

This document provides a basic “job description” for the key ongoing roles in CLOK. This document is not intended to cover event officials (planner, organiser, controller) or other event helpers.

Chairman

- Monthly committee meetings and AGM
 - Help to set the meeting agenda
 - Chair the meeting
 - Review the minutes and check that Actions are carried out
- Representing the Club
 - Represent the club in discussions with NEOA – e.g. about funding the region, looking region vs. clubs.
 - Attend occasional meetings with funding agencies and partners (with club development officer).
 - If possible attend the annual British Orienteering Club Conference (or find a delegate).
- Driving the long term future of the Club. Some historic examples, but this aspect can be very wide ranging:
 - The review of computing in 2011 leading to Autodownload, acquiring new SI boxes.
 - Reviewing of the most effective means of CLOK Publicity and Marketing in 2013.
 - Reviewing how to make the best use of Coaches time in delivering training to the club in 2014.
 - Driving the ClubMark resubmission in 2016.
 - Updates to club constitution in 2016
 - Formulating our privacy policy in light of GDPR in 2018
- Ad Hoc
 - Helping to troubleshoot problems arising, to ensure the smooth running of the club. For example access issues with areas.
 - Receive correspondence from British Orienteering addressed to all club chairs, and handle accordingly (e.g. pass on to appropriate person, discuss at committee, etc.).
 - Acting as a point of contact for members to praise, complain or comment on what is going on!
 - Second signatory on cheques / second authoriser on online banking transactions.
- Responsible person in relation to GDPR, and hold annual review of policy.

Secretary

- Arrange committee meetings, monthly on second Thursday except December, August, October, including booking room.
- Create an agenda (in collaboration with Chairman) for each meeting and circulate around the committee and other interested parties during the week prior to meeting, along with link to latest Events Programme.
- Attend committee meetings, make notes, and publish and circulate minutes promptly after meetings.
- Following approval of minutes at the next committee meeting, send to the Webmaster to publish on the CLOK website.
- Receive correspondence from British Orienteering addressed to all club secretaries, and handle accordingly.
- AGM in October:
 - Agree a date within the committee (in lieu of a committee meeting in Oct)
 - Book room for about 30 people with kitchen facilities to make drinks, heat food, etc.
 - Publish AGM notice at least one month ahead via weekly news and on the website.
 - Publish agenda on the website two weeks prior to the AGM.
 - Attend, make notes, circulate around the committee – once approved by committee they can be published on the website (without the financials).
- Second signatory on cheques / second authoriser on online banking transactions.

Treasurer

- Maintain record of club accounts.
- Pay invoices (e.g. expenses, BOF levy, NEOA SI, other event costs, development programme etc) using online banking or cheques as appropriate, with second authorization from Chairman/Secretary.

- Match up income with online banking records.
- Input event participation numbers for levy purposes into British Orienteering website.
- Report on financial position to committee as required.
- Contribute to discussions on significant expenditure and major event budgets.
- Renew annual insurance (around June), including review of equipment covered.
- After end of accounting year (30th September):
 - Prepare annual account summary.
 - Seek review by auditor.
 - Present accounts at AGM (October).
 - Propose membership fees and Level C/D entry fees for forthcoming year.
 - Complete annual club return to British Orienteering (including club payment, and list of officers)

Committee member

- Attend committee meetings (see <http://clok.org.uk/Members/Committee/> for schedule)
- Contribute to discussions at meetings and by email
- Take on adhoc tasks / short term projects arising from committee discussion, subject to willingness, time, expertise, etc.

Officials Finder

- Maintain [online table](#) for upcoming events, with date, event and key officials.
- Make sure above table is up to date for committee meetings, and update as necessary afterwards.
- Maintain lists of active, willing and qualified/licensed organisers, planners and controllers in the club (and neighbouring clubs for level B event controllers).
- Find organisers, planners and controllers for events as follows:
 - Contact people directly (phone, email, face to face) and ask which events they can do.
 - Periodically publish lists of gaps in weekly emails to seek unsolicited offers (although this rarely bears much fruit – need to use the first bullet).

Fixtures Secretary

- Provide input to club events program for next year (typically discussed in April).
- Attend NEOA fixtures meeting to agree dates for Level C events next year (typically in June), and discuss other regional fixtures matters.
- Maintain event registrations in British Orienteering database, including initial registration of event, and subsequent updates as details are known (officials, exact parking post code / grid reference, etc.).
- Send various forms to event officials in advance of events.

Membership Secretary

- Maintain contact list of all members, based on new member / renewal notices via British Orienteering, and direct local memberships.
- Produce up to date membership list as and when requested by the committee (only circulated to committee, and event organisers for contacting prospective helpers; must be password protected)
- New members:
 - Send welcome email and point them at sign up page for weekly emails.
 - Notify to CLOK weekly email administrator.
- Contact those who join CLOK as a second club to give current fees for renewal each year.
- In February contact all lapsed members (from British Orienteering download) to remind them to renew, and put reminder in weekly news. Remove from membership list if not renewed by the end of March.
- Supply information that various people might require, on for example total membership, junior membership, voting membership for AGM.

Club team captain

- Publicize team competitions to membership, encourage members to complete, enter teams, etc. Includes
 - JK Relays – usually have at least some teams
 - British Relay Champs – usually have at least some teams
 - Harvester trophy (day/night relay) – don't always compete
 - Scottish Champs – don't always compete
 - Compass Sport Cup (and Final if we qualify)
 - Yvette Baker Trophy – or at least ensure someone is covering it, but may be a junior coach

Weekly Email editor

- Compose, edit and send weekly email via Mailchimp system
- Active seek out content by asking people for reports, seeing what is discussed in CLOK committee, finding what events are happening in CLOK and neighbouring clubs, etc.

Webmaster

- Maintain club website, including managing the web hosting and domain name renewal (expensed to CLOK)
- Proactively keep important information up to date, including upcoming fixtures (CLOK and others likely to be of interest to our members), results, latest news, etc.
- Receive content and put on the website promptly, e.g. event flyers, results, social events, AGM notice/agenda, news, etc.
- Put events on Routegadget for level C regional events and above
- Submit results to British Orienteering for level C regional events and above
- Receive approved committee and AGM minutes from secretary and put on website promptly
- Facilitate online sign-up forms (e.g. new year relays, CSC team entry, annual dinner)
- Keep other website content up to date, as time allows

Equipment officer

- Securely house CLOK equipment store (should be dry, but could be shed / garage / outhouse)
- Provide access to organisers as necessary, ideally including when you are away (e.g. padlock with key code)
- Replace or repair aging / broken equipment as necessary (expensed to CLOK)
- Arrange periodic working party to catalogue and review equipment help by CLOK

SI administrator

- Securely house CLOK computing and SI equipment (should be indoors)
- Co-ordinate getting SI equipment to events / planners / SI managers
- Replace or repair aging / broken equipment as necessary (expensed to CLOK)
- Maintain list of trained SI managers, and identify them for events.
- Train new SI managers for events as necessary.
- Update SI box firmware, and SITiming computer software, as necessary
- Propose / discuss future computing and SI purchases in the club and region