



Position Club Captains – Male and Female (4 positions)

Review Date: 20th October 2016

Roles and Responsibilities Summary

Welcome and mentor new runners.

Regularly attend club training sessions to speak to members and build relationships, get feedback and address concerns acting as the link between the runners and the committee as required

Proactively make members aware of upcoming races and events to ensure best turnout.

Take responsibility for club training nights, recruit volunteers to lead club runs and publish plans in a timely manner on the website using the content management system.

Liaise with membership secretary to ensure all members are registered with the club in a timely manner.

Work with club members to address any specific training requests are met (hill training / speed work / longer runs)

Encourage competitiveness but maintain the ethos of the club.

Encourage members to promote the club by regularly attending events.

Be prepared to send out communications when required.

Co-ordinate and decide teams for club relay events.

Where necessary arrange pre entries for events.

Representing the club at the Booth Decorators League Meetings – twice a year.