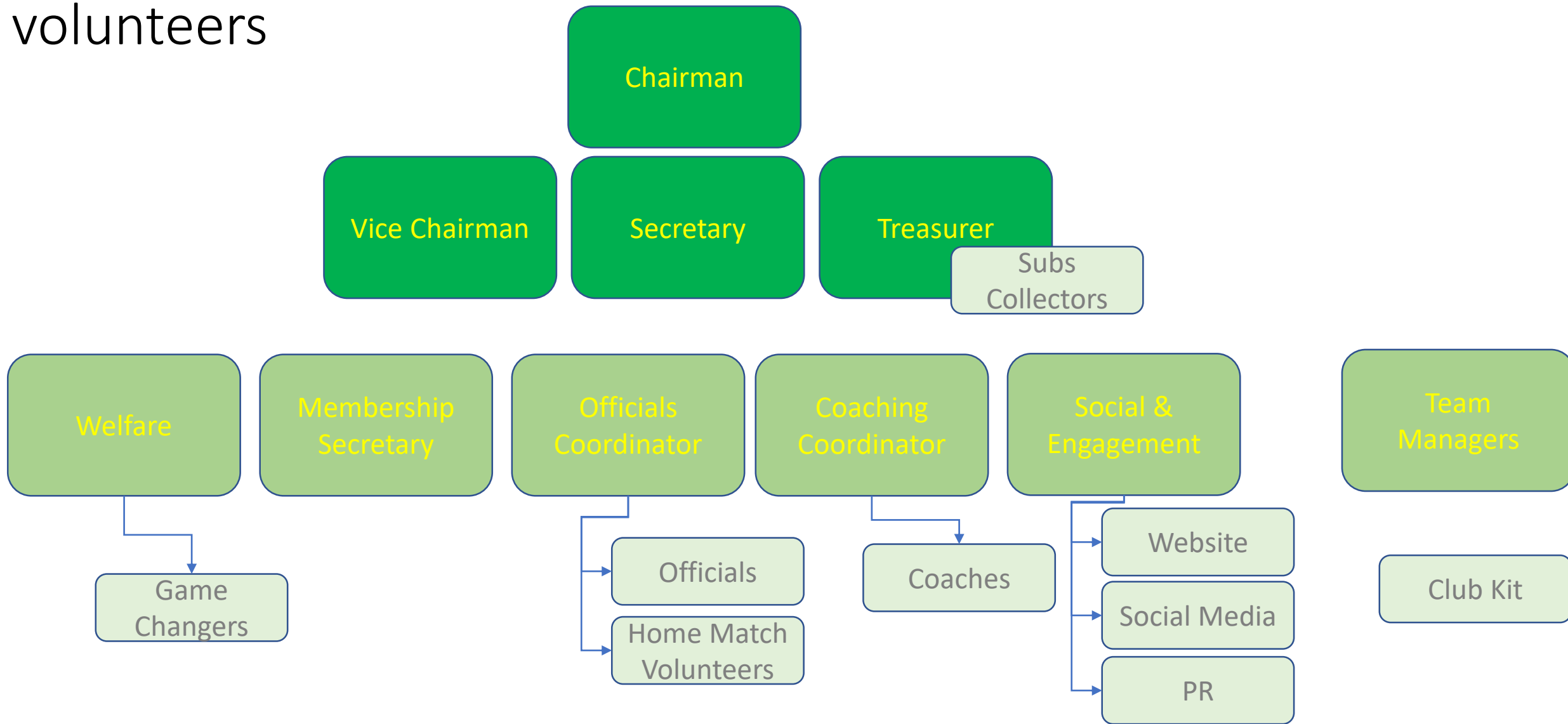


Yate AC Committee Structure

9 full committee roles, plus team managers and supporting volunteers



Volunteer profile: Chairman

Purpose of role:

Public face of the club, both inside and out. Keeping the club running day to day

Primary responsibilities

- Attend and chair committee meetings
- Ensure actions taken at meetings are acted upon
- Lead the committee in managing the day to day running of the club
- Attend external meetings / events on behalf of the club
- Liaise with other committee members, coaches, parents and athletes, providing support where required
- Intervene to resolve any matters of dispute or conflict
- Attend and Chair the AGM
- Prepare an end of year report for the AGM

