

## **Main Committee - Role Responsibilities**

### **Chair**

- Responsible for the strategic direction and development of the club, including leading the development of the Club Development Plan.
- Chairs committee meetings, including the Annual General Meeting (AGM) (and any Extraordinary General Meetings).
- Works with Committee members to ensure compliance with the Club Constitution.
- Represents the Club locally and nationally.

### **Finance**

- Keeps and maintains the club accounts.
- Payment of all bills and settlement of all invoices.
- Pays in monies received.
- Updates all financial records.
- Prepares and submits reports for regular committee meetings showing current income vs. expenditure, and the current state of club finances.
- Prepares and presents the Annual Statement of Accounts to the AGM of the club.
- Prepares annual budgets of income and expenditure in discussion with appropriate officials and members, and monitor actual expenditure against budget.
- Calculates and proposes to the Committee and AGM the proposed event entry fees to be charged for the year.
- Prepares (jointly with event Organiser) a budget of income and expenditure for events.
- Maintains a current list of authorised signatories for club cheques.
- Submits levy returns to the British Orienteering Federation (BOF) and the Scottish Orienteering Association (SOA) where appropriate after events.
- Appoints a third-party auditor to verify accounts.
- Assists with funding applications and tracks any awarded grants to ensure that funds are spent appropriately and any reporting requirements are satisfied.

### **Secretary**

- Arranges committee meetings, approximately in February, May and November using a DoodlePoll to agree a date.
- Creates an agenda (in collaboration with the Chair) for each meeting and circulates agenda to the committee during the week prior to the meeting.
- Attends committee meetings, makes notes and sends draft minutes promptly after meetings to the Chair.
- Following approval of the minutes, sends minutes to committee members and to the Webmaster to publish on the club website.
- Acts as the central incoming communications point of contact for external communications (for example, BOF, SOA, local council) and arranges distribution of correspondence and any actions as required.
- For the AGM in August:
  - Agrees a date within the committee.
  - Publishes the AGM notice at least one month ahead via the weekly newsletter and on the website.
  - Publishes the agenda on the website prior to the AGM.
  - Attends, makes notes, circulates draft minutes to chair – once approved circulates minutes to committee members and publishes on the website.

## **Fixtures Secretary**

- Plans the calendar for all club fixtures.
- Calls and chair fixtures planning meetings, as required.
- Decides on venues for events in conjunction with the Mapping Lead.
- Raises fixtures issues with the Committee and reports progress at Committee meetings.
- Liaises with other clubs and organisations to avoid clashes, including consulting and updating the Northern Clubs event planner.
- Liaises with other clubs and organisations to pool resources for co-hosted events.
- Registers events with British Orienteering and update the Club website with fixtures.
- Ensures that event officials are appointed.

## **Permissions**

- Secures permission to hold events from landowners and land managers, as required.
- Holds and maintains the club's record of event areas and contact details of landowners and land managers.
- Raises access/permission issues with the Committee and reports progress at Committee meetings.
- Liaises with Event Organisers and the Fixtures Secretary proactively regarding access for events.

## **Club and Membership**

### **Club**

- Oversees Club team activities by liaison with Senior and Junior club captains.
- Recognises individual and team achievements throughout the year, working with the club awards lead.
- Oversees Club equipment (except SI) and clothing provision, working with the club members responsible for a) equipment and b) clothing.
- Supports the development of the club ethos, with club members engaged in social activities.
- Co-ordinates Club social media activities, working with Club Communications and Publicity officer.
- Works with the Club eNewsletter Coordinator to ensure club members receive regular updates of recent events and notice of future activities.

### **Membership**

- In line with the Club Development Plan, works to sustain membership levels and, working with other club members, promote orienteering locally and throughout the region.
- Updates and reviews club membership records via BOF and SOA databases at regular intervals as required by the Committee.
- Be an initial point of contact for new members.
- Sends out renewal reminders in parallel with BOF and SOA.
- Produces membership list for circulation to committee members as required.
- Develops club marketing material showcasing event activity and benefits of membership.

## **Lead Coach**

- Leads and develops the Club coaches.
- Plans and delivers the Club coaching programmes.
- Coaches junior and Club level orienteers particularly in technique training.
- Stimulates and helps develop coaching within Moravian.
- Acts as consultant/mentor to Club members for physical and technical training.

## **Communications and Publicity**

- Handles general publicity and Public Relations of Club's activities.
- Promotes the Club's activities on social media and in the local press.
- Works with the eNewsletter Coordinator, Twitter, Facebook and Instagram reps to ensure club news and activities are promoted.

## **Wider Committee – Role Responsibilities**

### **Data Protection Lead**

- Ensures the Club is compliant with the General Data Protection Regulations (2018).
- Develops and publishes the Club's Data Protection policy and reviews the policy periodically to ensure relevance and alignment with wider policy.

