

STOWMARKET STRIDERS RUNNING CLUB

VOLUNTEER JOB DESCRIPTION

(approved by Club Committee: 19th May 2025)



Club Chair

Purpose and tasks:

1. As the most senior club official, provide leadership and advice on all aspects of club activity including training, competition, fund-raising, community engagement, social activities and supporting other volunteers in their roles.
2. Chair regular committee meetings, and the Annual General Meeting, preparation of agendas in conjunction with Secretary and Committee
3. Deliver the club annual report to the membership.
4. Strategic planning, leading and being actively involved in preparation of the annual club plan in partnership with the club committee around key club objectives.
5. Ensuring best practice is always adopted, following guidance from Governing bodies and upholding the club constitution
6. Reviewing and maintaining club operating standard documents and codes of conduct, ensuring these do not conflict with the club constitution, delegating tasks to other committee members as required.
7. Assist the club to fulfil its responsibilities to club welfare and safeguarding together with Club Welfare Officer.
8. Representing the club at local and regional events, with a focus on networking with other clubs and community organisations for mutual benefit.
9. Lead on succession planning for committee and non-committee club roles, arranging handover, actively seeking support from other members taking in consideration skills, experience and diversity ensuring the club has a continuity of representation.
10. Authorise online bank payments set up by the Treasurer
11. Make club announcements at training nights

Responsible to:

The Club members and the elected committee

Competencies:

Some experience in leadership/ management positions, governance, trusteeship/ committee protocols and understanding of legal responsibilities to which the club complies are all helpful; ability to remain neutral and work in the best interests of the club. Ability to network and communicate positively with members and outside bodies.

Support / training:

EA has a range of helpful guides and courses; support from past Chair and experienced committee and coaches will also be helpful

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name Signed

Dated For Calendar Year