

MFR COMMITTEE POSITIONS AND ROLE DESCRIPTIONS

MALE CO-CHAIR

- Chair Committee meetings
- First point of contact for all new members contacting MFR
- Responsible for representing MFR to external organisations
- Ensuring the culture of the club reflects the aims and objectives of the membership
- Co-ordinate the activities of the committee and give leadership on new initiatives for the club.

FEMALE CO-CHAIR

- Chair Committee meetings
- First point of contact for all new members contacting MFR
- Responsible for representing MFR to external organisations
- Ensuring the culture of the club reflects the aims and objectives of the membership
- Co-ordinate the activities of the committee and give leadership on new initiatives for the club

CLUB SECRETARY

- Responsible for the administration of membership to MFR including the collection of annual fees
- Takes the minutes of all MFR meetings including monthly committee meetings
- Responsible for validating the eligibility of Club Records
- Responsible for club Kit (orders and distribution)
- Liaise with official bodies & complete club registrations e.g. England Athletics, Cross Country, and Pride Events

TREASURER

- Maintenance of accounts
- Payments and deposits
- Financial reports for Committee
- Annual financial statement for AGM
- Ensure proper financial procedures are followed and funds are spent to promote the aims and objectives of MFR

SOCIAL SECRETARY

- Ensure a venue for food after each Thursday night run
- Organise race socials that all members of the club can access and enjoy
- Organise annual events such as Xmas party, MFR Birthday party and Pride social events
- Ensure social activities are affordable to all members and brought in at cost
- Ensure all social events are communicated to the full membership

COMMUNICATIONS OFFICER

- Responsible for the MFR monthly newsletter
- Responsible for maintaining information on the MFR website
- Ensure all the clubs activities (races/socials) are communicated to the full membership
- Have an overview of web based e-mail and Facebook communications
- Co-ordinate the annual members' satisfaction survey.

TRAINING SUPPORT OFFICER

- Coordinate requests for coaching within MFR
- Ensure that the coaching offered reflects the needs of the membership
- Organise an annual introduction to distance running event for new members
- With the co-chairs ensure that all weekly training sessions have a committee member in attendance
- Prepare easy to access training plans for the website

WELFARE OFFICER

- Organise and chair volunteer meetings as and when required
- First point of contact for all matters relating to the health, safety and welfare of members
- Maintain The Club Health and Safety Policy
- Co-ordinate volunteers at runs & events or nominate another if not available and maintain the rota for Run Buddies and Run Leaders
- Establish and maintain volunteer social networking groups as and when required.
- Ensure the club has a sufficient number of volunteers to meet its demands, and address their development requirements.