

## **[VOLUNTEER JOB DESCRIPTIONS]**

This document describes each of the volunteer roles within Westbury Harriers and who currently carries out the role.



# Westbury Harriers

## Volunteer Role Descriptions

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# Westbury Harriers

## Volunteer Role Descriptions

### Chairman

**Name:** Jim Murphy

**Volunteering hours:** 1-2 hours per week average

#### **Roles and functions**

- To ensure the Committee runs the Club effectively and ensure the Rules and Constitution of the Club are followed and upheld
- Chair all Committee, Extraordinary General Meetings (EGM) and Annual General Meetings (AGM)
- Agree with the Secretary, the time, place and agenda for meetings and subsequently the contents of meeting minutes and actions prior to publication
- Ensure that all the Officers of the Committee carry out their duties and responsibilities in accordance with Club Rules and their job descriptions and that they act promptly at all times in the best interests of the club
- Be entitled to vote in the first instance and in the event of a tie act as the casting vote
- To be involved, where appropriate, in the coordination of all club activities
- Be available to speak with parents
- Listen to and deal with complaints
- Write letters as required
- To represent the club at external meetings when required

#### **Other notes**

- Jim has regularly used his personal contacts to get building maintenance work carried out on the club house at Blaise Castle.
- He is also the Child Protection Officer for Avon Athletics



# Westbury Harriers

## Volunteer Role Descriptions

### Vice-Chairman

**Name:** Neil Miller

**Volunteering hours:** 1-2 hours per week average

#### **Roles and functions**

- Abide by and promote all club policies
- To assist the Chairman in the carrying out of his duties and to act as Chairman in his absence
- To be involved, where appropriate, in the co-ordination of club activities

#### **Other notes**

- Neil is also a member of the England Athletics South West Council
- He has great knowledge of athletics administration after decades of involvement in the sport



# Westbury Harriers

## Volunteer Role Descriptions

### Secretary

**Name:** Geraint Torrington

**Volunteering hours:** 1-2 hours per week average

### Roles and functions

- Abide by and promote all club policies
- Attend Committee meetings and report as required
- To ensure the smooth running of club administrative requirements
- Carrying out all the main administrative duties of the Club
- Maintain a record of the Club Rules and Committee Members Job Descriptions
- Call Committee meetings and AGM, prepare agenda, take minutes and provide Officers with copies
- Act as the main point of contact for the Club for the County, Regional and National governing bodies and other clubs
- Record the resolution of matters discussed at Committee meetings in the form of minutes as a true record of the meeting
- Provide the relevant job description to any person nominated as a Committee member prior to the vote at an AGM or EGM

### Other notes

- Geraint also arranges the discounted entries for club members to the Bristol 10K and Half Marathon
- He arranges the trophies for the presentation evening and other trophies as required by the club
- Announces weekly notices at Monday night training



# Westbury Harriers

## Volunteer Role Descriptions

### Treasurer

**Name:** Shirley Hume

**Volunteering hours:** 1-2 hours per week average

#### **Roles and functions**

- Abide by and promote all club policies
- Attend Committee meetings and report as required
- Maintain a true and accurate record of all the Club's financial transactions
- Keeping all Club monies in an appropriate bank or institution as approved by the Committee and handle petty cash as required, issuing receipts as appropriate for monies collected by Club Officers and others
- To ensure prompt banking of monies
- Ensure that the Club's financial records are kept up to date at all times and available for audit inspection
- Monitor the budget throughout the year
- Present an up to date financial statement to the Committee at every Committee meeting
- Prepare end of year accounts and present to the auditor and Committee prior to filing with companies house
- Make recommendations to the Committee concerning the Club's financial position
- Make recommendations to the AGM concerning Membership Fees
- Settle, on time, all fees for which the Club has to pay
- Present for Committee approval requests for non-budgeted expenditure
- Keep up to date with requirements for CIC and monitor tax implications

#### **Other notes**



# Westbury Harriers

## Volunteer Role Descriptions

### Membership Secretary

**Name:** Ben Smith

**Volunteering hours:** 1-2 hours per week average

#### **Roles and functions**

- Abide by and promote all club policies
- Maintain membership data
- Welcome new members and provide information about the club and how to get club vest and more information
- Provide info about the club to potential new members
- Register membership data on England Athletics portal
- Provide Up & Running with information about new members who have paid for vests
- Provide committee with monthly update on new members
- Liaise with England Athletics where any queries on membership arise
- Liaise with Yate membership secretary about joint members
- Communicate with Treasurer about membership subscriptions received, banked and payments raised on England Athletics portal
- Work with Website coordinator to ensure membership data is up to date and adequate

