**Basingstoke & Mid Hants Athletics Club – Committee Vacancies**

**YOUR CLUB NEEDS YOU!**

There are a number of vacant positions on the club organising Committee that need to be filled.

The existing committee members are keen to attract and welcome any new volunteers who can contribute with new ideas, energy and enthusiasm. We would like a broad cross section of our members to be represented, to help shape the club going forward. It is becoming increasingly difficult for the club to function without additional support.

Our committee and post holders work as a collaborative team. We will be there to support and assist new members. No new volunteer would be left on their own as they find their feet and establish themselves in their role.

The role descriptions are a guide and reflect an ‘ideal world’. Adjustments can be made according to the position holder’s strengths, vision and time available. Duties could be shared if time commitments are a challenge.

**Vacant Committee Roles:**

Vice Chairman

Junior Section Secretary

Masters Athletics Secretary

The following Posts are vacant:

Public Relations Officer

Sponsorship Secretary

We would also benefit from:

Press Officer

Communications Officer

If you are in anyway interested in supporting the club through one of these roles, please feel free to talk to any of the current committee members who will be happy to discuss the role with you. Interest in a role should be raised through the General Secretaries email:

You are welcome to join us at Committee meetings to get a flavour of what ‘goes on’. If appropriate, we can ‘co-opt’ new Committee members ahead of formal election at the AGM in February.

**Vice Chairman**

**Purpose of role**:

To support the Chairman in his role as a figure head for the club and deputise for the Chairman as and when required.

**Key Tasks and responsibilities:**

* Attend regular Committee meetings and Chair meetings when necessary.
* Assist and deputise for the Chairman when dealing with club, community and national organisations as required.
* Contribute to the development of the club ethos and development goals.
* Support the Chair in overseeing the functioning of the club and ensuring adherence to its constitution and rules.
* Active participation in various sub-committees where required.

**Estimated commitment:**

As much time as you are able or willing to commit. Minimum requirements would be 2 hours a month at regular committee meetings and 1 hour a week on general committee business.

It may be appropriate to attend 1 or 2 meetings per year on behalf of the club.

**Junior Section Secretary**

**Purpose of role:**

Oversee the junior section of the club, representing the interests of our junior members in the actions and decisions of the committee including opportunities and provision to train and compete

**Key Tasks and responsibilities:**

* Oversee the junior league fixtures (Cross Country, Wessex and Alder Valley)
* Consult regularly with parents, young athletes and other interested parties on matters affecting our junior members
* Provide regular liaison with all the junior team managers
* Act as a consultant to the coaching group reps
* Co-ordinate junior home matches.
* Provide a link between team managers and committee.
* Provide competition guidelines to members and parents.
* Attend meetings on behalf of the club as and when necessary

**Estimated commitment:**

5 hours a month (2 hours at Committee meeting, 1 hour a month circulating at the track and talking to members, 1 hour administration - new member enquiries etc., 1 hour a month of general committee business.

It may be appropriate to attend 1 or 2 meetings per year on behalf of the club.

**Masters Athletics Secretary**

**Purpose of role:**

Oversee the ‘Masters’/ ‘Vets’ section of the club, representing the interests of senior members in the Masters age categoroies (aged 35+) in the actions and decisions of the committee including opportunities and provision to train and compete.

**Key tasks and responsibilities:**

* Attend committee meetings and the AGM
* Consult with members to enhance the quality of representation and provide a link between our ‘masters’ / ‘Vets’ and the committee
* Advise the committee on matters affecting the retention and performance opportunities of ‘masters’ / ‘Vets’ men and women.
* In partnership with the other Section Secretaries, oversee the Cross Country and Track & Field Fixtures where there are opportunities for participation
* Oversee fixtures of any ‘masters’/ ‘Vets’ specific events
* Provide a link between team managers and the committee
* Follow up enquiries from prospective members
* Attend meetings on behalf of the club as and when necessary

**Estimated Commitment:**

5 hours a month (2 hours at Committee meeting, 1 hour a month circulating at the track and talking to members, 1 hour a month administration - new member enquiries etc., 1 hour of general committee business).

It may be appropriate to attend 1 or 2 meetings per year on behalf of the club.