

K-Way VOB Committee

Role Descriptions

Chairman

To ensure the Club holds true to its constitution and goals and that the members can justifiably be proud of the Club.

- Ensure the Committee members achieve their basic objectives
- Ensure no undue burden is placed on any one club or committee member
- Ensure the broader Club membership is happy with the clubs activities/facilities
- Ensure the Club administration is in order
- Ensure the Club finances are in order
- Ensure the Club is appropriately represented at WPA forums
- Ensure the Club is appropriately represented at any community forums
- Oversee the relationship with our premises associate
- Oversee disciplinary issues
- Is visible to the Club membership
- Chair the Club AGM and deliver Chairman's report
- Chair Club Committee meetings
- Report for the Imbaleki
- Monthly awards, with Club Captain
- Represent the Club at Gildale Facility Management Committee meetings

Vice-Chairman

Ensure the Chairman receives the necessary assistance and support in achieving his/her and the Clubs goals.

- Stand in or represent the Chairman when necessary
- Provide a sounding board for the Chairman
- Assist the Chairman with any aspects of his/her responsibilities
- Must assume the responsibilities of the Chairman in his absence or should the position go vacant

Treasurer

Be responsible for all the assets of the Club. To ensure all monies are accounted for and only valid expenses are paid. Ensure that the financial position of the club is accurately recorded and is communicated to the Committee both regularly and timeously.

- Maintain the books of account
- Perform at least bimonthly bank reconciliations
- Prepare the AFS for audit
- Invest surplus funds
- Manage the Club's cash flow
- Monitor the funds of "Development" and "Green Fund"
- Report at least quarterly to the committee on the cash position of the club
- Report at least quarterly to the committee on the status of the income and expenses to budget
- Cheque signatory (not effective...but practical)
- Ensure that a Committee member is always responsible in any event and budget situation. eg. a social function or race event.

Secretary

To provide the communication hub of the Club, ensuring all correspondence is timeously and appropriately attended to. Fulfill the role of licensing officer, stock controller and takes the minutes at all meetings.

- Prepare all correspondence needed by the Club
- Distribute any correspondence received to the appropriate person, timeously
- Licensing officer, and maintenance of the membership database
- Sale of all stock items, and maintaining stock records
- Preparation and distribution of minutes of Committee meetings and the AGM
- Logistics for AGM and new members function
- Logistics for prizegiving, including collection, polishing and engraving of trophies, and prizes
- Distribution of Imbaleki, newsletters and membership forms
- Cheque signatory
- Prompt banking of all cash

Club Captain

Ensure the Club provides the running activities, facilities and environment that is wanted by the active members of the club, and ensures this is done in a safe and responsible manner. The Club Captain is the face of the club, the motivator and the person spreading information.

- Tuesday and Thursday Club runs are arranged
- A regular time trial is arranged
- Sunday long run groups are arranged
- Club crier at Tuesday and Thursday Club runs
- Identify responsible leaders for group runs
- Ensure safety of the runners, which is of paramount importance at all group runs
- The Club gazebo and refreshment box is present at strategic races, with the Social Convener
- All members are made to feel welcome at club runs (particularly new or potential new members)
- All members are made aware of what is expected of them, and what they can expect
- Enlisting support and enthusiasm for Club activities
- Co-ordinate participation of Club runners in relays and team events
- Identify monthly Bronze Takkie recipient (with Ladies Captain)
- Monthly awards presentation (with Chairman)
- Elect nominees and winners for Club athletes for annual prizegiving (with Ladies Captain)
- Is very visible at the Club; functions and races....the face of acsisVOB
- Is approachable to all members
- Build enthusiasm amongst Club runners to achieve goals
- Encourage participation in all aspects of athletics, road, cross-country, trail, track & field, and walking
- Report for the Imbaleki

Ladies Captain/Assistant Club Captain

Ensures the needs of our female members are respected and their reasonable needs are attended to.

