This document provides basic "job descriptions" for the key ongoing roles in CLOK. It does not 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.

- o Publish agenda on the web site two weeks prior to the AGM.
- o Attend, make notes, circulate around the committee – once approved by committee they can be published on the web site (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):
  - o Prepare annual account summary.
  - o Seek review by auditor.
  - o Present accounts at AGM (October).
  - o Propose membership fees and Level C/D entry fees for forthcoming year.
  - o Complete annual club return to British Orienteering (including club payment, and list of officers)

Committee member

- Attend committee meetings (see www.clok.org.uk/Members/Committee/ for schedule)
- Contribute to discussions at meetings and by email
- Take on ad hoc 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:
  - o Contact people directly (phone, email, face to face) and ask which events they can do.
  - o 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 a secure, up to date contact list of all members, based on new member / renewal notices via British Orienteering, and direct local memberships.
- For new members:
  - Send a welcome email and invite them to sign up for weekly Tchimes newsletter
  - Notify the Tchimes Editor and the Chair of the CLOK Committee
- Contact those (few) 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 Tchimes. Remove from membership list if not renewed by the end of March. Request feedback from those not renewing, and report to Committee
- Supply information that various people might require for legitimate club reason, for example total membership, junior membership, voting membership for AGM
- Answer general enquires to CLOK or forward to appropriate person
- Produce annual report for AGM

Club Team Captain

- Publicise 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

Tchimes Editor

- Tchimes is CLOK's weekly email newsletter, and is edited and distributed via the industry-leading Mailchimp bulk email system.
- Compose, edit and send out the weekly Tchimes email via Mailchimp.
- Act as a point of contact (via the email address tchimes@clok.org.uk) for contributions.
- Actively seek out further content by asking people for reports, seeing what is discussed in CLOK Committee meetings, finding what events are happening in CLOK and neighbouring clubs, etc.
- No prior knowledge of Mailchimp is required. It can be learnt by someone reasonably computer savvy. Full education provided by the current incumbent.
- Mailchimp takes care of maintaining the list of email addresses, including links to subscribe, unsubscribe or change details. (You just occasionally have to point someone at those links).

- Typical effort is 1 hour in a normal week once you are familiar with Mailchimp. Occasionally up to 2 hours when there is more content to collate and edit.

- Tchimes goes out most weeks at a regular time. However you are in control of when that is and hence when you have to prepare it.

Access Officer (shared role amongst ~4 people)

- Contact by phone and / or email a range of people and organisations (including land owners such as Farmers, Private estates, Forestry Commission, the NHS and local councils) to ensure that we have relevant access permissions for our events during the year, in a timely fashion.

- Actively seek out content for 'permission requests' in a timely fashion by asking Organisers and Planners for relevant risk assessments, and all controls maps as required by some of the landowners.

- Complete various forms as required by landowners in order to request permission.

- Understood BO insurance, environmental factors (bird nesting periods) and other demands of orienteering events such as parking in order to discuss with landowners as appropriate.

- Report back / seek help from the committee any issues of gaining access in a timely fashion,

- Provide input to the annual mapping/events programme for best times to run events on the various areas from vegetation and other views

Webmaster

- Maintain club web site, 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 web site content up to date as time allows

'New to Orienteering' Web Site Administrator

- We have a section of the web site focussed on content for newcomers, including some introductory descriptions, Couch 2 Green (C2G), Find Your Way (FYW), etc. See www.clok.org.uk/new. This sits alongside the main web site content (at www.clok.org.uk), which is maintained by the main Webmaster. The new content is hosted in WordPress.

- No prior knowledge of WordPress is required (although desirable). It can be learnt by someone reasonably computer savvy. It is a bit more involved than, say, Mailchimp or Racesignup, but you do not need to write any HTML or similar. Full education provided by the current incumbent.

- The newcomer content is largely static. The Club Development Officer (CDO) makes updates for C2G, FYW, virtual challenges and other CDO-led activities.

- Typical effort is close to zero in many weeks, given the above. Occasionally an hour or two refreshing an area, adding extra content, changing the styling, etc.

Equipment Officer

- Securely house CLOK equipment store (should be dry, but could be shed / garage / outhouse)
- Maintain the list of CLOK equipment shown on the web site
- Provide access to organisers and planners as necessary, ideally including when you are away (e.g. padlock with key code)
- Check and re-organise equipment, if necessary, after each event
- Replace or repair ageing / broken equipment as necessary (expensed to CLOK)
- Arrange periodic working party to catalogue and review equipment help by CLOK
- Liaise with other NEOA clubs to loan or borrow extra equipment (mainly just for big events).

SI Administrator

- Securely house CLOK computing and SI equipment (should be indoors)
- Maintain list of SI and computing equipment shown on the website
- Co-ordinate getting SI equipment to events / planners / SI managers
- Replace or repair ageing / 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
- Liaise with other NEOA clubs to loan or borrow extra equipment (mainly just for big events).
- Propose / discuss future computing and SI purchases in the club and region
- Maintain contact with SPORTident for new products, updates and advice.
- Take a lead in setting up event pre-entry systems (e.g. with Fabian4) if necessary

Map Librarian

- Keep a complete set of the maps that CLOK has created over the years
- Know which is the current version of each map, and be aware of any issues / comments on each map
- Have and operate a version control system for all CLOK maps
- Identify when updates are needed to the base maps for CLOK's permanent orienteering courses (POCs)
- When a POC map has been updated, issue the updated map to the POC Manager to upload to the British Orienteering web site and circulate the map to the local points of issue (e.g. visitor centre, nearby café, etc.).
- Share an overview of the status of the maps with the Committee and the club's mappers via a spreadsheet that is kept on a shared drive
- Be CLOK's one point of contact for Planners to obtain the latest version of any of the club's maps
- After an event has taken place, obtain the latest version of the updated map and get feedback from the Planner and Controller about whether there is a need for a more fundamental update to the map

- Be aware of the future programme of events and organise any required map updates in time for the Planners and Controllers to use up-to-date maps for their events

- Know what mapping software licenses are held by CLOK and who they have been assigned to

- Arrange for Mappers / Planners to have the mapping software licenses that they need for club business.

- Have sufficient expertise on mapping software (e.g. OCAD) to be able to advise Planners what they should use for minor map updates (especially if Paul Taylor becomes unavailable)

Racesignup Administrator

- Racesignup is the system we use for taking entries (including payment) for events, and also signup for other things (for example JK / British relay entries, Compass Sport Cup entries, Couch to Green).

- Overall responsible for CLOK's Racesignup account, including point of contact to the Racesignup system owners, and managing who in the club has access (for example SI managers).

- Set up new events in Racesignup.

- Update events as required (for example course entry limits based on maps printed).

- Occasionally download entries (but most SI managers have their own logins and can do this themselves).

- No prior knowledge of Racesignup is required. It can be learnt by someone reasonably computer savvy. Full education provided by the current incumbent including a comprehensive How To guide.

- Typical effort is 1 hour to setup an event once you are familiar with Racesignup.

MapRun Administrator

- MapRun is the system / app used for virtual orienteering courses. These took off during Covid and we still use them for weekly virtual challenges that the Club Development Officer (CDO) sets up and other occasional events.

- Overall responsible for CLOK's MapRun account, including point of contact to the system owners, and managing who in the club has access (for example MapRun course creators).

- Typical effort is close to zero. All those creating MapRun events – e.g. the CDO – can entirely manage those events without any assistance from the MapRun Administrator.

- This role would be ideal for someone already familiar with creating MapRun events.