



**MANCHESTER
FRONTRUNNERS**

MANCHESTER FRONTRUNNERS APPENDIX 2

Role of the committee

The committee play a major part in upholding and driving the key pillars that make up the constitution of Manchester Frontrunners. These include:

- Encouraging and promoting running among: lesbian, gay, bisexual and transgendered people (LGBT) regardless of race, religion, sex, age or disability.
- Combating discrimination and homophobia in sport, and to encourage LGBT involvement in the sporting and local community.
- To provide coaching for the members and to organise competitions and social events.
- In pursuit of these objectives the club will promote equal opportunities and encourage gender parity.

As a member of the committee, you would be taking on a responsibility to engender a team spirit and freely give the required commitment and time.

Time commitments include a monthly committee meeting, typically the 2nd Monday of every month, which lasts 2 hours, as well as any preparation for the meeting.

Committee members can expect to need to give up to two hours a week in support of their role, although this is not always evenly distributed throughout the year.

All roles can expect to receive some communications from club members, potential runners, local clubs and other external organisations, to which responses should be managed in a timely fashion. In general, this responsibility falls most heavily upon the Co-Chairs and Club Secretary.

Given the importance of our three main weekly sessions, a reasonable level of attendance at sessions is important, and helps to engender the promotion of running, as well as increase your profile with our members (which in turn greatly aids you in your role).

Attendance at socials and other club events where possible is encouraged, again building that rapport among club members and building team spirit.

Co-Chairs

The Co-Chairs are accountable to the Committee and the membership for the affairs of the club. It is the responsibility of the Co-Chairs to ensure the club welcomes runners of all abilities by helping integrate new runners into the club and by creating and supporting initiatives that foster a friendly and inclusive club, where members can make new friends and find support in the LGBT community, as well as prosper and develop as a trained athlete or a casual runner as they wish.

The Co-chairs take responsibility for leadership of the committee roles and developing the vision and strategy for MFR for the coming year, whilst maintaining the MFR founding principles.

The Co-chairs plan and host the annual general meeting and lead the monthly committee meetings. They should work alongside the Social Secretary and Welfare Officer in identifying opportunities to increase membership from within the LGBT community and in welcoming new members to the club.

The Co-Chairs should form relationships with other running clubs, particularly other Fronrunner clubs, and with England Athletics to maintain our part of the Fronrunners network and the wider Athletics network.

In addition to the club's LGBT objectives, the Co-Chairs should always be identifying opportunities to increase and retain female members.

Club Secretary and Treasurer

The Club Secretary is responsible for club governance, club affiliations and membership administration. They are the key point of contact for regulatory and governing bodies such as England Athletics and Northern Athletics. They ensure the club complies with the rules that govern the sport, and internally the Club Secretary has responsibility for enforcing compliance with the club rules and the Club Constitution. The Club Secretary maintains the club's affiliation with England Athletics, International Fronrunners, MACCL and other organisations as required.

The Club Secretary looks after administration for the club, including the AGM, both club and individual membership affiliations, and club entries for events such as the pride parade, championships and cross country. They maintain accurate, up-to-date records of club members including contact lists for the benefit of the committee. Data protection governance falls under this role.

Due to the new member entitlement to a free club vest, responsibilities for kit from this supplier (currently Wasp Sports) sits with the Club Secretary rather than the Race Secretary.

In addition, the role currently assumes the Treasurer responsibilities. The Treasurer is responsible for the financial governance of the club. They must maintain the club accounts, make payments and reimbursements on behalf of the club and maintain an audit trail of all club financial activities. The Treasurer must keep the club accounts continuously updated and report monthly to the committee. The Treasurer is required to produce the final annual accounts, to be presented at the AGM.

The Treasurer will put in place processes and facilities to enable other committee members to adhere to their requirements to liaise closely with the Treasurer in all financial matters.

Social Secretary

The role of the Social Secretary on the Committee is to organise and/or oversee club social events. This may involve booking venues and confirming numbers and pre-orders for some events. Whenever pre-payments from club members are required, the Social Secretary and the Treasurer shall liaise regularly and closely using a pre-agreed process. They should work closely with the Race Secretary to align races and socials, particularly the 'big' club races and cross country.

Specific events currently include:

Xmas meal, Manchester Pride parade, club AGM, annual birthday event, club holiday (base bar and one group meal), and Thursday evening socials, which should all be periodically reviewed to ensure attendance and relevance.

The Social Secretary should contribute to the content of the web site, Facebook and Instagram and ensure social events are publicised well in advance across communication channels as appropriate.

