

This document provides a basic “job description” for each of the key roles in CLOK.

Chairman

- Monthly 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 at the role of the region in relation to the role of clubs.
 - Attend meetings with funding agencies and other partners (usually 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 equipment and use in 2011 which led to getting the Autodownload software for entries and 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.
- Ad Hoc
 - Helping to troubleshoot problems arising, to ensure the smooth running of the club.
 - 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.

Secretary

- Arrange committee meetings, monthly on second Thursday except December, April, 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.
- Receive information from the Officials Finder and maintain and circulate Events Programme to the committee attached to the Agenda.
- Attend committee meetings, make notes, and publish and circulate minutes for the meeting.
- 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 (often in lieu of a committee meeting in Oct)
 - Book room for about 30 people with kitchen facilities to make drinks etc.
 - Publish AGM notice at least one month ahead in Tchimes and on the website.
 - Publish Agenda on the website two weeks prior to the AGM.
 - Attend, make notes, and publish and circulate around the committee – once approved by committee they can be published on the website.
- 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 (31st August):
 - 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)

Officials Finder

- Maintain [online table](#) for upcoming events, with date, event and key officials.
- Provide latest list to Secretary in advance of 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 and ask which events they can do.
 - Periodically publish lists of “vacancies” in Tchimes or 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 around March).
- Attend NEOA fixtures meeting to agree dates for Level C events next year (typically around May), and discuss other regional fixtures matters.
- Maintain event registrations in British Orienteering database, including initial registration of event, and subsequent update 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 2nd club memberships.
- Produce a members handbook as and when requested by the committee (only circulated to committee, and event organisers for contacting prospective helpers)
- Notify new members to:
 - Tchimes editor. Tchimes goes other month to all members for whom we have an email address. New members are added to the circulation as they join the club. Non-renewing members are removed from the circulation once a year around April.
 - CLOK weekly email administrators. All members’ email addresses are added once to the CLOK weekly email list after which they can opt in / out as they choose.
 - Paul Taylor for a ‘welcome to the club’ in each copy of TChimes.
- 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 Tchimes. If they haven’t renewed by the end of March then they are removed from the membership list.
- Supply information that various people might require, on for example total membership, junior membership, voting membership for AGM, or even contact details as some people do not want their details in any membership lists.

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