

CHEPSTOW HARRIERS – AGM 2009 AT CHEPSTOW LEISURE CENTRE

This year's AGM will be on **Thursday 26 November at 8pm** in the Community Suite downstairs in the Leisure Centre, with a buffet available from 7.30. The training run that night will start at 6.30.

Motions for Debate and Nominations for Membership of the Committee must be given to the Secretary, Dick Finch, by **4 November**.

The Agenda will then be sent to all members by 10 November.

All Committee roles are up for election, and all members are encouraged to carefully consider the positions detailed below, and put their name forward if they feel they have the necessary qualities, time and enthusiasm. Some current Officers have said that they are intending to stand down, and the Committee are particularly keen to have some new candidates. Training, support and advice will be readily available, so please don't be afraid to come forward. Prospective nominees are welcome to discuss any aspects with the Secretary in confidence.

Please note that current Committee members also have to submit their name if they want to appear on the ballot paper.

Executive officers - *These roles have a legal responsibility for the club and it is essential that we fill them.*

Chairman/woman - figurehead and leader for the club. Provides back-up to all other officials (and club members), overall guiding hand to everything we do. Chairs committee, AGM and awards dinner. Club account signatory. Must be 18+.

Treasurer - responsible for maintaining club accounts suitable for auditing on a yearly basis, holds the club cheque book and reports on finances at the AGM. Club account signatory. Must be 18+.

Secretary - official contact for the club (receiving post etc), writes official letters/applications on behalf of the club, minutes the committee and AGM. Club account signatory. Must have access to a computer. Must be 18+.

Primary roles - These people form the core of the committee and so are expected to attend as many meetings as possible so that we can continue to carry out all the various activities we currently put on. They have differing levels of workload, some could be (and currently are) doubled up, but don't need to be (e.g. treasurer and membership secretary).

Head Coach - overall training strategy, co-ordinates coaching community, identifies potential (runners and coaches), organises coaching sub-committee. Must be UKA Level 2 qualified (or better), must be 18+.

Men's and Women's Captains (two positions) - set an example for all in terms of running activities, organise and select teams as necessary, encourage participation within the club.

Membership Secretary - maintains membership database, sends and receives membership application forms, deals with WA forms, produces membership cards. Must be 18+.

Social Secretary - representative on the main committee from the social committee. Provides a monthly report to the committee. This could be a rotating role amongst the members of the sub-committee or a permanent appointment.

Communications Officer - keeps an overview of club communication (internal and external), ensuring consistency in detail and approach across different media. Central contact point for members (and external parties) wishing to communicate with the membership.

Events Officer - represents race directors at the committee via a monthly status report. Ensures the event folders are maintained. Helps race directors as required. Responsible for database of helpers, which can be referenced by race directors. Chairs event sub-committees as required (e.g. race directors).

Welfare Officer - responsible for members' welfare concerns, chairs dispute resolution panels. Must be 18+.

Junior Section Coordinator – overall responsibility for the club's Junior Section. This includes coordination of a team of coaches and helpers together with liaison with Chepstow Comprehensive School staff. Option to form a Junior Section sub-committee to delegate tasks which include training strategy and sessions, administration and competition entry. Must be 18+.

Secondary Roles - These are more ancillary positions. Each could be performed by one of the other committee members (e.g. Press Officer -> Communications Officer) but ideally would be performed by a different individual to help spread the load. These people do not have the same attendance expectation, though of course the more the merrier at committee!

New Members/Beginners Secretary - meets and greets new club members, acts as initial point of contact, liaises with Membership Secretary. Must be 18+

Webmaster/mistress - overall responsibility for CH web presence, co-ordinates assistants to ensure website is up to date and accurate. Must have access to a computer and some experience of website design (though limited training can be provided).

Newsletter Editor - collates and produces Wot's On, encourages input from club members/committee. Must have access to a computer.

Championship Co-ordinator – using the guidelines provided, selects and advertises events producing results and maintaining interest in the Club Championship.

Press Officer - works with the Communications Officer to get articles in the press (print, online etc).

Sponsorship Officer - works with the Treasurer to maximise sponsorship revenue for the club, liaising with sponsors and seeking out new sources of income.

Entries Secretary - central contact for all events with advance entry, receives all such entries and maintains race databases, assists Race Directors as required. Must be 18+.

Club Kit Officer – orders and maintains stock of club clothing. Records sales, keeps cash and cheques secure before passing them to the Treasurer. Responsible for club equipment and storage. Must be 18+.

Dick Finch, Secretary (tel 01291 627569)

22 October 2009