#### **Other notes**



# Westbury Harriers

## Volunteer Role Descriptions

### Team Manager

**Name:** Robin Phillips (Senior Men)

Tamsin Chick (Senior Women)

Anthony Glover (Veteran Men)

Eithne Noonan/Sarah Tucker (Veteran Women)

Neil Miller (Boys)

Simon Johnston (Girls)

**Volunteering hours:** 1-2 hours per week average

### Roles and functions

- Abide by and promote all club policies
- To co-ordinate, organise and enter teams and individuals for races throughout the season; regional and national races such as the Midland & National road relays, Tri Counties XC, South West XC, Midland XC, National XC, Gwent League XC
- To ensure club members are aware and have information of forthcoming fixtures
- To promote an inclusive team atmosphere for all
- To promote the club championships
- Ensure club members can access the races
- To post results on Facebook and Westbury website and with the local media and/or provide information to the press officer
- To respond to questions/queries from club members
- To encourage participation in racing at all levels of the club

### Other notes





# Westbury Harriers

## Volunteer Role Descriptions

### Social Secretary

**Volunteering hours:** 1 hour per week average

#### Roles and functions

- Abide by and promote all club policies
- To organise regular social activities for the clubs' members. Activities generally include:
  - January – Christmas Party
  - February – Bristol to Bath run
  - March – End of Gwent League party
  - April – Easter run
  - May -
  - June – Man v Horse
  - July – Thunder run
  - August – Bank holiday weekend away
  - September – Bike ride to Cheddar
  - October – Winter edition of Bristol to Bath run
  - November -
  - December – Santa run

#### Other notes



# Westbury Harriers

## Volunteer Role Descriptions

### Website manager

**Name:** James Cant

**Volunteering hours:** 2 hours per week average

### Roles and functions

- Abide by and promote all club policies
- Maintain the club's internet presence
- The website is built using a content management system (WordPress) and uses many plugins to create lots of functionality for its members. The website takes annual membership through PayPal which is linked to the website using the PayPal API. The website runs on a shared server which is managed using Cpanel and the database can be accessed PHPMyAdmin
- A good working knowledge of CMS and basic server administration through Cpanel
- Friendly, outgoing, proactive approachable individual with good communication skills and enthusiasm

### Other notes



# Westbury Harriers

## Volunteer Role Descriptions

### Schools liaison officer

**Name:** Warren Pickles

**Volunteering hours:** Less than 1 hour per week average

#### **Roles and functions**

- Abide by and promote all club policies
- Ensure local school children (11-18) know how to access Westbury Harriers
- Build links between club and local schoolteachers
- Raise profile of Westbury Harriers within local schools
- Assist in school health and fitness sessions
- Possible link into primary schools to support younger age groups (8-11)

#### **Other notes**



# Westbury Harriers

## Volunteer Role Descriptions

### Press officer

**Name:** Vacant

**Volunteering hours:** Less than 1 hour per week average

#### **Roles and functions**

- Abide by and promote all club policies
- To obtain and collate results from team managers for targeted team races (league and championship events), and (if possible) write a short report.
- To send the results and report off to local press, club historian, team managers and secretary
- To source and pass on photographs of publishable quality to accompany the results and report
- To identify, document and pass on other notable activities and achievements of club members

#### **Other notes**



# Westbury Harriers

## Volunteer Role Descriptions

### Welfare officer

**Name:** Warren Pickles/Lizzy Smith

**Volunteering hours:** Less than 1 hour per week average

### Roles and functions

- Abide by and promote all club policies
- To maintain, administer and manage the completion of the CRB check forms
- Point of contact for any child protection matters and to ensure all possible Child Protection concerns (urgent and non-urgent) are dealt with
- Liaising with Child Protection (CP) agencies on any matters that arise where appropriate
- Ensure Child Protection Policies are adhered to
- To be aware of the Child Protection policies and procedures of England Athletics and to receive all updates of this nature from England Athletics
- To be responsible for the implementation of good practice and Child Protection policies within the club
- Attend appropriate courses
- Attend Committee meetings and report as required
- To raise awareness of good Child Protection practice with coaches, team managers and any other person in regular contact with children in the club
- Ensure that codes of conduct are in place for club volunteers, coaches, athletes and parents
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis

### Other notes

- The Club Secretary is also registered with England Athletics to approve DBS applications



# Westbury Harriers

## Volunteer Role Descriptions

### Development officer

**Name:** Vacant

**Volunteering hours:** 2 hours per week average

#### **Roles and functions**

- Abide by and promote all club policies
- Prepare and keep up to date the club development plan
- Carry out an annual review to see whether progress has been made towards targets
- Generate and implement ideas in line with the overall aims of the club
- Develop plans making use of feedback from members
- Gather annual goals from team managers and assess results at the end of the year
- To organise at least one club development meeting per year to include a cross section of the club's membership (committee, coaches, team managers, athletes)

#### **Other notes**

The club development plan will include short, medium and long term aims and will cover a broad range of subjects. It will not only state aims, but will state how we will achieve the aims and how they can be measured along the way.



