

Mar Orienteering Club

Role Descriptions (October 2019)

Note: These roles are voluntary. Time allocated to the role is at the discretion of the individual, with the understanding that they are all interlinked in the efficient running of the Club and help is always at hand.

President

Lead the Club, set expectations, promote and encourage an inclusive atmosphere

Manage the strategic direction and development of the Club

Preside at meetings of the Committee and at the AGM (and any EGM) of the Club

Ensure compliance with the Constitution

Represent the Club at regional and national levels

Act as the public face of the Club

Secretary

Arrange committee meetings at the agreed frequency, co-ordinate creating its agenda, minute the meeting and emphasise action points

Be the central incoming communications point for external communications (e.g. BO, SOA, local council) and arrange distribution and actions as required

Notify BO, SOA and other relevant external organisations (e.g. Aberdeenshire Sports Council) of committee member changes along with contact details

Handle general Club administration such as the printing of Club stationery

Treasurer

Keep and maintain the Club accounts, report the current state of Club finances at Committee meetings

Prepare and present the Annual Statement of Accounts to the Annual General Meeting of the Club

Calculate and propose to committee and AGM the proposed Club element of the membership subscription for the year and the proposed event entry fees to be charged

Prepare (jointly with event Organiser) a budget of income and expenditure for Level A and B events

Ensure the timely payment of accounts due and the prompt banking of income

Return of ER3 forms after events and settlement of levy payments

Membership Secretary

Monitor membership and report membership levels and renewals to Committee

Act as first point of call for new membership queries

Maintain the Club welcome hand-out

Liaise with Publicity Officer on membership and renewal matters. Remind members of failure to renew and assist with renewals

Fixtures Secretary

Work with the Committee and members to determine a schedule of Regional (C) and Local (D) events on a yearly cycle and Major (A) and National (B) events on a two/three-year cycle. Determine dates and locations for events

Represent the Club with others at the annual North Area meeting in October/November to fix dates for Regional (C) events for the coming year

Liaise with GRAMP to set dates and locations for the Forest Sprint Series and the Deeside Night Cup

Register events with BO; pass on schedules to the Event Official Coordinator, Webmaster and Publicity Officer

Event Official Coordinator

Identify and liaise with event officials to fulfil the schedule provided by the Fixtures secretary

Maintain and circulate Organisers manuals as appropriate

Promote progression of members towards the qualification of Controller: offer opportunities for experience of Planning and Organising including mentoring. Maintain records of experience

Access Officer

Co-ordinate all contact with land owners and Estate managers

Obtain permissions from land owners

Work with the Mapping Officer to advise Planners and Organisers on map currency and access.

Maintain forest details records

Encourage and maintain post-event feedback from organisers and planners

Ensure organisers/planners/controllers are aware they have a responsibility to carry out a risk assessment for each event

Mapping Officer

Work with the Fixtures Secretary and planners to ensure event maps are available and up to date

Manage the files of mapped areas and maintain a record of their currency

Coordinate Club members in the investigation of new mapping options

Propose new areas for mapping to the Committee noting both technical suitability and restrictions (e.g. access, permissions, parking)

Coordinate the map tender process in conjunction with the Treasurer and liaise with map-makers

Club Welfare Officer

Undertake appropriate Protection of Vulnerable Adults (PVA) training.

Implement and promote the club's/SOA's PVA policy and procedures.

Raise awareness of the Club Welfare Officer role and the Coaches' Code of Conduct to parents/carers, adults and children involved in the club.

Respond to disclosures or concerns which relate to the well-being of a child and maintain confidential records of reported cases and action taken.

Safety Officer

Run an annual Event Safety Course for Club members

Act as the main point of contact for safety issues arising from the Club's activities

Club Captain

Coordinate teams for relay and inter-Club events

Provide a focal point for encouragement at Major and team events

Maintain awareness of individuals form, fitness and potential

Junior Captain

Advise the committee on Junior issues in the Club

Work with Webmaster, Publicity Officer and Newsletter Editor to ensure appropriate junior representation

Welcome new juniors to the Club; instigate appropriate social activities for juniors

Advise Club Captain on junior team selection for races

Head Coach

Lead and develop the Club coaches

Plan and deliver the Club coaching programmes

Coach junior and Club level orienteers particularly in technique training

Stimulate and help develop coaching within MAROC

Act as consultant/mentor to Club members for physical and technical training

Development Officer

Promote Club development through schools and introductory events

Co-ordinate work with schools and other groups

Maintain and advance Club Accreditation status

Equipment Officer

Arrange and maintain appropriate storage for Club equipment

Maintain an up to date record of materials and equipment which is the property of the Club

Check and report on condition and quantity of materials and equipment and arrange for necessary repairs and/or replacement. Agree a budget with Treasurer

Liaise with event Organisers to agree material/equipment requirements for events

Research new or updated materials and equipment and advise committee of findings

Computing and EMIT Officer

Maintain the Club's computer equipment and software. Advise when updates are necessary

Arrange and maintain appropriate storage for the Club's Emit equipment. Maintain an up to date record

Check and report on condition and quantity of Emit equipment and consumables and arrange for repairs/replacement

Liaise with event Organisers to agree requirements for events; hand over/receive back and note damaged/missing items

Act as first point of contact for computing questions and advice from organisers and planners

Liaise with Grampian Orienteers Emit Officer for larger events where equipment is pooled

Webmaster

Maintain the Club website as the principal source of information for Club members and the public

Ensure the website is interesting and easy to navigate

Be accessible to Club members and officials who provide the information for inclusion on the website

Work with the Publicity Officer and Newsletter Publisher to ensure continuity of message

Publicity Officer

Handle general publicity and Public Relations of Club's activities

Promote the Club's activities on social media and in the local press

Results Coordinator

Receive the post-event results, map and event files from Officials

Send event results to BO and post on Routegadget

Statistician

Keep a record of results from all MAROC events

Process results for Club and area competitions as requested

Maintain a record of individual and relay Club success at Major events and National Leagues

Newsletter Publisher

Publish a bi-weekly digital newsletter for the Club

Solicit contributions from Club members

Non-portfolio Committee Members

Advise the Committee on Orienteering issues based on their valued experience in the sport

Attend Committee meetings

Summary of Roles, June2019 (22)

President	Nick Hale
Secretary	Sue Barrie
Treasurer	Paul Campbell
Membership Secretary	Sue Barrie
Fixtures Secretary	Denise Wright
Event Officials Coordinator	Bob Sheridan
Access Officer	Fran Getliff
Mapping Officer	Hazel Wright
Child Welfare Officer	Trish Coombs
Safety Officer	John Mason
Club Captain	Sarah Dunn
Junior Captain	
Head Coach	Sarah Dunn
Development Officer	Sarah Dunn
Equipment Officer	Chris Low
Computing and EMIT Officer	Matthew Gooch
Webmaster	Nick Collins
Publicity Officer	Pat Graham
Results Coordinator	Andy Tivendale
Statistician	
Newsletter Publisher	Clare Whitehead
Non-portfolio Committee Members	Andrew McMurtrie, Keith Roberts, Katya Neuman