



CDF Volunteering Roles

Committee Roles

- Chairperson
- Secretary
- Membership Secretary
- Treasurer
- Welfare Officer (Male)
- Welfare Officer (Female)
- General Committee Members

Other Roles

- Club Kit and Merchandise Coordinator
- Head Coach / Coaching Team
- Communication Coordinator
- Social Events Coordinator
- Couch to 5k Coordinator
- Finance Assistant

Potential Roles to be discussed by Committee

- Fundraising & Sponsorship Coordinator
- Health and Safety Coordinator
- First Aid Coordinator

Chairperson

The Chairperson will chair and lead meetings within the club and be responsible for key decision making and leadership within the club, in consultation with other committee members.

Ideally, you'll need to be:

- An experienced and effective manager;
- Confident and good at communicating;
- Familiar with business administration and practices;
- Diplomatic and discreet;
- Well-acquainted with the running of the club;
- Well-organised.

What you will do:

- Provide direction for the club by effective leadership and management;
- Assist the Secretary in the preparation of meeting agendas;
- Chair and control meetings of the committee;
- Manage the efficient running of committee meetings, AGMs (Annual General Meetings) and EGMs (Extraordinary General Meetings) as required and contribute to the objective decision making by exercising sound judgement;
- Facilitate open discussion and good decision making; to have a casting vote in meetings;
- Ensure the committee act in the spirit of the Club, in the best interest of its members and according to the constitution;
- Represent the club at external meetings when required;
- Be involved, where appropriate, in the coordination of club activities;
- Manage and oversee the work of officers and other club personnel;
- Present the club's annual report, in association with the club secretary;
- Present the club's annual accounts, in association with the club treasurer;
- Determine the content and agenda for club meetings, in association with club secretary;
- Ensure that club statutory documents and other returns are administered and filed on time;
- Advise the treasurer on the use and investment of club funds.

What you'll get out of it:

This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader, you'll have a direct hand in the development of the club – it can be a demanding role, but is also incredibly rewarding.



Secretary

The secretary is the head administrator for the club. Your remit is broad; as well as looking after the general running of the club; you'll act as the linchpin between internal and external stakeholders. It's no exaggeration to say that the club couldn't function effectively without you!

What you will do:

- Provide the necessary details to Welsh Athletics regarding affiliation;
- Organise the annual general meeting, management committee and club meetings, preparing agendas and paperwork, and taking minutes;
- Issue draft minutes to committee for review and comment;
- Issue final minutes to general membership;
- Receive and process general club correspondence;
- Apply for club entries to the London Marathon;
- Distribute the right paperwork to the right people in the club;
- Manage and record all inward and outward club correspondence, making sure the necessary actions are followed up.

What you'll get out of it:

Carrying out this secretarial role shows considerable command of high-level organisational skills. It's a highly respected post within the community as well as one of the most respected roles within the club. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run club and the retention of runners and coaches.



Membership Secretary

A community club is nothing without its members. That's why this role is so important. You'll not only manage existing memberships, but actively encourage new ones and deal first hand with the members themselves.

What you will do:

- Manage everything to do with memberships, including types, subscriptions, renewals and income;
- Work with the Comms team on promoting new membership;
- Keep the membership database up to date;
- Ensure membership fees are paid and records kept;
- Send information and fees for affiliated members to Welsh Athletics;
- Provide team managers with information on members;
- Ensure any medical conditions that have been raised through membership forms are passed on to relevant coaches on a need to know basis;
- Respond to requests for information from potential members;
- Set up new members on Welsh Athletics site;
- Assist potential members wanting to transfer by providing documentation to support the transfer;
- Send 'welcome' email to new members;
- Maintain membership data;
- Bank new members' subscriptions / fees and report to Treasurer;
- Update the Committee regularly with membership numbers and members' contact details;
- Initiate payments promptly for new members to enable them to claim subsidised race entries;
- Issue renewal notices to members at year end and chase non-payers;
- Facilitate payment of affiliation fees.

What you'll get out of it:

You'll meet a wide range of people with a passion for running. It is a socially rewarding post to hold and you'll get a lot of satisfaction as numbers increase.



Treasurer

The treasurer looks after the club accounts and financial dealings. They will report to the committee. A club cannot function without handling money in an organised way, so this role within the club is a crucial one.

