

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

Committee role – Welfare Officer

Main duties

- To advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practices.
- To ensure that all club coaches/helpers/volunteers have completed a volunteer reference form or complied a volunteer recruitment process.
- To assist in the process of RCB and ISA checks as is required.
- The Welfare Officer will respond to suspected breaches of the Welfare Policies and Procedures.
- Liaise with UKA and other athletic authorities re current legislation.
- Contribute to Committee Meetings when the needs arise to support and advise on how to respond appropriately in accordance with the procedures.
- As Welfare Officer, I have a duty of care for all athletes at the club.
- At all times make sure that anything that is discussed is kept confidential.

Other duties may involve.

- Meetings with parents and officials of the club re Welfare Issues
- Active participation in presentation of personal safety training.

Ian Murdoch
24.11.09

