



BvH Committee - Roles & Responsibilities (* denotes the Management Committee)

The committee of Bournville Harriers manage the smooth running and continued development of the Club and its organised activities. Committee members are elected at the Annual General Meeting (held at the end of the athletic year) and run for a term of one year. Any fully paid up member of the Club is eligible to be nominated for any of the roles within the Club.

The roles and responsibilities for a particular area of the Club's activities and affairs are outlined below.

CHAIRPERSON*

This person is elected by the members on the basis of their vision for the club and will show their commitment to serve the club in its best interests. The Chairperson is expected to serve in the post for two years. The Chair is expected to:

- Lead and ensure the smooth running of the Club and represent the interests of its members
- Ensure the Club continues to improve and meet its obligations to its members
- Ensure all elected officers fulfil their responsibilities
- Put forward plans for the direction of the club
- Lead the club in promoting fellowship and support for its members
- Provide general announcements to the membership and be a point of contact for any Club member with a complaint or ideas for improvement
- Attend and chair monthly committee meetings

VICE-CHAIR*

- Works with the Chairperson to achieve the above.
- Stands in for when the Chairperson is not available.
- Liaises with other committee and club members to ensure the Club is fulfilling its duties
- Attend monthly committee meetings

CLUB SECRETARY*

- Guardian of the Club Constitution, etc.
- Advises the Committee according to the rules & regulations
- Organises and books rooms for meetings
- Follows up decisions and records all Committee minutes and actions
- Main Club contact with outside organisations for correspondence
- Administers the Club's London Marathon places
- Attend monthly committee meetings



CLUB TREASURER*

The Club treasurer is the collector and distributor of Club funds and is responsible for the Club's solvency and financial stability.

- Ensure smooth running of the Club's finances
- Pay bills and maintain receipted accounts
- Reports the Club's income and expenditure for the year
- Support event organisers with financial matters
- Maintain accurate and up-to-date accounts for all income & expenditure.
- Holds the cheque book, pays invoices etc.
- Together with the Membership Secretary, accounts for annual membership income (who has paid and who has not)
- Present accounts for annual audit at the end of the Club's financial year and in time for the AGM
- Provide a quarterly financial review for the BvH committee
- Attend monthly committee meetings

MEMBERSHIP SECRETARY*

- Affiliate members with England Athletics and provide the governing body with any changes in circumstances
- Pass on relevant information highlighted on the membership form to respective committee members for appropriate follow up
- Maintain up-to-date contact details and email addresses for the members for use in club correspondence
- Chase members for renewals and outstanding membership fees
- Work with the Club Treasurer to manage membership income
- Review membership form and membership fees when appropriate
- Provide a monthly report on the membership to the committee
- Attend monthly committee meetings

HEAD COACH (formerly Coaching Co-ordinator)

- Assisted by the coaching team who jointly plan and delivers the club's structured training program and structured coach managed training activity
- Devise routes and organise training runs
- Develop, promote and encourage the BvH coaching team to progress with agreed proposals and budget
- Hold a regular coaches sub-meeting when appropriate
- Recruit new coaches, mentors and assistants
- Organise specific training sessions where appropriate



- Develop and promote coaching levels within the club
- Act as co-ordinator for members to pursue levels of coaching training
- Provide a regular coaching update for the BvH committee
- Attend monthly committee meetings

RACE EVENTS MANAGER

- To be responsible, in conjunction with the events sub-committee, for organising and arranging the Club's events and races both in advance and on the day
- All arrangements for the annual races: entry forms, publicity, race permits, policing, results etc. Look after any race equipment used.
Events include: Leafy 10km, BvH Yacht Handicap, BvH Killer Mile
- Ensure that all relevant paperwork is in place
- Ensure that the Club adheres to all relevant health and safety matters
- Ensure that all external agencies are informed and that all necessary permissions are in place
- Co-ordinate marshals and helpers on the day of the event
- Manage race entries in accordance with relevant Data Protection legislation
- Work with the Club Treasurer to manage events income
- Thank those who have contributed to the event on behalf of the Club
- Provide an assessment review following an event to the BvH committee
- Attend monthly committee meetings

COMMUNICATIONS MANAGER

- Promoting the club and its activities in the community and publicising activities when appropriate
- Maintaining the Club website and Social Media channels (including Facebook, Twitter and Instagram) ensuring content is correct and up-to-date, receiving and posting race reports and results and liaison with local media
- Submit race reports and news worthy articles to local press when appropriate
- Utilise the Club notice board with relevant info/articles
- Provide a monthly communications report and update to the BvH committee
- Attend monthly committee meetings