What you will do:

- Look after the club's finances;
- Know where the club stands financially at any time and keep the committee informed of the club's financial cash flow, income and expenditure;
- Plan and monitor a budget for the club each year;
- Record all payments and receipts;
- Analyse all income and expenditure;
- Reconcile bank account;
- Pay all bills and expenses in a timely manner;
- Deposit money and issue receipts promptly;
- Renew insurance annually;
- Make sure the club has paid relevant affiliation fees;
- Maintain all records in order for year-end audit.
- Ensure the accounts are audited for the annual general meeting;
- Prepare and present the end of year accounts at the annual general meeting;
- Report to membership on year's finances;
- Produce accounts for every committee meeting;
- Give brief report at meetings;
- Make available cash floats and club subsidies when necessary;
- Reconcile club race accounts;
- Manage bank accounts online;

What you'll get out of it:

Although you may already be financially literate, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the club, while undertaking a respected role.

Finance Assistant

- Provide support to the work of the Treasurer.

Welfare Officers (Male and Female)

A supportive and positive environment in which members can enjoy running safely is vital. You'll provide leadership in the safeguarding of members within the club and act as a key point of contact for anyone needing support or guidance. You will also need to maintain relationships with the Welsh Athletics Welfare Team at national and regional level. Every three years you will have to undertake an appropriate safeguarding course and complete a DBS check.

Training and Support

As a Welfare Officer you will need to:

- Complete a DBS Check;
- Attend Safeguarding awareness training;
- Attend a Welsh Athletics Club Welfare Officer Course, CPSU - Time to Listen Course.

The Training will provide you with the support and tools you need to carry out your role in the club combined with the resources available on the Welsh Athletics website.

What you will do:

Implement the Athletics Welfare Policy and Procedures in conjunction with UKA and Welsh Athletics policy;

- Make sure everyone understands the UKA or Welsh Athletics Accredited Clubs *Codes of Conduct*;
- Be visible and approachable to all club members and post your contact details on club notice boards, the club website, in your club welcome pack and in newsletters;
- Ensure that all safeguarding issues and incidents are reported promptly to Welsh Athletics;
- Ensure that the Club Members are aware of the roles of the Welfare Officers;
- Ensure that the Club upholds its responsibility of a duty of care to its membership;
- Ensure that the Club is open and accessible to all;
- Be responsible for the promotion of codes of conduct to members;
- Ensure that all members are dealt with fairly;



- Ensure that the Club adopts and maintains an anti-bullying policy, in accordance with UKA and the clubs rules;
- Ensure that the club adopts and maintains a policy of dealing with cases of misconduct and poor practises;
- Recognise the difference between poor practice (according to club rules) and matters that would be seen as welfare issue;
- Be a point of contact for any club member wishing to discuss or report cases of bullying, misconduct or poor practice;
- Deal in an appropriate way with confidential matters that may arise related to members;
- Investigate all reports of bullying and inappropriate behaviour and take the recommended appropriate action;
- Initiate action where bullying, misconduct or poor practice has been identified, and report it to the appropriate authority. In some cases this may involve reporting incidents to UKA or the Police;
- Keep the Committee updated on the progress of any reported case.

What you'll get out of it:

This is a highly respected role within the club and the local community, from which you'll get a great deal of satisfaction seeing how runners and the club develops.



General Committee Members

We think it is important to have a committee with a wide range of skills and experiences. This means we will have up to 4 members who will not have titled roles on the committee, but who can bring their own perspective to opportunities and issues arising. Whilst experience in areas such as finance, HR and communications have obvious benefits to the running of the club, do not underestimate other skills as well as enthusiasm, determination and positivity.

What you will do:

- Attend committee meetings
- Actively participate in committee discussions and activities;
- Participate and/or work together to deliver actions outside of the committee meetings;
- Support other members of the committee in their roles where required.
- Proactively contribute ideas to continue developing the club

What you'll get out of it:

An active role in the development and administration of the club. You will have plenty of opportunities to take on additional roles and work with others.



Club Kit and Merchandise Coordinator

A good team needs to be well turned out in the official club colours (home and away!)

Ideally you'll need to be:

- Well-organised;
- Enthusiastic;
- A good communicator.

What you will do:

- Source a kit supplier, ensuring the best deal for the club;
- Maintain good relationship with kit supplier
- Be the first point of contact for kit enquiries
- Discuss kit needs with members;
- Increase range of branded merchandise;
- Negotiate discounts with local shops and suppliers for club members;
- Be responsible for the use of the club logo on branded kit and items.

