**Executive Committee**

**Job Description**

**President**

The President is the principle leader of the Shepparton Runners Club and has overall responsibility for the Shepparton Runners Club’s administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within the overall framework. At the operational level, the major function of the President is to facilitate effective management of the Club

The President is elected by the club members and responsible for representing the views of the Shepparton Runners Club members.

*Responsibilities and Duties*

The President should;

* Manage committee and/or executive meetings;
* Manage the annual general meeting;
* Represent the club at local, regional, state and national levels; and
* Act as a facilitator for the club activities

*Knowledge and Skills Required*

Ideally the President is someone who;

* Can communicate effectively;
* Is well informed of all organisation activities;
* Is aware of the future directions and plans of members;
* Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees;
* Is a supportive leader for all Club members.

As a member of the Executive of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The President is appointed for a period of 12 months.

**Executive Committee**

**Job Description**

**Vice President**

The Vice President is the deputy leader of the Shepparton Runners Club and has responsibility for the Shepparton Runners Club’s administration in the absence of the President.

The Vice-President assists the President with the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within the overall framework. At the operational level, the major function of the Vice President is to assist the President facilitate effective management of the Club

The Vice President is elected by the club members and responsible for representing the views of the Shepparton Runners Club members when the President is unavailable.

*Responsibilities and Duties*

The Vice President should;

* Assist manage committee and/or executive meetings;
* Assist manage the annual general meeting;
* Represent the club at local, regional, state and national levels as required; and
* Act as a facilitator for the club activities

*Knowledge and Skills Required*

Ideally the Vice President is someone who;

* Can communicate effectively;
* Is well informed of all organisation activities;
* Is aware of the future directions and plans of members;
* Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees;
* Is a supportive leader for all organisation members.

As a member of the Executive of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Vice President is appointed for a period of 12 months.

**Executive Committee**

**Job Description**

**Secretary**

The Secretary is the chief administration officer of the Shepparton Runners Club. This person provides the link between members, the management committee and outside agencies.

The Secretary is part of the executive of the Shepparton Runners Club and has overall responsibility for the administration aspects of the Club.

The members elect the Secretary.

*Responsibilities and Duties*

The Secretary should;

* Prepare the agenda for club/group meetings in consultation with the President;
* Make arrangements including venue, date, times and hospitality for club meetings;
* Send adequate notice of the meetings;
* Collect and collate reports from directors;
* Call for and receive nominations for committee and other positions for the club AGM;
* Take the minutes of meetings and distribute in a timely manner
* Read, reply and file correspondence promptly;
* Maintain registers of members’ names and addresses, life members and sponsors;
* Maintain files of legal documents such as constitutions, leases and titles; and
* Act as the public officer of your club liaising with members of the public, affiliated bodies and government agencies.

*Knowledge and Skills Required*

Ideally the Secretary is someone who;

* Can communicate effectively;
* Is well organised and can delegate tasks;
* Can maintain confidentiality on related matters; and
* Has a good working knowledge of the constitution.

As a member of the Executive of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Secretary is appointed for a period of 12 months.

**Executive Committee**

**Job Description**

**Treasurer**

The Treasurer is the chief financial management officer of the Shepparton Runners Club.

The Treasurer is part of the executive of the Shepparton Runners Club and has overall responsibility for the financial management of the Club.

The members elect the Treasurer.

The Treasurer will chair any finance committees.

*Responsibilities and Duties*

The Treasurer should;

* Prepare a budget and monitor it carefully;
* Keep a proper record of all payments and monies received in a timely manner;
* Make sure financial reports are available and understood at all committee meetings;
* Ensure that information for an audit is prepared each year and arrange the audit;
* Give Treasurer’s report at regular meetings and when required produce an annual financial report;
* Send out invoices as required and arrange payment of all accounts;
* Complete GST/BAS returns as required.

*Knowledge and Skills Required*

Ideally the Treasurer is someone who is;

* Well organised;
* Able to allocate regular time periods to maintain the books;
* Able to keep good records;
* Able to work in a logical orderly manner; and
* Aware of information, which is needed to be kept for the annual audit.
* Be of a trustworthy nature.

As a member of the Executive of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Treasurer is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Shepparton Running Festival Race Director**

The Race Director of the Sub-committee is the leader of the Shepparton Running Festival Sub-committee and has overall responsibility for the Shepparton Runners Club’s administration.

The Race Director sets the overall annual sub-committee agenda (consistent with the views of members), helps the sub-committee prioritise its goals and then keeps the sub-committee on track by working within the overall framework. At the operational level, the major function of the Race Director is to oversee the running of the race.