MEMBERSHIP DEVELOPMENT CO-ORDINATOR

- Oversee the Newcomers Rota and email account to ensure new & prospective members are looked after
- Help to integrate new members into the club, liaising with other Committee members (e.g. Team Managers, Head Coach, Membership Secretary) where applicable
- Ensure the running activities of new members are catered for



- Organise and run the annual beginners' course for people new to the club and/or ensure an appropriate risk assessment is undertaken for the beginners' course
- Promote membership of the Club to participants of the Beginners' Course
- Act as a link between new members and the Club
- Provide a regular update report to the BvH committee
- Attend monthly committee meetings

KIT SECRETARY

- Organise the supply of designated Club apparel & accessories provided for the members incorporating the BvH logo or name
- Ordering club Kit from approved suppliers
- Maintaining inventory of stock held for and by the Club
- Promoting and selling club Kit
- Developing new lines where appropriate
- Work with the Club Treasurer to manage kit income.
- Providing a regular update to highlight stock, sales, revenue and potential profit to the committee
- Attend monthly committee meetings

TEAM MANAGERS - CROSS COUNTRY

- Manage the Club's cross country teams and team arrangements (including club tent where appropriate) - Birmingham & District Invitation XC League, Midland Women's XC League plus Championship races - Warwickshire, Midlands & National
- Encourage Club members to run cross country and select teams when appropriate Ensure that BvH is represented at XC League events with as strong a team as is possible
- Liaise with the Membership Secretary regarding an individual's membership and affiliation status
- Keep team members updated and informed throughout the cross country season
- Ensure sufficient organisation and race day logistics
- Represent the Club at relevant League meetings
- Enter members in Championship events when appropriate
- Provide a review of key activities during the XC season to the BvH committee
- Attend monthly committee meetings when appropriate

TEAM MANAGERS - RELAYS

- Manage the Club's road relay teams and team arrangements (including club tent when appropriate), including Masters events
- Encourage Club members to run road relays and keep team members updated and informed throughout the season



- Ensure that the Club is represented at appropriate relay events with as strong a team as is possible
- Liaise with the Membership Secretary regarding an individual's membership and affiliation status
- Represent the Club at relevant relay meetings
- Ensure sufficient organisation and race day logistics
- Enter and select members in championship relay events where appropriate
- Provide a review of key activities during the relay season to the BvH committee
- Attend monthly committee meetings when appropriate

SOCIAL SECRETARY

- Provide a range of social events and activities for club members throughout the year
- Organise and ensure the smooth running of the Club's key social events such as the Annual Awards & Celebration Evening, BvH Xmas Party and the BvH Summer B-B-Q
- Draw on other members of the Club to help in organising events
- Promote a healthy, friendly and social atmosphere within the club
- Provide assistance and support to other members organising social events open to the Club
- Supporting with the committee and other members to facilitate guest speakers to provide talks on running related matters
- Provide a status report on key activities and a review following a social event to the committee
- Attend monthly committee meetings

ORDINARY MEMBER(S)*

- Support the Club committee and its members in delivering services to the club membership
- Assist in co-opting members to volunteer to organise club events/races
- Liaises with other committee and club members to ensure the Club is fulfilling its duties
- Provide regular feedback from club members to the committee
- Attend monthly committee meetings

The following activities are also covered, usually by one nominated person, who may enlist help from others:

Pavilion Liaison

General Enquiries <http://bournvilleharriers.org.uk/contact-us-communications>

Race Reports <http://bournvilleharriers.org.uk/contact-us-race-reports>

Club Rankings <http://bournvilleharriers.org.uk/contact-us-rankings>



Other Previous Posts

Policies & Procedures Develop and maintain a set of policies and procedures that will benefit the club. Be aware of the legislation and implications of procedures involving athletics and clubs. Inform the committee of relevant national requirements and changes in organisational strategies as they arise from sectors such as UK Athletics, England Athletics, Midland Counties, Warwickshire AA and other associated bodies.

Members' Liaison The person is responsible for supplying regular updates for the members regarding races entered and performances achieved. They should be a contact for the members; for race times and places and to voice their concerns and put questions to the committee. The person will be responsible for organising the distribution and receipt of questionnaires as they arise. In addition the person will hold information on club records and regularly update and amend the details.