# Westbury Harriers

## Volunteer Role Descriptions

### Coaching coordinator

**Name:** Lizzy Smith (senior members)

Vacant (junior members)

**Volunteering hours:** 1 hour per week average

### Roles and functions

- Abide by and promote all club policies
- Ensure that all coaches' qualifications are up to date
- Organise 4 meetings per year to discuss all relevant aspects of coaching within the club
- Inform all coaches of what coach education options are available to them and to let them know what courses are scheduled for the area
- Ensure that routes/sessions chosen by group leaders are appropriate for the group members
- In case of any accidents during a session, help group leaders fill out any accident forms and forward the details to the appropriate places
- Encourage members to become coaches
- Report any coaching issues to the club committee
- Liaise with junior/senior coaching coordinator to facilitate transition from junior to senior groups for members

### Other notes



# Westbury Harriers

## Volunteer Role Descriptions

### Events coordinator

**Name:** Philip Court

**Volunteering hours:** 1 hour per week average\*

### Roles and functions

- Abide by and promote all club policies.
- In conjunction with other committee members / volunteers, ensure all events are adequately resourced and implemented in accordance with legislation, licence criteria, etc.... An events team will need to be arranged.
- Prepare and distribute as necessary all event supporting documentation. (e.g. Licence Applications, Risk Assessments, Event Adverts, Entry Forms, Course Maps and Descriptions, Location Plans, Marshall Instructions, letters to emergency services, etc...)
- In conjunction with other committee members / volunteers, ensure all supporting resources are in place prior to each event (e.g. sawdust, directional arrows, posts, tape, race numbers, safety pins, entry forms, pens, results forms / system, prizes, medals, T-shirts, starting whistle, stop watches, etc...)
- Obtain all necessary Site Licences from land owners (Incl. access arrangements (i.e. keys, lock codes, etc...)).
- Obtain all Race Licences (Incl. Insurance Cover) from appropriate governing body.
- Arrange for adequate First Aid Facilities and Cover to be provided in accordance with licence criteria, etc....
- Arrange for adequate toilet facilities (i.e. Portaloos) to be provided for large events.
- Complete all post-race documentation (incl. payments and expense claims) and submit to appropriate organisation, governing body, treasurer, etc....

### Other notes

\* Note - Volunteering hours are mainly focussed during 3 months prior and 1 month post events. Typically events are spread evenly across the annual event calendar.





# Westbury Harriers

## Volunteer Role Descriptions

### Group Leader

**Name:** Numerous club members

**Volunteering hours:** 1-2 hours per week average

#### Roles and functions

- Abide by and promote all club policies
- Must have a current Disclosure and barring Service (DBS) check in place
- Ensure that training sessions are safe for all participants
- Devise training sessions that are appropriate for the level of ability of the group
- Encourage runners before, during and after training sessions
- Encourage group members to challenge themselves by moving up to the next group level
- Encourage members to become involved with the club as group leaders
- In the case of accident, ensure that club policies are followed
- Report any issues to the coaching coordinator or club committee

#### Other notes



# Westbury Harriers

## Volunteer Role Descriptions

### Coach

**Name:** Numerous members

**Volunteering hours:** 1-4 hours per week average

#### **Roles and functions**

- Abide by and promote all club policies
- Must have a current Disclosure and Barring Service (DBS) check in place
- Must be able to carry out all the criteria expected of a group leader
- To be able to advise in the planning, delivering and reviewing sessions to develop technical running skills and the physical capabilities of the athletes they are working with
- Identifying, planning for and continually evaluating the development needs of the athletes
- Supervising Coaching Assistants or Leaders in Running Fitness in the delivery of sessions or parts of sessions
- Managing the safety and welfare of all those under their supervision
- Educating athletes on all aspects of competition
- Understand athletes and how they develop as individuals
- Understand the application of anatomy and physiology – explored through coordination, balance, strength, flexibility, endurance, energy systems
- Understand and give advice on technique
- Talk about tactics and rules and how they apply to the athletes

#### **Other notes**