Volunteer profile: Vice Chairman

Purpose of role:

Future planning and support of the chairman

Primary responsibilities

- Attend and chair meetings in the absence of the chairman
- Attend external meetings / events on behalf of the club when required
- Support and assist other committee members in their roles
- Lead forward planning and monitor progress through development plan
- Coordinate nominations process for annual awards

Volunteer profile: Membership

Purpose of role:

Maintain the membership

Primary responsibilities

- Maintain a secure database of members' details, observe Data Protection principles for processing personal data with particular attention to sensitive personal data
- Report on current membership at committee meetings
- Ensure membership information is circulated to those who require it, taking care to protect personal data
- Issue membership renewal notices, and coordinate Membership March
- Maintain a filing system for completed membership forms
- Review and update membership forms when necessary
- Ensure membership information on the website is accurate and up to date
- Deal with membership related enquiries
- Register renewals and new athletes with EA
- Coordinate other discipline requests with Westbury Harriers
- Create annual membership booklet

Volunteer profile: Secretary

Purpose of role:

Coordinate Committee activities

Primary responsibilities

- Send and receive all written correspondence on behalf of the club
- Inform the committee of / distribute correspondence received
- Ensure all correspondence is acted upon and deadlines met
- Maintain a filing system for club correspondence
- Attend external meetings /events on behalf of the club when appropriate
- Book committee meeting rooms and prepare and distribute agenda ahead of meetings and AGM
- Attend and record minutes of committee meetings and AGM, circulating to committee members
- Maintain a filing system for minutes, and circulate to committee members

Volunteer profile: Coaching coordinator

Purpose of role:

Ensure that coaches are fully engaged and their views are represented in club decision making and development activities.

Primary responsibilities

- Act as central contact point for club coaching activities
- Keep coaches informed of club developments
- Attend committee meetings
- Maintain list of coaches details and qualifications
- Maintain dialogue with club coaches
- Identify club equipment and coach training requirements
- Identify any gaps in coaching requirements

Volunteer profile: Welfare & Safeguarding co-ordinator

Purpose of role:

Act as the club's appointed representative for all matters relating to child welfare and the protection of vulnerable groups

Primary responsibilities


- Advise the committee on child protection and vulnerable groups
- Ensure the club complies with relevant regulations and best practice
- Ensure all volunteers and coaches working regularly with vulnerable groups have an up to date CRB in place
- Deal with enquiries relating to child welfare
- Attend education courses as appropriate to the post
- Ensure all volunteers and coaches are given information about relevant education courses
- Keep a record of relevant education courses attended by volunteers

Volunteer profile: Treasurer

Purpose of role:

Maintain the financial integrity of the club

Primary responsibilities

- Collect and bank monies received
- Maintain a detailed record of income and expenditure
- Keep the committee informed of income & expenditure and bank balances
- Prepare the end of year accounts for auditing
- Ensure an auditor is appointed and accounts audited in good time for the AGM
- Present the financial statement to the AGM
- Ensure the club complies with any relevant regulations and best practice for financial management/accounting procedures of clubs
- Inform the committee immediately of any issues or concerns with the financial position of the club 
- Ensure club assets are used to the benefit of the club and its members
- Be responsible for ordering of equipment

Volunteer profile: Officials coordinator

Purpose of role:

Ensure that teams are supported with a full set of qualified officials for home and away fixtures. Coordinate activities for Yate AC home matches

Primary responsibilities

- Maintain a diary of home and away events requiring official support
- Communicate with officials to fill fixture requirements
- Liaise with other Avon clubs when filling fixtures for composite team events
- Maintain list of officials details and qualifications
- Maintain a diary of Yate AC home matches
- Organise First Aid
- Coordinate volunteers required to
- Organise Results Room (before, during and after the event)
- Organise Announcer
- Organise Numbers and Pins
- Organise Raffle where required

Volunteer profile: Social & Engagement

Purpose of role:

Promotion of the club, communication to athletes and beyond

Primary responsibilities

- Coordination of communication channels
 - Website
 - Post Match Press Releases
 - Keeping Facebook and Twitter alive
- Regular newsletters / updates to membership
- Social / charitable activities beyond athletics