



## **London Frontrunners**

### **Committee Members' Roles and Responsibilities**

For the avoidance of doubt the provisions of the Club Constitution shall take precedence over this document.

#### **All Committee Members**

1. Act as ambassadors and champions of the Club's mission, rules and values as set out in the Constitution.
2. Consider diversity and inclusion matters in relation to current and potential Club members.
3. Perform Circle Leader or Circle Lead Assistant duties for Club runs as required.
4. Contribute content to the Club website and eBulletins as necessary.
5. Be accessible to all members and engage with them in seeking their thoughts and views of the Club. To act as "eyes and ears" to proactively identify emerging risks/ issues and opportunities whether related to individual members, groups of members or the Club more generally.
6. Monitor relevant Club e-mail accounts and other channels for Committee communication and respond in a timely manner.

#### **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. Periodically review the Club Constitution and policy documents, consulting with the Committee on relevant updates.
5. Chair committee meetings.
6. 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. Represent London Frontrunners externally and manage relations with external partners including the kit suppliers and other sports groups.
8. Manage payment and delivery data for the purchase of Club kit.

#### **Club Secretary**



1. Ensure that the Club Committee, Club officers and the Club in general are acting in accordance with the Club Constitution, following the Club Policies and other governance documents.
2. Act as the Club's central point of contact with governing bodies, including England Athletics, South of England Athletic Association, the British Triathlon Federation, etc., and liaise with outside athletic and other organisations
3. Act as first point of contact for complaints, grievances and disputes, oversee the disciplinary and grievance process & procedure as set out in the Club Constitution
4. Check, approve and process all Club transfer applications, remove athletes transferred to other clubs from the LFR registers and act as the Club DBS verifier
5. Plan, organise and convene every Regular Committee Meeting (RCM) and every Extraordinary Committee meeting (ECM), distribute Agenda items and take Minutes during both the above. Ensure that RCM & ECM minutes are uploaded onto the LFR website, for transparency.
6. Supervise the organisation of the Club's Annual General Meeting (AGM) and Committee elections in accordance with the Club Constitution
7. Apply annually to England Athletics for the Club's London Marathon places and register successful applicants with the London Marathon organisers.
8. Prepare the monthly Circle Leaders (CL) & Circle Leader Assistants (CLA) Circles Rota and all associated documents.
9. Create, build, maintain and manage productive and functional relationships with the LFR changing venues, the post-run venues and handle relevant reservations

## **Treasurer**

1. Prepare draft budgets and agree these with individual budget holders and the full committee in accordance with Article 35 of the Constitution.
2. Work with individual event organisers and Club sub-committees to ensure that events are correctly budgeted and delivered within plans.
3. Make timely payments against invoices and claims received from budget holders, suppliers or other sources, ensuring that payments are valid, approved in line with and paid in line with the Constitution.
4. Set up payment collection plans on GoCardless for events and projects and provide reports on payments to event organisers.
5. Organise and monitor any cash handling necessary at events.
6. Record all transactions in the Club's online accounting software in an accurate and timely manner.
7. Update committee on progress against the annual budget at committee meetings in accordance with the Constitution.
8. Produce annual accounts for presentation to the Committee and AGM in accordance with the Constitution.
9. Provide reports to organisers of individual events on revenues and expenditures.



10. Manage the Club's bank accounts, online banking arrangements and other financial processes, ensuring appropriate financial controls are in place and are operating effectively, including updating persons with access and secure handling of access codes. Specific attention must be paid to the provisions set out in the Constitutions relating to financial controls.

### **Membership Secretary**

1. Maintain Club members' personal data within WebCollect (on their own) and England Athletics (alongside the Club Secretary), including entering / registering new members and renewing / updating / removing existing members.
2. Provide Publicity Officers current members emails (with respect to Data Protection opt-out) to ensure they are subscribed / unsubscribed accordingly.
3. Welcome new and renewing members when their membership payment has been paid.
4. Answer and act upon queries regarding membership to prospective, new and existing members.
5. Report membership overviews to the Club annually and as requested.

### **Race Secretaries**

1. Maintain an accurate database of Club members' race results.
2. Facilitate the participation of Club members at selected externally organised races.
3. Update Publicity and Communications Officers with details of upcoming races so that Club members can be informed of these via relevant communication channels.
4. 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. Set up the LFR events calendar for the new club year at the start of tenure. Ensure this includes all Club activities to visualise all relative LFR events in advance and share the calendar with other Committee members and Club Officers, so that it is updated accordingly and regularly.
2. Ensure that the programme of social activities is diverse and appeals to a broad range of members whilst also recognising that certain parts of the Club enjoy different types of socials and accommodate for these.
3. Organise social events in the LFR calendar, including but not limited to the LFR Birthday celebrations (February), Club Championships & LFR AGM (March), the post-London Marathon social (April), the post-Pride March social (June/July), summer social event(s) (July/August), the Christmas social (November), etc.



4. Assist in the organisation and advertisement of other social events such as women's socials, socials with other sports clubs, theatre socials, LFR networking events, LFR trips, other LGBT+ and non-LGBT+ events of interest.
5. Ensure 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.



## **Publicity and Communications Officers**

1. Prepare and distribute the Club's weekly eBulletin.
2. To maintain member subscriptions to the eBulletin with current members list from the Membership Secretary.
3. Ensure that the Club website is up-to-date, accurate and accessible.
4. Manage the Club's social media accounts.
5. Ensure all the Club's activities, including races and social events, are communicated to the full membership via appropriate channels.
6. Support the committee with one-off communications and communication campaigns across appropriate channels.
7. Utilise appropriate opportunities to promote the Club to potential members and more generally.
8. Organise the Club's involvement in London Pride.