The Race Director is elected by the committee and is responsible for representing the views of the sub-committee.

*Responsibilities and Duties*

The Race Director should;

* Oversee the successful running of the Race
* Manage the sub-committee and/or meetings;
* Represent the sub-committee at local, regional, state and national levels; and
* Act as a facilitator for the club’s sub-committee activities.

*Knowledge and Skills Required*

Ideally the Race Director is someone who;

* Can communicate effectively;
* Is well informed of all organisation activities;
* Is aware of the future directions and plans of members;
* Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees;
* Is a supportive leader for all organisation members.

As the Race Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Race Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Marketing Communications & Sponsorship Director**

The Communications Director organises and oversees all forms of internal and external public relations, advertising and marketing of the Shepparton Runners Club.

The Communications Director assists the club organise media releases, oversees the setup of all communication forms, develops sponsorships, and is the central coordinator of all forms of external publications for the club.

The committee elects the Communications Director.

*Responsibilities and Duties*

The Communications Director should;

* Coordinate all media releases;
* Liaise with potential sponsors;
* Arrange and monitor all sponsorship advertising either directly or in conjunction with external providers;
* Coordinate uniforms to meet sponsor advertising requirements;
* Coordinate all forms of marketing either directly or in liaison with external providers;
* Arrange promotion of all club events to the members and wider community;
* Prepare communication processes to members including newsletters/events flyers etc;
* Arrange set up of all correspondence to meet sponsor and marketing requirements; and
* Act as a central contact for communications for the club activities

*Knowledge and Skills Required*

Ideally the Communications Director is someone who;

* Can communicate effectively;
* Is well informed of all organisation activities;
* Can liaise well with a wide range of external providers and members;
* Has a good working knowledge of media and marketing; and
* Is able to bring club members together.

As the Communications Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Communications Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Member Services Director**

The Member Services Director is responsible to coordinate the member services of the Shepparton Runners Club.

The Member Services Director identifies and assists the committee to coordinate member requirements, identify services and ways to present offers, assists in promoting sponsors, and ensures the members requirements are presented to the club.

The committee elects the Member Services Director.

*Responsibilities and Duties*

The Member Services Director should;

* Liaise with members to determine their requirements;
* Make contact with new members to welcome them to the Club;
* Define member service requirements to the committee;
* Assist the Communications Director to present sponsor benefits to club members;
* Set-up the members console in preparation for each new financial year’s membership rollover
* Develop central database of members and their details;
* Develop and maintain and distribute member packs to new members; and
* Assist to facilitate club activities.

*Knowledge and Skills Required*

Ideally the Member Services Director is someone who;

* Can communicate effectively;
* Is able to develop links with members;
* Is able to achieve outcomes for members;
* Is able to support other areas of the club and its members.

As the Member Services Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Member Services Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Coaching Director**

The Coaching Director is responsible to coordinate the member training of the Shepparton Runners Club. The Coaching Director is responsible for organising club coaches on a roster basis to take training sessions.

The Coaching Director identifies and assists the committee coordinate training for members, as well as working with the Communications Director to assist promote sponsors, and work with the Member Services Director to present offers and ensure the member requirements are presented to the club.

The committee elects the Coaching Director.

*Responsibilities and Duties*

The Coaching Director should;

* Liaise with members to determine their requirements;
* Present concepts for training to the committee;
* Prepare and run training as approved by the committee;
* Organise club coaches to run training on a roster system;
* Liaise with external providers to ensure training are run safely;
* Assist the Communications Director to present sponsor benefits to club members;
* Coordinate the annual Club Championships;
* Undertake to run training camps and training sessions for members; and
* Assist facilitate club activities.

*Knowledge and Skills Required*

Ideally the Coaching Director is someone who;

* Can communicate effectively;
* Is capable of running training sessions within timeframes;
* Is able to develop links with members and external agencies;
* Is able to achieve outcomes for members;
* Is able to support other areas of the club and its members.

As the Coaching Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Coaching Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Social Director**

The Social Director is responsible to coordinate the social events of the Shepparton Runners Club.

The Social Director identifies and assists the committee coordinate all social activities for the club and its members, identifies services and ways to present social events, assists promote sponsors, and ensures the members requirements are presented to the club.

The Social Director is elected by the committee.

*Responsibilities and Duties*

The Social Director should;

* Liaise with members to determine their requirements;
* Define member service requirements to the committee;
* Assist the Communications Director to present sponsor benefits to club members;
* Undertake social activities to promote the club;
* Assist members integrate within the club;
* Develop central database of members and their details to benefit club social events; and
* Facilitate club social activities.