### **Child Welfare and Protection**

- Acts as a first point of contact for any person in orienteering at a Club level who has a concern about safeguarding the welfare of children and vulnerable adults.
- Assists the Club in developing and promoting an environment inclusive of, and friendly to, young people.
- Helps safeguard young people and vulnerable adults by the promotion and implementation of the *British Orienteering, O-Safe – Child Welfare Policy and Procedures* at a Club level.
- Assists in the raising of awareness of others in orienteering at a Club level in respect to the safety and welfare of children and vulnerable adults.
- Acts as a source of advice and information on the safety and welfare of children and vulnerable adults at a Club level.
- Whilst respecting any confidentiality, keeps the main Club Committee informed of any Child Welfare and Protection Issues, as appropriate.
- Develops and publishes the Club's child welfare and protection policy and reviews the policy periodically to ensure relevance and alignment with wider policy.

### **Club COVID Officer**

- Ensures the Club is compliant with BOF and SOA COVID guidelines.
- Keeps abreast of COVID guidelines and updates the Club website accordingly.
- Ensures COVID Officers are appointed for each event.

### **Mountain Bike Orienteering Lead**

- Acts as the club lead for mountain bike orienteering events.
- Liases with British Mountain Bike Orienteering to register events.

### **Senior Captain**

- Coordinates teams for relay and inter-club events.
- Provides a focal point for encouragement at major and team events.
- Maintains awareness of individuals form, fitness and potential.

### **Junior Captain**

- Advises the main Committee on Junior issues in the Club.
- Works with Webmaster, Communications and Publicity Officer and eNewsletter Coordinator to ensure appropriate junior representation.
- Instigates appropriate social activities for juniors.
- Advises the Club and Membership Lead on junior team selection for races.

### **Junior Badges**

- Maintains a record of junior participation at events (up to a maximum of 100 events per junior).
- Liaises with the SOA for the provision of badges.
- Arranges presentation of badges to juniors, as required.

### **O Tops and Club Clothing**

- Coordinates club clothing orders for members.

### **Website - Webmaster**

- Maintains the Club website as the principal source of information for Club members and the public.
- Ensures the website is interesting and easy to navigate.
- Be accessible to Club members and officials who provide the information for inclusion on the website.
- Works with the Communications and Publicity Officer and the eNewsletter Coordinator to ensure continuity of message.
- Operates Club email system, sets up and administers users.
- Manages Club cloud data storage (Dropbox) and administers users.

### **Social Media Administrators**

- Acts as the Club administrators and focal points for Twitter, Facebook and Instagram social media platforms.
- Maintains social media presence by publicising and promoting club events and activities on Twitter, Facebook and Instagram.

### **eNewsletter Coordinator**

- Publishes a weekly digital newsletter to club members.
- Solicits contributions from club members.

### **Schools and Youth Orgs Lead**

- Acts as a liaison with Schools and Youth Organisations to promote orienteering events and activities.

## **Mapping Group**

### Mapping Lead

- Works with the Fixtures Secretary and planners to ensure event maps are available and up to date.
- Manages the files of mapped areas and maintains a record of their currency.
- Coordinates club members in the investigation of new mapping options.
- Proposes new areas for mapping to the Committee noting both technical suitability and restrictions (e.g. access, permissions, parking).
- Coordinates the map tender process in conjunction with the Finance Committee member and liaises with mappers to carry out the mapping.
- Holds the Club's Capercaillie map.
- Manages the Club's mapping software, including any new licences.

### Mappers

- Maps areas to the latest mapping standards.

## **Event Timing, Entries and Results Group**

### Event Timing

- Manages the Club's hardware and software for electronic event timing, including liaison with the main Committee regarding replacements, upgrades and any licences.
- Sets up and operates the Club's hardware and software for event timings in liaison with the event planner.
- Operates participant safety check (using SI timing).

### Entries Secretary

- Sets up online entries in liaison with the event organiser.
- Manages paper entries where required.
- Updates the Club Website with the online entry details for each event.

### Post Event Results and Routegadget

- Receives from event officials the post-event results, map and event files and publishes post-event results.
- Sends event results to BOF and posts on Routegadget.

## **Quartermaster Group**

### Electronic Kit Quartermaster

- Keeps and maintains all SI units/Start, Finish, Clear, Download boxes/Dibbers/Printers.
- Liaises with event planners for delivery and collection of electronic equipment.
- Ensures that the units, Start, Finish, Clear, Download are all time synched before events.
- Checks battery status of SI units regularly and makes arrangements for battery replacements, as required.
- Returns any faulty units to SI UK for repair.

#### Club Kit Quartermaster

- Arranges and maintains appropriate storage for Club equipment.
- Maintains an up-to-date record of materials and equipment which is the property of the Club.
- Advises the main Committee on the physical condition of kit, and recommends equipment purchases where appropriate.
- Agrees a budget with the Finance Committee member.

#### First Aid Quartermaster

- Ensures that the first aid rucksack is stocked with first aid supplies.
- Maintains a record of first aid qualified club members.
- Acts as the Club focal points for booking club members onto first aid courses.

#### **Club League Group**

##### Main League Coordinator

- Updates the main league with points and uploads the outcome onto the website.

##### Saturday League Coordinator

- Updates the Saturday league with points and uploads the outcome onto the website.