

# **BVAC ROLE DESCRIPTIONS**      2025-02-24

This is a list of job descriptions for Committee Roles at BVAC. The list is not exhaustive, and Members of the Committee frequently take on other tasks as required. The job descriptions are intended to give an overview of the roles and responsibilities of Committee Members, and should be reviewed regularly.

**Included below are the following Club Role Descriptions :**

- CHAIRPERSON
  - CLUB SECRETARY
  - TREASURER
  - MEMBERSHIP SECRETARY
  - TRACK & FIELD CAPTAIN
  - KFL LIAISON OFFICER
  - CLUB KIT COORDINATOR
  - HEALTH & SAFETY OFFICER
  - SUMMER HANDICAP RACE MANAGER
  - NEWSLETTER EDITOR
  - RESULTS EDITOR
  - SUSTAINABILITY REP
  - IT SUPPORT
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## **CHAIRPERSON**

The Chair is responsible for overseeing the operations and activities of the club. This role includes providing leadership, ensuring the Club meets its goals, and promoting a positive and inclusive environment for all Members.

### **Main Responsibilities:**

- **Leadership:** Provide overall leadership and direction to the Club, ensuring it remains focused on its mission and goals.
- **Meeting Management:** Organise and preside over Committee meetings, and the Annual General Meetings (AGM), including the preparation of agendas and minutes.
- **Event Coordination:** Oversee running events, races, training sessions, and social activities for Club Members.
- **Member Engagement:** Encourage Member participation and engagement in Club activities, fostering a sense of community and camaraderie.
- **Communication:** Maintain open and effective communication with Members, providing updates on Club activities, and addressing any concerns or suggestions.
- **Financial Oversight:** Work with the Treasurer to ensure the Club's finances are managed responsibly, including budgeting and fundraising efforts.
- **Compliance:** Ensure the Club complies with relevant regulations, bylaws, and insurance requirements.
- **Representation:** Act as the public face of the Club, representing it at external events and meetings as necessary, including Parklangley Tennis Club.
- **Strategy Development:** Develop and implement long-term strategies for the growth and development of the Club.
- **Building connections with fellow running enthusiasts and the broader community.**
- **Arranging handover or succession planning for the position.**

### **Qualifications:**

- **Leadership Skills:** Demonstrated ability to lead and motivate a team.
  - **Organisational Skills:** Strong organisational skills, with the ability to manage multiple tasks simultaneously.
  - **Communication Skills:** Excellent verbal and written communication skills.
  - **Passion for Running:** A genuine passion for running and a commitment to promoting a healthy, active lifestyle.
  - **Experience:** Previous experience in a leadership role within a club or organization is desirable but not essential.
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## **CLUB SECRETARY**

The primary role of the Club Secretary is to provide administrative support to the Chairperson and the Committee. Although some tasks may be delegated to other club members, responsibility for ensuring the overall, well-run club administration lies with the Secretary.

Typical responsibilities :

- Plan Club Committee meetings with the Chairperson and the Committee, and agree an agenda.
  - Circulate details of meetings (time, location, agenda, etc.) to Committee Members.
  - Take minutes and circulate to meeting attendees.
  - Circulate details of the Annual General Meeting (AGM) to Club Members.
  - Administer elections and appointments to Committee roles.
  - Administer ballot for annual Club charity.
  - Follow-up with relevant parties on key actions arising from meetings.
  - Ensure meetings adhere to procedures of the Club Constitution (e.g. quorums and election procedures).
  - Be the first point of contact for club enquiries through the [admin@bromleyvetsac.org.uk](mailto:admin@bromleyvetsac.org.uk) email.
  - Receive, send and log correspondence on behalf of the Club.
  - Attending to affiliations.
  - Ensuring insurance is up-to-date and relevant.
  - Maintain up-to-date records including publishing on Club website.
  - Arranging handover or succession planning for the position of Club Secretary.
  - Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
  - Manage Club grievance and disciplinary correspondence.
  - Apply for and receive London Marathon club places entitlement and administer ballot for allocation of club places.
  - Arranging handover or succession planning for the position.
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## **TREASURER**

### **Typical responsibilities :**

- Managing the Club's income and expenditure, and its assets and liabilities.
  - Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee.
  - Producing an end-of-year financial report.
  - Identifying a suitable individual to independently review the annual accounts.
  - Regularly reporting back to the Club Committee on all financial matters.
  - Efficient payment of invoices and bills.
  - Proposing amendments to annual and weekly subscriptions as appropriate.
  - Depositing cash and cheques that the club receives.
  - Keeping up-to-date financial records.
  - Taking responsibility for personal conflicts of interests and declaring, recording, and managing these appropriately.
  - Arranging handover or succession planning for the position.
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## **MEMBERSHIP SECRETARY**