Welcoming of new runners face-to-face at weekly runs and socials, plus through Facebook, is a key part of this role.

Coaching Officer

The role of the Coaching Officer is to ensure delivery of coaching requirements of members through our licenced Coaches and Run Leaders. They will also act as the initial point of contact for anyone seeking additional coaching plans or opportunities.

The Coaching Officer has responsibility for the Tuesday track main session(s) content, ensuring it meets the needs of our runners each season, and is promoted to all our members. They should also maintain the track rota, utilising the Run Leaders and Coaches of the club in delivery of track sessions.

The Coaching Officer will coordinate two training weekends per year including arranging accommodation, planning suitable run routes and arranging additional activities (e.g. yoga). They shall liaise closely with the Treasurer, using a pre-agreed process, regarding members' payment and booking of places on training weekends.

The Coaching Officer should propose and promote a C25K course once per year, and if not delivering the C25K course directly, they should provide any necessary planning assistance required by the Coaches and/or Run Leaders assuming the responsibility. The coaching co-ordinator should also consider other training events across the year appropriate to the season that will benefit members training.

Communications Officer

The role of the Communications Officer is to manage the methods of communication within the club, and externally. This includes the club website, Facebook, Twitter, Instagram and the Newsletter (currently through Mail Chimp).

The role has main responsibility for the club website maintenance and hosting, and for ensuring it's kept up to date, relevant, and represents Manchester Fronrunners' focus.

Each month the Communications Officer takes and circulates the Committee meeting minutes and actions and writes the Newsletter. They also work with the Race secretary to promote the MFR Cake race each Spring and are responsible for the content and promotion of the annual club survey.

Race Secretary

The role of the Race Secretary is to promote participation in club races, maintain race related data records and provide leadership for the club's annual "It's a Piece of Cake" race.

The Race Secretary should utilise schemes such as Club Championships to promote and encourage participation in club races. They should also champion cross country as a club team event and ensure men’s and women’s team captains are appointed each season. The Race Secretary shall identify races to be club races and promote these amongst the membership.

The Race Secretary is responsible for writing the weekly race and running update.

The Race Secretary will assume the role of Race Director for the club’s annual “It’s a Piece of Cake” race and shall hold regular working group meetings in relation to the race, particularly in the lead up to the event. They shall act as the link between the working group and the committee ensuring all material decisions are approved by committee and sufficient information is provided to the Treasurer to enable financial forecasting.

The Race Secretary shares responsibility for club kit with the Club Secretary and should actively promote club kit to members. They will be responsible for ordering, selling and distributing items of kit, and as such must liaise regularly and closely with the Treasurer in such a way as reasonably instructed.

Welfare Officer

The main role of the Welfare Officer is to ensure the welfare and safety of members is upheld, in accordance with our Health and Safety Policy and Risk Assessments. As part of this, they assume responsibility for maintaining and updating our safeguarding policy. The Welfare Officer will also identify opportunities to increase the inclusive nature of the club within the LGBT community.

Importantly, the role holder should co-ordinate volunteers, creating a rota for Saturday runs of Run leaders and buddies, and acting as co-ordinator for events including (although not to limited to) Manchester marathon and half marathon, and cross country.

The role holder is responsible for reviewing and updating our risk assessments, ensuring our code of conduct is maintained, and is the initial point of contact for a complaint being made through the complaints procedure.

The Welfare Officer should work alongside the Co-Chairs in promoting Manchester Frontrunners throughout the LGBT community, working with the LGBT Foundation in the promotion of well-being and inclusion. They should also advise the committee of any initiatives where we should be promoting, or of activities we should be engaging with in the club to promote well-being.

ISSUE	DATE OF ISSUE	SUMMARY OF CHANGES
1.0	May 2013	Appendix 2 (Role Descriptions) written & incorporated into the Constitution
2.0	August 2015	Change of role from Volunteer Coordinator to Welfare Officer
3.0	May 2016	Treasurer responsibilities incorporated into Club Secretary role; creation of the new role Race Secretary; Training Support Officer role renamed

		Coaching Coordinator; all Role Descriptions substantially rewritten
3.1	May 2017	Race Director responsibilities brought back into Committee under Race Secretary Role
3.2	April 2018	Role of Committee section added; all Role Descriptions substantially rewritten; increased guidance of time commitments; Role responsibilities unchanged
3.3	April 2019	Minor amendments to Role Descriptions; Coaching Coordinator role renamed Coaching Officer.