

Dumfries Running Club

Committee Roles and Responsibilities

Chairman

- Act as leader and facilitator
- Take strategic overview of Club
- Chair Club meetings
- Act as Club spokesperson
- Liaise with Secretary and Treasurer re meeting arrangements

Secretary

- Act as first point of contact for Club
- Act as link person with SAL
- Deal with delegated administrative duties
- Make up agendas, in consultation with Chairman, and issue to committee members
- Take and circulate minutes of meetings

Treasurer

- Take lead on looking after Club finances
- Pay bills and record information
- Keep up-to-date records of Club financial transactions
- Report regularly to Committee on financial status
- Prepare year end statement of accounts

Membership Secretary

- Maintain member records
- Issue yearly membership reminders
- Collect subscriptions due to Club
- Liaise with Treasurer on monies collected
- Deal with queries from potential new members
- Add members to the Club Facebook page

Captain/Captains

- Be responsible for 'club spirit' and encourage 'development' activities
- Encourage members to participate in races
- Choose Club teams
- Take an overview on training arrangements
- Liaise with Secretary on Scottish Athletics matters

Digital Media/GDPR Compliance Manager

- Responsible for maintaining Club website
- Link person for items to be posted on Club website
- Responsible for maintaining Club Facebook page
- Link person for items to be posted on Club Facebook page
- Liaise with Club Media Officer on items appearing in local press
- Report website and Facebook issues to Committee

Social Secretary

- Organise and co-ordinate social activities for club members
- Facilitate participation across all Club members and gear events appropriately.
- Work with other members of the club to organise fundraising and social events and delegate jobs where appropriate.
- Aim to promote regular events across the whole year
- Ensure that liaise with Treasurer on funding of events.

Media Officer

- Prepare reports for the Press
- Liaise with Digital Media Officer on items to appear on Club website and Facebook page