What you'll get out of it:

You'll be closely involved with the teams and team managers and get satisfaction when they perform well. You'll also have the opportunity to develop the club's brand and how it is promoted.

Head Coach / Coaching Team

As part of the coaching team, you will drive up coaching standards in the club, whilst ensuring that sessions cater for all abilities – creating a fun environment for all.

Ideally, the holder of the post of Head Coach must have, or be working towards, a Coaching in Running Fitness qualification from Welsh Athletics.

Coaching Assistants do not have to be qualified if working with a qualified Coach or Run Leader, but we would highly recommend considering training, which the club will pay for.

What the Head Coach will do:

- Develop a Club Coaching Team, from Run leaders, fellow Coaches and other interested volunteers;
- Lead training sessions, including warm up and cool downs;
- Represent the Coaching Team at committee meetings;
- Head coach will work with the Coaching team to build on, and improve, the planning and execution of progressive training schedules- carried out by Coaches, trained Run Leaders and assistants; that are enjoyable, accessible, and suitable for all levels of ability and interest, and to help members improve aspects of their running;
- Be aware of health and safety issues, ensuring that coaching is within a safe and appropriate environment, as per UKA guidelines;
- Identifying / using skills and resources- e.g. candidates for 'run-leader' training, members with other areas of expertise,- accessing cross-training opportunities, links with other clubs / organisations;
- To maintain an up-to-date knowledge of coaching rules, regulations and requirements.

What Coaching Assistants will do:

- Support the Head Coach in producing regular training plans
- Help set up and run training sessions, encouraging runners as much as possible
- Act as a liaison between the Head Coach and runners to provide suggestions and feedback

What you'll get out of it:

A great hands on opportunity to help your fellow runners develop their skills and experience. You will be one of the most visible members of the club and runners will look to you for leadership and advice.



Communication Coordinator

As the Communication Coordinator, you will spread the good news of the running club. You will promote the club and its interests to members of the public, which will raise the profile of the club. Your good news stories will boost the awareness of the club and lead to greater participation.

What you will do:

- Raise the profile of the club to internal and external audiences;
- Maximise the club's achievements and activities through all sources of the media;
- Liaise with the local media where appropriate– TV, papers, radio and web, etc;
- Oversee internal channels of communication - for example, club newsletters, website, the production of induction packs;
- Write detailed reports on competitions and good news stories;
- Solicit contributions for website from committee members, leaders of working groups and club members;
- Advertise events relevant to the members;
- Supervise social media contributions;
- Maintain website (or liaise with maintainer);
- Educate committee members and club members on the use of the technology powering the website;
- Report back to the committee on recent activity, and club members and plans for the future.

What you'll get out of it:

You will be the voice of the club, the person with the lowdown on the club and its achievements. You will make lots of new contacts in the sports and journalism world raising your own profile by being involved. The more you involve people in the club the more you will get out of your role. This role can easily be divided into multiple roles –reducing workload. It is also a great role for younger volunteers, maybe those at university who have some spare time and are trying to build a CV.



Social Events Coordinator

Every club needs to hold events to build team spirit, reward volunteers and create a strong social life at the club. The social events coordinator makes sure these events are a success and celebrate all runners within the club.

What you will do:

- Plan, organise and lead a team to deliver events for your club;
- Consult other club officers and set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun;
- Put in place a calendar of social events to maintain momentum and awareness;
- Motivate members to attend events;
- Encourage new members into the club;
- Arrange support teams to go and support members at local races and events.

What you'll get out of it:

You will gain experience of planning an event with all the logistical challenges that are involved. You'll have the satisfaction of helping the club to raise its profile. More awareness means more runners, more volunteers, more funds and growth for the club. What more, you'll be helping build '*club spirit*', bring a sense of community and make your club a fun and vibrant environment thus helping retain runners.



Couch to 5k Coordinator

We hope to continue organising Couch to 5k programmes as a way to introduce new runners to our sport. The coordinator will be the person they see at every session, who will encourage and motivate them, and oversee a team of volunteers to support each session.

What you will do:

- Plan, organise and lead a Couch to 5K programme within the club;
- Organise a rota for pacers to help and support the programme;
- Liaise with the Communication Coordinator to promote the programme outside of the club;
- Following the programme, provide support and encourage the graduates to join in with the main club sessions.

What you'll get out of it:

The satisfaction of seeing a group of new runners through to completion is incredibly rewarding in itself! You'll be helping to start what could be a lifelong hobby with new friendships along the way.