- Dealing with New Members enquiries.
  - Approving new Members.
  - Logging EA Membership.
  - Updating EA website.
  - Licence-checking for Leaders & Coaches.
  - Sending out annual renewals communications.
  - Updating 'BVAC Info' & 'BVAC Chat' WhatsApp Groups.
  - Creating events on WebCollect.
  - Reports for events.
  - Creating birthday list.
  - Creating Member access list.
  - Creating MailChimp list.
  - Matching orders (WebCollect) to payments (bank account).
  - Verification of DBS.
  - Welfare officer.
  - Arranging handover or succession planning for the position.
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## **TRACK & FIELD CAPTAIN**

Track & Field Captain duties include:

- Finding male and female athletes who want to do track and field (!)
  - Picking teams for the six SCVAC T&F meetings.
  - Sorting out the SCVAC admin including :
    - Organising entry for the teams at the start of the season; and
    - Sending a spreadsheet of athletes competing in each event for each SCVAC meeting
  - Attending the SCVAC meetings if available or organising captain cover if not.
  - Competing if you want to (although not compulsory).
  - Organising T&F coached taster sessions at Norman Park.
  - Compiling T&F cup results.
  - Brief presentation of season at AGM.
  - NewsBlast articles throughout the season.
  - Updating results on website (although there is help for that too).
  - Committee role.
  - Arranging handover or succession planning for the position.
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## **KFL LIAISON OFFICER**

Key responsibilities of the Role :

- Liaise with KFL Committee and attend their AGM.
  - Liaise with the Club Membership Secretary and Club Treasurer to coordinate which members have signed up for the races.
  - Provide information to members of BVAC about the dates and arrangements for all of the KFL races.
  - Issue race numbers to BVAC Members, and arrange any additional numbers if needed.
  - Arrange refreshments at each race.
  - Maintain and set up gazebo/flags, etc. at each race.
  - Arrange payments to the host Club for each KFL race.
  - Attend Club Committee meetings, and issue reports.
  - Attend Club AGM and issue reports.
  - Provide race reports to the Newsletter Secretary.
  - Promote car sharing to the races.
  - Make the races fun and enjoyable.
  - Arranging handover or succession planning for the position.
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## **CLUB KIT COORDINATOR**

- Store kit at home in a safe, dry place.
  - Keep a record of stock supplies, and re-order new stock as and when needed.
  - Liaise with Scimitar and Treasurer (for approval) for re-ordering more kit.
  - Keep track of emails that come in with kit orders, and respond to e-mails.
  - Once an order has been placed, ensure we have item(s) in stock, and then respond to Club Member with payment details.
  - Arrange for delivery or collection with Member to hand over purchased Club kit.
  - Check payments have been made for purchases by checking the Club bank account on a regular basis.
  - Do an annual stock check and inform the Club Treasurer of the amount of stock we hold.
  - Arranging handover or succession planning for the position.
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## **HEALTH & SAFETY OFFICER**

The role of Health & Safety Officer is mainly to act as the record keeper of any accidents sustained by Club Members.

The run leader present at the time of the accident completes a short form detailing what happened, which is then sent to the Health & Safety Officer.

They then forward this on to England Athletics for their records, and the club also keep a copy.

Promotion of the wearing of Hi-Viz clothing when running at night, and the carrying of an I.C.E tag at all times when running, are also part of this role.

Arranging handover or succession planning for the position.

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## **SUMMER HANDICAP RACE MANAGER**

Manage administration of Summer Handicap races on Google sheets file. This includes :

- Calculation of start times for each runner.
- Calculation of race position and bonus points for each participating runner.
- Distributing results for each race to be added to BVAC website.
- Calculating updated runner start times after each race.

Race Day Preparation :

- Send message on BVAC WhatsApp Group, at least 1 week in advance, advising date and start times of each event.
  - Ensure enough volunteers are available to manage race – ideally 4.
  - Arrive at race approx. 20 minutes before start with the following :
    - List of runners start time handicap.
    - 5k time convertor sheet for new handicap runners.
    - Sheet for recording finish times.
    - Race numbers and safety pins.
    - Small table to help distribute race numbers and cones for start and end point.
  - Quick drink in The George after race – Optional !
  - Arranging handover or succession planning for the position.
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## **NEWSLETTER EDITOR**

Collate and distribute the monthly newsletter to BVAC Members using the MailChimp platform.

Encourage Members to submit race reports and other news items by posting on WhatsApp and Facebook, and speaking directly to Members.

