



London Frontrunners

Committee Members' Roles and Responsibilities

All Committee Members

1. To act as Circle Leader for Club runs as required.
2. To contribute content to the Club website and eBulletins as necessary.

Co-Presidents

1. Provide leadership and coordinate the activities of the Committee.
2. With the Club Secretary, ensure that the activities of the Club reflect and implement its constitutional aims and objectives.
3. To lead on the development and maintenance of strong Club governance and address governance issues as they arise.
4. To chair committee meetings.
5. To monitor the Club's "Info" email account.
6. To act as first point of contact for enquiries from new runners and as second point of contact for complaints, grievances and disputes (after the Club Secretary).
7. To represent London Frontrunners externally and manage relations with external partners including the kit suppliers, changing venues and other sports groups.

Club Secretary

1. To ensure that the Club and committee are acting in accordance with the Constitution, Policies and other governance documents.
2. To arrange committee meetings and take minutes in accordance with the agreed governance documents.
3. To organise the Club's Annual General Meeting.
4. To act as the Club's contact with governing bodies including England Athletics and South East England Athletics.
5. To organise the Club's places at the London and Brighton Marathons.
6. To prepare the monthly "Circle Leaders" rota.

Treasurer

1. To prepare draft budgets and agree these with individual budget holders and the full committee.
2. To work with individual event organisers and Club Sub-Committees to ensure that events are correctly budgeted and within plans.

3. To make payments against invoices when received from budget holders, setting up payment collection plans on GoCardless for events and projects, ensuring that payments are within the expenditure limits in Article 35 of the Constitution.
4. To ensure that payments taken in on behalf of the club are banked in a timely fashion.
5. To reconcile the record of circle attendance to bank deposits and chasing circle leaders for missing payments.
6. To ensure invoices are received and paid for changing venues.
7. To organise and monitor any cash handling necessary at events.
8. To produce monthly management accounts and actual budget performance to present to the committee.
9. To produce annual accounts for presentation to the AGM.
10. To provide reports to organisers of individual events on revenues and expenditures.

Membership Secretary

1. To keep Club members' personal data up to date within WebCollect (alone), MailChimp (alone) and England Athletics (alongside the Club Secretary), including entering / subscribing / registering new members and renewing / updating / removing / unsubscribing existing members.
2. To produce membership cards for all new and renewing Club members.
3. To welcome and provide information to new Club members.
4. To maintain and send to the St Mary's Gym the Thursday and Saturday guest lists.
5. To report membership overviews to the Club annually and as requested.
6. To ensure member data is complete and correct on the WebCollect, MailChimp and England Athletics databases.

Race Secretaries

1. To maintain an up-to-date and accurate database of Club members' race results.
2. To facilitate the participation of Club members at selected externally organised races including, but not limited to, the Metropolitan League Cross Country series and the Green Belt Relay.
3. To update the Publicity and Communications Officers with details of upcoming races so that Club members can be informed of these via relevant communication channels.
4. To ensure that Club members are informed about races at as many opportunities as possible, including but not limited to the e-Bulletin, circles, informal conversations, Facebook and the Club website.

Social Secretaries

1. To organise key social events in the LFR calendar, including but not limited to the post-marathon social, the Pride March social, summer social event(s), Bonfire Night and the Christmas social.
2. To assist, where appropriate, in the organisation and advertisement of other social events such as women's socials, socials with other sports clubs, theatre socials, networking events, other LGBT and non-LGBT events of interest.
3. To update the Publicity and Communications Officers with details of upcoming social events so that Club members can be informed of these via relevant communication channels.
4. To ensure that Club members are informed about social events at as many opportunities as possible, including but not limited to the eBulletin, circles, informal conversations, Facebook and the Club website.
5. To assist and encourage participation in social events to help the Club be known for its social as well as its sporting environment.

Publicity and Communications Officers

1. To prepare and send the Club's weekly eBulletin.
2. To ensure that the Club website is up-to-date, accurate and accessible.
3. To manage the Club's social media, including its Facebook and Twitter accounts.
4. To ensure all the Club's activities, including races and social events, are communicated to the full membership.
5. To organise the Club's involvement in London Pride.

Document Revision History

Version	Date of Issue	Summary of Changes
1.0	10 February 2017	New document approved by the Committee.