

C&C AC Committee Structure

January 2011

Purposes of the structure

- to streamline the operational aspects of the General Committee, by avoidance of the need for prolonged planning discussion on day-to-day operational topics which are of interest only to specific members. This permits more time to be devoted to longer-term planning and club development.
- to provide a portfolio based structure, with portfolio committees, to facilitate focused debate and planning on specific topics by appropriate teams.
- to have more members involved in the day to day running of the club

The management structure:

The General Management Committee

Form of election/appointment

Total elected membership to be no greater than 15. Quorum for meetings to be six.

Except where stated, members will be elected by the Annual General Meeting (AGM) with 14 days notice of nomination required

Officers

President

Chair

Treasurer

General Secretary or Committee Secretary. (In the longer term this post may become a paid role of club Administrator.)

Portfolio holders

Coaching

Track and field competition

Endurance running

Young athletes and welfare

Without portfolio

One active member

Elected at the AGM

Co-opted members for the General Committee and portfolio committees

Additional members could be co-opted for specific project tasks, or asked to undertake tasks on behalf of the committee without formal committee membership. For the General Committee co-opted members must never exceed 11 and should be kept to a minimum.

Co-opted

Vice-chair

The committee should normally elect one of its members Vice-chair, to act as chair in the absence of the Chair.

Elected from, and by, the General Committee

Other portfolios

The following might need to be included if not covered by the membership above:

Membership Secretary

Elected at the AGM or co-opted

Communications - newsletters and publications, web site(s), publicity

Elected at the AGM or co-opted

Volunteers

Each portfolio holder should take responsibility for the volunteers within the relevant area. Responsibility for overall recruitment of volunteers could be a separate portfolio or be taken on by an officer with an overview of club needs

Operational features

The General committee focus is on club administration and development, review of the actions of the portfolio committees and any major issues.

Portfolio committees undertake day to day running and responsibility for their area of interest with General Committee review and guidance. They are given delegated authority for expenditure by the General Committee after agreement on an appropriate budget. Portfolio committees should meet regularly with the frequency of meetings varied according to the relevant athletic season and other activity. All portfolio holders and the Treasurer should have an alternate who can take over their responsibilities in the event of the post holder being unavailable.

Coaching committee

Form of election/appointment

Membership

The coaching portfolio holder (who represents the coaches at the General Committee)

An assistant coaching secretary (who could deputise at the General Committee) Ratified by the General Committee

Two other coaches (representative of different disciplines) Ratified by the General Cttee

Focus

- Daily/weekly coaching organisation
- Coach recruitment and development
- Short and long term planning for improvement and capacity increase
- Methods of monitoring athlete progress.
- Monitoring CRB status of coaches

Track and field committee

Membership

Track and field competition portfolio holder (who is also one of the people below)

SML team manager Ratified by the General Cttee

SWL team manager Ratified by the General Cttee

EAL team manager (if separate from SML/SWL/YA) Ratified by the General Cttee

Young athletes and welfare portfolio holder

Veterans team manager Ratified by the General Cttee

Young athlete representative(s)

Focus

- Encouraging and increasing participation
- Communication about T&F activities
- Provision of the best options for the current

membership

- Recruitment of team managers and assistants
- Analysis of athlete and team progress in competition.

Endurance running committee

Membership

Endurance running portfolio holder

Road running team organisers

Ratified by the General Cttee

Cross country representative

Ratified by the General Cttee

One endurance running coach

Ratified by the General Cttee

Two or three other members

Ratified by the General Cttee

Focus

- Organisation of training
- Competition opportunities
- Analysis of athlete progress
- Communication
- Social activity

Young athletes' and welfare committee

Membership

The young athletes and welfare portfolio holder

The welfare officer

Representatives of club registration/young athletes
administration volunteers

Ratified by the General Cttee

At least one young athlete aged 12-19

Ratified by the General Cttee

Focus

- Discussion and recommendation of ideas and suggestions related to young athletes' activities within the club (coaching, competition etc.)
- Welfare policy and issues

- Monitoring CRB status of volunteers working with young athletes
- Recruitment, support and organisation of volunteers to work with young athletes
- Registration of young athletes on coaching evenings and organisation of non-coaching activities on coaching evenings
- Liaison with competition committees

Executive Group

An Executive Group comprising the Chair, Vice-chair, Secretary/Administrator, Treasurer and one other General Committee member (elected by the General Committee) takes decisions and appropriate actions between General Committee meetings as required. It will not take strategic decisions without recourse to the General Committee. The quorum for this group is three members and will call on relevant portfolio holders as necessary. The purpose of the group is to enable business to be dealt with speedily but to ensure responsibility does not rest entirely on the Club Chair.

Trust Fund Trustees

Trust Fund trustees shall be the President, Treasurer and another trustee of the club, who must have no interest in the bid(s) under discussion. In the case of the President or Treasurer having an interest, the General Committee shall select an alternative trustee to take their place.