

**Basingstoke and Mid-Hants Athletic Club
Committee Posts
Role Profile**

Committee role – Road Running Secretary

Main duties

- Contact point for road running enquiries.
- Send information to potential new road running members on meeting times, training schedules & the different pace groups we have.
- Represent the road runners at the monthly committee meetings.
- Agree list of races to be included in road running club championship & send details out to all road running members.
- Maintain the road running championship table, collecting results from web sites & updating table. Send out updated list after each race.
- Apply for the club London Marathon places.

Other duties may involve.

- Social running events, e.g. pub runs in the summer.
- Pass on information on races & events.
- Introduce new members to other runners that run at a similar pace.
- Maintain an up to date contact list of all road runners.
- Organise awards for championship winners

Paula Stecki
15.01.10