



HARDLEY RUNNERS

Job Description - Chairman

Post currently held by

Mick Anglim

What the job is

General Meetings of the Club

- Chairs Annual General Meetings
- Produces Annual Report for club AGM
- Chairs Extraordinary General Meetings

Committee Meetings of the Club

- Chairs quarterly Committee Meetings and ensures that date and venue are set for next Committee Meeting
- Liaises with Club Secretary to ensure that an appropriate Agenda is produced and ensures that the Agenda is followed for each meeting
- Ensures that meetings are conducted in an orderly manner
- Ensures that all committee members have the opportunity to express opinions without impeding the meeting progress

General

- Ensures that the club is run in accordance with the articles laid down in the Club Constitution
- Ensures that the club is run in a proper manner, to the benefit of all members and associates
- Oversees the running of the club through delegation to committee members.
- Ensures that a full complement of active committee members is maintained during the period in office
- Maintains regular contact with Committee members and club members
- Ensures that there is a structure for planning and managing events organised by the club
- Liaises with the Club Secretary and Treasurer to ensure that the Club is affiliated to the appropriate organisations such as UKA, SEAA, HRRL, RR10, CC6, HCCL, Cycling Time Trials and British Triathlon
- Monitors developments in the governance of the sport locally and nationally. Where necessary initiates action
- Responds to external events or requests relating to the Club
- Gives advice and support where necessary

Skills

- Good oral and written communications
- Good networking skills
- Sound judgement
- Regular access to phone, web and email

Administrative Responsibilities

- Acts as signatory for Club cheques and in conjunction with the Club Treasurer monitors club expenditure

Ancillary Roles – NB Need not remain with Chairman's role

- Liaises with Forestry Commission for event logistics and Race Permits for RR10 and CC6 League races and Hardley Runners own events
- Liaison officer with Applemore Recreation Centre
- Liaison officer with Applemore College

- Liaison officer with Cycling Time Trials and British Triathlon. The latter currently through Team Feat.
- Liaison with Ridgeway Textiles
- Manages maintenance, hire and payment for race clock in conjunction with Club Secretary
- Encourages members to try other running disciplines and Triathlon events
- Arranges and organises annual Club Handicap event
- Arranges transport for Southern and National Cross Country teams
- Arranges club team for Miles of Miles Relay and arranges that event when Hardley win
- Arranges block entry to annual Stonehenge Stomp event
- Signatory for HRRL expenditure
- Race Director for Solent Half Marathon
- Race Director for Hampshire Cross Country Championships when these are hosted by Hardley Runners
- Liaison with National parkrun and Brockenhurst College officials for the creation of an official parkrun in the College grounds

Dec 2012