

## **Committee Vacancies – September 2021**

### **LRNSC Committee Role Outlines**

*Roles as listed in the constitution, all are elected annually with the proviso that the Chair may not be held by the same person for more than three years at a time.*

***In addition to the specific points listed there are 3 further responsibilities common to every committee role:***

***a) Attend committee meetings and report on own area of responsibility.***

***b) When stepping down from a role, arrange handover and assist in succession planning.***

***c) General assistance at events and races.***

### **Secretary**

1. Organising and attending key meetings (including Annual General Meetings) in accordance with the Club constitution
2. Taking and distributing minutes if possible within two weeks of the meeting
3. Liaison with other Committee members to maintain an up to date schedule of activities.
4. Timely supply of latest schedule of activities to Newsletter Editor and Website member to ensure consistent information is published.
5. Dealing with any correspondence.
6. Attending to SSE affiliation
7. Ensuring insurance is up to date and SSE requirements are met.
8. Maintaining up to date Club administration records and reference files

### **Member responsible for Entertainment/Events**

1. To plan and organise events/entertainment, as agreed with the Committee, which gives members opportunities to foster their interest in Nordic skiing. [nb The role does not cover the Club's snow trips, racing and roller ski programmes which are organised by other committee members.]
2. To organise the Annual Dinner and post event refreshments/meals, including at the AGM and 4 hour event, as agreed with the committee.
3. To liaise with the Treasurer regarding financial administration of events/entertainment.
4. To work with the Newsletter Editor and Website member to ensure timely pre and post event publicity [including photography].
5. To act as facilities manager to organise and give general assistance at Club events and races, or arrange for other volunteers to provide this support.

### **Volunteer Coordinator**

1. Ask for/find members prepared to volunteer at club events, especially Races - most events are at Hillingdon Cycle Circuit, with perhaps one per year at the Olympic Park (Stratford)
2. Maintain a list of volunteers
3. Arrange attendance of volunteers for each event (suggest event volunteers list finalised at least 2 days prior to each event)

Volunteers and roles required (at current Covid rules as at 10.6.2021)

**A. General Non-Racing Events (eg. Training & Practice Sessions, Courses, etc.)**

1. CoVid Coordinator:

- i) prepare list of attendees based on Ticket-tailor bookings, etc. (to include contact details)
- ii) ensure numbers do not exceed current limits (currently maximum 30 Adult participants - this maximum does not include under-18s, coaches or Event management/volunteers)
- iii) tick off attendees at the event
- iv) submit attendees list to the HCCUG

2. Volunteers:

Ideally, at least one required to assist CoVid Coordinator with controlling access to the toilets, advising other circuit users to keep off the track, and keeping a watch on the bags currently left outside the clubhouse, although these are left at owner's risk), but people doing Training & Practice can be asked to help out on the day as required.

**B. Racing Events**

As above, but more volunteers required to marshall round the course to help keep all other users (eg. walkers, runners, cyclists) off the track during the race.

Suggested minimum number of Marshals: 4

Also Pre-race:

- i) Race Timing system wiring layout,
- ii) Bib and Transponder distribution

Racing: Laptop operator

Other Volunteers: Kitchen - prepare kettles to boil for teas/coffees