



Club Committee Roles

Chairperson

- Be accountable, with other key committee members, for governance of the club.
- Support positive initiatives, steer the direction of the club, and make decisions which align with the Club's aims and objectives.
- Chair committee meetings, EGMs, and report to the AGM.
- Keep up to date with governance in sport generally.
- Overall responsibility for maintaining and owning club assets.

Vice Chairperson

- Support the Chairperson in his/her duties.
- Stand in for Chairperson as required.
- Support committee members in meeting expectations of their roles.
- Manage the club email account.

Club Secretary

- Overall responsibility for administrative tasks relating to the club.
- Service committee meetings, EGMs and AGM (agenda, minutes, and elections).
- Keep club members informed of committee decisions and initiatives.
- Keep the constitution up to date.

Treasurer

- Manage the day-to-day finances and ensure timely payment of suppliers using the club bank account.
- Manage cash flow to allow reserves for predicted expenditure.
- Renew club insurance annually.
- Help promote good financial decisions within the committee.

Social Secretary

- Organise club social events, these can include but not limited to the Club Christmas Dinner and Summer BBQ.
- Coordinate members when there is a large entry from the club at an event.
- Support and contribute to initiatives which foster a friendly club atmosphere.

Membership/Merchandise Coordinator

- Ensure that the membership system (Entry Central) is kept up to date.
- Check incoming memberships for accuracy and correct payment.
- Ensure that members are aware of how to purchase club merchandise.
- With input from the club committee, keep merchandise options updated.

Social Media Officer

- Promotion of the club, and club events on social media platforms.
- Respond to enquiries on social media platforms.
- Liaise/coordinate with local media as required to help promote the club.
- Ensure the security and integrity of club social media platforms.
- Promote engagement with the club's social media pages with regular rich content posts about club runs, members' success stories, and other canicross related activities.

Media Secretary

- Management of club website ensuring information is kept up to date.

- Creation of marketing assets such as posters and flyers for use online.

Safeguarding Officer

- Responsible for developing and implementing safeguarding policies
- Conducting risk assessments
- Providing guidance to Run Hosts, Parents, Guardians and participants to create a safe and supportive environment for all canicrossers

Run Leader Support

- Encourage and support new and existing Event Hosts/Run Leaders.
- Assist hosts in choosing safe locations and routes.
- Provide assistance with the use and set up of canicross equipment.
- Keep the run host checklist updated and communicate any changes to run hosts.

Event Host / Run Leaders (non committee)

- Schedule runs for the benefit of club members (new, old, and soon-to-be) and publish details on the club's Facebook page.
- Ensure the safety and inclusion of all the runners and dogs during the run.
- Choose venues that promote safe canicrossing (surface, terrain, volume of people etc).
- If using the spare kit bag, coordinate the loans, making sure the kit is used appropriately and safely and returned at the end of each run. Keep the kit bag safe while in your possession.

Optional Roles

- The following roles will be the responsibility of the committee as a whole

***Race Training Coordinator**

- Organise training runs, based on the fitness goals of those entering competitions.
- Organise other training, such as strengthening or conditioning, to compliment canicross training.
- Promote a structured and focused approach to canicross.

*Outreach Coordinator

- Coordinate the organisation of social runs, which could include but not limited to, runs to cafes, or visits to more scenic areas.
- Arrange runs with other clubs.
- Arrange meet-ups in new locations to encourage new participants.
- Reach out to new members and potential members to arrange a buddy run with an existing member.