

AGM – Election of Officials

Election of Officials

All Committee posts are up for election.

Some Committee members are prepared to be re-elected to their current post.

Other members are retiring from their current post and some positions are vacant.

If you wish to apply for one of the posts please inform the Chairman by email by 15th April.

Certain positions could be considered on a job-sharing basis.

The application should contain the following information.

1. Applicants name
2. Post applied for
3. A short statement saying why you have applied for the post and what you could bring to the post.

It is expected that all standing and nominee Committee members would attend the AGM. In exceptional circumstances apologies would be accepted.

Below is a list of the posts, their present incumbents and their role descriptions. The role descriptions are guidelines concerning what the post involves. If an applicant requires more information please contact the Chairman or the present incumbent of the post.

Chairperson

Malcolm Maxted

Retiring at AGM

- Lead the Committee in the organisation and management of the Club in accordance with the Constitution and Rules;
- Arrange and control Committee meetings and the AGM. This includes preparing an agenda, making sure the meeting takes place in a timely and orderly fashion and approving the draft minutes prior to publication;
- The Chairperson is expected to make a speech at the Annual Awards Ceremony and organise an awards sub-committee for those trophies not awarded automatically on the basis of results;
- Give an annual report on the previous season's activities at the AGM;
- Organise and oversee the London Marathon Club Ballot;
- Deal with any complaints and disciplinary matters supported by a small sub-committee of Officers of the Club if necessary;
- Arrange handover or succession planning for the position;

Vice Chairperson

Steve Warren

Available for re-election

- Help and support the Chairman;
- Chair committee meetings in the chairperson's absence;

Secretary

Vacant

- Being the first point of contact for Club enquiries;
- Assist the Chairperson in organising Committee meetings and the AGM, taking minutes and sending the draft minutes to the Chairperson for verification prior to publication;
- Dealing with all correspondence;
- Attending to affiliations with ARC and EA;
- Ensuring that all insurances are up to date and relevant;
- Maintaining up to date records and reference files;
- Arrange handover or succession planning for the position;

Treasurer

Simon Rowbottom

Available for re-election

- Managing the Club's income and expenditure in accordance with club rules;
- Producing and end of year financial report to be presented at the AGM;
- Identifying a suitable individual to review the annual accounts and advise on HMRC requirements;
- Regularly report back to the Club Committee on all financial matters;
- Renew insurances annually and in good time in conjunction with the secretary and membership secretary;
- Managing cash flow, cheques and the ongoing management of the bank account signing mandate;
- Monitor club membership subscription in conjunction with the membership secretary;
- Keep up to date financial records;
- Take responsibility for personal financial conflicts of interest and declaring, recording and managing these appropriately;
- Arrange handover or succession planning for the position;

Membership Secretary

Adam Hawkins

Available for re-election

- Keep the membership database up to date;
- Ensure membership fees are paid and records kept;
- Send information and fees for registered members to England Athletics;
- Check all London Marathon Ballot applications for Club places in conjunction with the Chairperson;
- Provide Committee members with information on members if appropriate and in accordance with the Club's privacy policy;
- Help to promote new membership;

Webmaster

Guy Williams

Available for re-election

- Make sure the Annual fee is paid to www.one.com for www.yeoviltownrrc.com this is for the Domain Name.
- Now that the website is hosted by Kontrolit it is the webmaster's job to keep the site up to date with Club events, the Results and Blog.
- Deal with email which arrives daily through the website from people wanting information, adding their races to the Club calendar etc.
- Administration of the Club PayPal account.
- Monitoring the administration of the Club Facebook group page in conjunction with the Membership Secretary.
- Administrator for the Twitter and Instagram accounts.

Kit Manager

Fez Parker

Available for re-election

- YTRRC's kit is now sold by Sports of Bond Street. Therefore, the role of kit master is now to liaise with the shop concerning the requirements of the club;

Club Captain

New post

- May be male or female;
- To become involved with new Club members in conjunction with the Run Coordinator;
- Encourage members to take part in Club runs and organised training events;
- Encourage members to take part in team races and relays;

(This is a new post and the successful applicant has an opportunity to develop this post.)

Run Co-ordinator

Phil MacQuaid

Available for re-election

- Co-ordinate official Club runs and training sessions in conjunction with the Club Captain;
- Organise the Club run leaders and be their main contact. Look out for potential run leaders;
- Ensure all run leaders are competent and responsible and where appropriate, have the necessary qualifications;
- Ensure that facilities used for Club sessions are secure after use i.e. currently YTFC car park and liaise with Yeovil Town Football Club Management;
- Collate weekly Club results for Club use, in particular to provide information for the Awards sub-committee and arrange for collection and engraving of trophies for the Annual Awards Dinner;

- Ensure the Club Diary is kept up to date along with the webmaster and secretary;
- Organise Thursday night Pub runs;
- Arrange handover or succession planning for the position;

Championship Secretary

Lesley Nesbitt

Available for re-election

- Manage the annual club championship and Slam Hats;
- Ensure the championship section of the Club Website is up to date;
- Maintain the Championship Points table after results of races are published;
- Select the championship races for the year;

Welfare Officer

Lynne Thumpston

Retiring at AGM

1 Male and 1 Female officer to be elected as recommended by EA

- Give confidential support to Club members who request it in particular, vulnerable adults;
- Be the first point of contact for everyone where there are concerns about other Club members especially vulnerable adults;
- Promote the Club's best practice/code of conduct within the Club;
- Ensure appropriate confidentiality is maintained;
- Promote anti-discriminatory practice;

Data Protection Officer

Vacant

- In YTRRC the data protection officer is both the data controller and processor.
- Controls and is responsible for the keeping and use of personal information on computer or in structured manual files.
- Determines the purposes for which, and the means by which, personal data is processed.

(Further details are available in the Club Data Protection Policy)

Social Secretary

Denise Byrd

Available for re-election

- Organise social events for the Club, which includes collecting names of people wishing to attend and keeping members updated via the Club website and the Club closed Facebook page.