*Knowledge and Skills Required*

Ideally the Social Director is someone who;

* Can communicate effectively;
* Is able to develop links with members;
* Is able to achieve outcomes for members;
* Is able to support other areas of the club and its members.

*Estimated Time Commitment Required and Period of Appointment*

As the Social Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Social Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Events Director**

The Events Director is responsible to coordinate the handicap series of the Shepparton Runners Club.

The Events Director identifies and assists the committee coordinate events for members, as well as working with the Communications Director to assist promote sponsors, and work with the Member Services Director to present offers and ensure the member requirements are presented to the club.

The Events Director is elected by the committee.

*Responsibilities and Duties*

The Event Director should;

* Liaise with members to determine their requirements;
* Present concepts for events to the committee;
* Prepare and run events as approved by the committee;
* Act as race director for the events;
* Liaise with external providers to ensure events are run safely;
* Assist the Communications Director to present sponsor benefits to club members;
* Coordinate the annual Club Championships;
* Assist facilitate club activities.

*Knowledge and Skills Required*

Ideally the Events Director is someone who;

* Can communicate effectively;
* Is capable of running events within timeframes;
* Is capable of working with external agencies to ensure events are managed in a suitable fashion;
* Is able to develop links with members and external agencies;
* Is able to achieve outcomes for members;
* Is able to support other areas of the club and its members.

*Estimated Time Commitment Required and Period of Appointment*

As the Events Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Events Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Asset Director**

The Asset Director is responsible to manage and coordinate the assets of the Shepparton Runners Club.

The Asset Director identifies and assists the committee to ensure that SRC equipment is in good order, available for hire as appropriate, and adequate for club requirements, as well as working with the Member Services Director to present offers and ensure the member requirements are presented to the club.

The Asset Director is elected by the committee.

*Responsibilities and Duties*

The Asset Director should;

* Liaise with members to determine their requirements;
* Present concepts for hiring to the committee;
* Prepare and manage equipment as approved by the committee;
* Liaise with external providers to ensure assets are maintained for the safety of the members;
* Assist the Communications Director to present sponsor benefits to club members;
* Coordinate the hiring of equipment;
* Assist facilitate club activities.

*Knowledge and Skills Required*

Ideally the Asset Director is someone who;

* Can communicate effectively;
* Is capable of managing equipment within timeframes;
* Is capable of working with external agencies to ensure the assets are managed in a suitable fashion;
* Is able to develop links with members and external agencies;
* Is able to achieve outcomes for members;
* Is able to support other areas of the club and its members.

*Estimated Time Commitment Required and Period of Appointment*

As the Asset Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Asset Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Special Projects Director**

The Special Projects Director is responsible to coordinate special projects as defined by the committee of the Shepparton Runners Club.

The committee elects the Special Projects Director.

*Responsibilities and Duties*

The Special Projects Director should;

* Liaise with committee members to determine their requirements;
* Present concepts as defined by the committee;
* Prepare reports as approved by the committee;
* Liaise with external providers to ensure events are run safely;
* Assist other Directors as appropriate to present outcomes to club members;
* Assist facilitate club activities.

*Knowledge and Skills Required*

Ideally the Special Projects Director is someone who;

* Can communicate effectively;
* Is capable of managing outcomes within timeframes;
* Is capable of working with external agencies to ensure events are managed in a suitable fashion;
* Is able to develop links with members and external agencies;
* Is able to achieve outcomes for members;
* Is able to support other areas of the club and its members.

*Estimated Time Commitment Required and Period of Appointment*

As the Special Projects Director of the Shepparton Runners Club it would be expected that the role would require a significant time commitment.

The Special Projects Director is appointed for a period of 12 months.

**Sub Committee**

**Job Description**

**Publicity Officer**

The Publicity Officer organises and oversees all forms of promoting the Shepparton Runners Club .

The Publicity Officer assists the club organise media stories before or after runs/races.

The Publicity Officer is elected by the committee

*Responsibilities and Duties*

The Publicity officer should;

* Prepare communication processes to members including newsletters/facebook etc;
* Prepare and publish a weekly newsletter to be emailed out Friday at 6am. This should also be posted on Facebook.
* Have a knowledge of relevant social media and web sites required by runners to keep them up to date.

*Knowledge and Skills Required*

Ideally the Publicity Officer is someone who;

* Can communicate effectively and have basic IT skills;
* Is well informed of all organisation activities;
* Can liaise well with a wide range of external providers and members;
* Has a good working knowledge of media and marketing; and
* Is able to bring club members together.

The Publicity Officer is appointed for a period of 12 months.

The position takes about 2 hours per week.