As well as liaising with the Committee on items to include :

Keep up-to-date with Club activities, and ensure the newsletter includes information on upcoming events, fundraising initiatives, and other local races, etc, that may be of interest to Members, as well as including reports on events where Members have participated and may be celebrating any particular achievements, i.e. London Marathon, BVAC Open Race, AGM, Handicap, Track & Field, KFL, etc.

Ensure distribution list is up-to-date – by liaising with Membership Secretary.

Arranging handover or succession planning for the position.

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## **RESULTS EDITOR**

### **GRAND PRIX :**

The Grand Prix series is a selection of 9 popular local races and 2 KFL meetings over a period of 12 months beginning every year in March.

The final score will consist of the best 6 scores in those 11 events, so Club Members are able to miss up to 5 events, but still have the opportunity to gain maximum points.

Runners will get 30 points for completing an event. The runners with the top twenty percentage-graded scores will be awarded additional points : 20 points for the highest score, 19 points for the next highest, etc, down to one point. The percentage graded score (WMA rating) will be calculated from the official race results, published by the Race Director or chip timing company.

You will need to check the race results for any BVAC runners who have taken part in each event, but it may be a case where someone hasn't marked down BVAC as the name of their Club, so it's best to ask somebody who was there on the day to confirm what Club Members competed.

Only First Claim Members are eligible for the Grand Prix.

You then need to record the results on the Club website.

### **PARKRUN CUP :**

The Parkrun Cup is run over the same time period as the Grand Prix. It takes place on the 3rd Saturday of every month at four local parkruns. It's performed in rotation so that each Parkrun will be included three times over the year.

The results are calculated exactly the same as the Grand Prix, with the only difference being that you get 5 extra points for a personal best.

### **HANDICAP :**

You should receive the Handicap Results a few days after each event from the Handicap Team. They need to be recorded onto the Club website. You should also add a few words at the top of the results page, basically covering how many took part, who's leading, and thanking the organisers for all their hard work, etc.

### **GENERAL**

Arranging handover or succession planning for the position.

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## **SUSTAINABILITY REP**

If you have an interest in sustainability, and want to raise awareness of how we can be more environmentally-friendly as a Club, consider becoming our Sustainability Rep.

What you do as a sustainability rep is up to you, but here are some ideas :

- Encourage car sharing for members attending events, training runs and meetings.
- Share articles, news, images or messages about positive action through NewsBlast, our Club newsletter, and Facebook and WhatsApp.
- Encourage run leaders to pick clean air routes for training runs.
- Organise 'plogging' events or litter-picking walks.
- Encourage members to reduce consumption by buying less, donating or selling training or competition kit.
- Exchange ideas with reps from other clubs, and England Athletics club hub.
- Attend BVAC Committee meetings, and contribute to the discussions and decisions while wearing your green hat (!)
- Arranging handover or succession planning for the position.

You don't have to be a knowledge expert or a "green angel", but an England Athletics survey found that 84% of runners are keen to make sustainability part of their everyday life so this is an opportunity to tap into a shared interest and signpost the little things that could add up to make a big difference.

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## **IT SUPPORT**

This role is not mandatory for the Club, but with the use of computer tools/software, facilities, and websites, which are unavoidable utilised by the Club, it is advisable to have Information Technology and Data Management skills available to the Committee, to enhance and assist in the general running of the Club where IT is required.

Example responsibilities include :

- Providing support and advice to the Club and its Committee on all aspects of Information Technology in order to improve efficiency, communications and operations of the Club.
  - Being responsible for maintaining the technical aspects of Club website including the Content Management System (CMS) in conjunction with its Author (Brian Allen), and keeping it fresh and up-to-date
  - Ensuring the website should represent the ethos of a friendly, all-abilities running club and that it showcases the Club to an external audience (future Members, local community and other clubs).
  - Managing and renewing the Club website domain ([bromleyvetsac.org.uk](http://bromleyvetsac.org.uk)) and webhosting.
  - Setting up and providing support with the Club email addresses, which act as 'Fowardsers' to personal email address, and ensuring the correct Members in in the correct Email Distribution Lists, administered using the cPanel ([bromleyvetsac.org.uk/cpanel](http://bromleyvetsac.org.uk/cpanel)) software.
  - Helping support the running of any social media that the Club utilises (e.g. Facebook Twitter/X), and also supporting technical aspects of the WebCollect website.
  - Helping support the running of the Committee's online file repository (Google Accounts).
  - Assisting the collation of photos in Google Albums.
  - Assisting with MailChimp mailshots, e.g. for the annual Club Open Race.
  - Assisting with production of the annual AGM PowerPoint Slideshow, utilising content provided by Committee Members.
  - Supporting the Social Team in providing technical assistance with events where required.
  - Sitting on the Club Committee who meet regularly to discuss Club issues.
  - Arranging handover or succession planning for the position.
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