- Encouragement of the female members to participate in athletics
- Encouragement of the female members to participate in Club functions
- To ensure female members are always felt welcome at the Club
- Encouragement of the female members to ensure they are always treated appropriately
- Help the Team Athlete representative with all the female categories
- Arrange annual Ladies Time Trial competition
- Report for the Imbaleki

Social Coordinator

Ensure the Club arranges social functions to meet the reasonable desires of the membership base within an approved budget.

- Refreshments at AGM, prizegiving and new members function
- The Club gazebo and refreshment box is present at strategic races, under guidance of the Club Captain
- To arrange one large annual function that the bulk of the active Club members would want to attend
- Periodic social functions are arranged at the Club
- Annual and social functions are self financing
- Member of the False Bay House Committee
- Be responsible for the budget at all social functions, even if not organized by any committee members, communicating timeously with the Committee and Treasurer.

Race Coordinator

Ensure Club presents value for money races that are safe and well organized, and generate a return for the Club.

- Arrange the Club 21km, Constantia Village 15km and Table Mountain Race
- Assemble a race sub-Committee to assist in responsibilities
- Liaise with sponsors and attend to their reasonable needs
- Ensure the race is staged within predetermined financial targets, and generate a profit
- Ensure the route is safe, accurate and enjoyable
- Ensure a race flyer to market the race is prepared and distributed
- Advertise the race within running circles and the local community
- Obtain any positive coverage possible
- Ensure all necessary permissions are obtained (with Secretary)
- Co-ordinate the necessary manpower needs and utilisation (with Club Captain)
- Ensure entries, start and finish are professionally organised
- Ensure all contributors are appropriately thanked
- Be responsible for the final budgetary aspects of race events, communicating timeously with the Committee and Treasurer.

Editor (Imbaleki, et al)

Ensure regular and timeous communication exists between the Club and the membership base within an approved budget.

- 3 Editions of Imbaleki are published annually
- The Imbaleki includes the race calendar
- The Imbaleki includes details of any events at the club
- The Imbaleki includes all race results received
- The Imbaleki includes articles from Club members
- Advertising is sold to offset the cost of producing the magazine
- The tradition and quality of the Imbaleki is maintained

Webmaster

Make sure the website is relevant, up-to-date and a go to resource for Club members.

- Provide updated content on the Club website
- Remove old content
- Change content that requires alteration, e.g. Committee - yearly

Team Athletes

Ensure the Club is a competitive force in athletics and accommodates the reasonable needs of the top athletes.

- The Club competes in the WPA Road League
- The Club competes in the WPA Cross Country League
- The Club competes in the WPA Track & Field League
- The Club is represented at the front of all the age categories
- Legitimate concerns of the top athletes are considered by the Committee
- Ensure competitive athletes receive the necessary guidance and assistance
- Co-ordinate competitive teams for team competitions (with Ladies Captain)

- Elect competitive athletes for nominees and winners at annual prizegiving (with Ladies Captain)
 - Report for the Imbaleki
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House Committee Representation

Ensure the dialogue is open between the Club and Clubhouse partners.

- Namely; Chairman, Treasurer, Club Captain, Social Convener
- Or otherwise decided by the Committee at the time

WPA Representative

Provide a presence of the Club at WPA meeting, functions and events.

- Attend WPA Council meetings
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Development

Ensure that the Club fulfills its social responsibility in terms of people from disadvantaged backgrounds, and that we provide an opportunity for such athletes to participate in athletics.

- Develop and administer a Club development programme
- Identify athletes to participate in the programme
- Ensure the programme is financed by donations and fundraising
- Manage New Balance sponsorship
- Manage Cape Runner sponsorship
- Arrange the annual farm time trial

Green Fund

Ensure that Club fulfills its social responsibility in terms of the environment and through its activities maintains access to local "Green Areas".

- Identify and implement worthwhile projects
- Ensure all projects are financed by donations and fundraising
- Relationship management with SA National Parks, Kirstenbosch, SAFCOL and other stakeholders.
- Protect runners access to "Green Areas"

Statistician / Race Results

Ensure the Club is kept up to date with recent race results of Club members

- Collate Club members results
 - Record on the Club database
 - Make the results available to the Club Captain
 - Publish on the Club website
 - Report for the Imbaleki
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