



ORION COMMITTEE – DESCRIPTION OF ROLES

Club Captain

1. Decides which club races are to have priority for that season
2. Sets the club's immediate priorities and objectives
3. Liaises with Men's/Ladies' Captain throughout the season
4. Welcomes runners and guests at Orion club races
5. Welcomes new senior club members
6. Actively involved in social media, in particular the club Facebook page
7. Chairs committee meetings
8. Leads the "Orion cry" at mob matches
9. Distributes prizes at Awards Night
10. Distributes prizes at club races (e.g. Forest Five)
11. Chooses the winner of the annual "Memorial Trophy"
12. Allocates London Marathon club places
13. Congratulates club runners at London Marathon drinks night
14. Adjudicates on disciplinary matters (with the President)
15. Attends external functions on behalf of Orion
16. Writes Summer and Winter newsletter for members

Men's/Ladies' Captain

1. Assists Club Captain, deputising where necessary
2. Encourages male/female members to race regularly for the club (in particular, the club's priority races)
3. Takes an active interest in male/female members' welfare
4. Welcomes new male/female members
5. Actively involved in social media, in particular the club Facebook page
6. Distributes prizes at Awards Night

Deputy Men's/Deputy Ladies' Captain

1. Assists Men's/Ladies' Captain, deputising where necessary

President

1. The club's "senior statesman/stateswoman"
2. Chairs AGMs and SGMs
3. Ensures club meetings are conducted with courtesy and respect
4. Adjudicates on disciplinary matters (assisting the Club Captain)
5. Offers the Club Captain guidance as to performance of their role
6. Attends external functions on behalf of Orion

Honorary Secretary

1. Assists Club Captain in secretarial matters
2. Registers senior members for County, National and Southern Champs
3. Corresponds with external bodies on behalf of Orion
4. Assists Club Captain and President in disciplinary matters
5. Assists Membership Secretary
6. Sends new members a welcome pack
7. Advises members and committee on matters relating to Club Constitution
8. Notifies members of a pending AGM or SGM
9. Prepares agenda and takes minutes at committee meetings, AGMs and SGMs
10. Assists Club Captain in allocation of London Marathon club places
11. Registers successful applicants for London Marathon club places
12. Updates club honours board
13. Orders and engraves club trophies
14. Safely stores club's historical minute books
15. Assists in enquiries relating to club's history (with Ron Bond's help)
16. Assists Club Captain on and before Awards Night
17. Administers club Facebook page

Assistant Secretary

1. Assists Honorary Secretary
2. Monitors and responds to club's "Info" email account
3. Writes monthly club newsletter

4. Coordinates and processes entries for Orion 15

Treasurer

1. Assists in preparation of club's annual accounts
2. Liaises with club's auditors
3. Operates club bank account
4. Scrutinises and authorises club expenditure
5. Reimburses authorised expenditure

Membership Secretary

1. Registers new members on club database
2. Registers new members on UKA database
3. Processes annual renewals (club and UKA)
4. Updates database where member's details change
5. Chases members whose subscriptions are overdue
6. Cancels membership where subscriptions are more than [six] months overdue
7. Processes requests for members' details where GDPR allows it
8. Liaises with Junior committee re family memberships

Fixtures Secretary

1. Arranges dates for club races
2. Obtains race permits from Corporation of London
3. Liaises with Ranelagh/SLH/Blackheath re mob matches
4. Produces fixtures card biannually and distributes to members
5. Attends Midweek League AGM/fixtures meeting

Social Secretary

1. Organises club social events
2. Books venues for club social events
3. Seeks opportunities for new events
4. Liaises with committee and members for ideas for social events

Committee "lay" members

1. Support club's priorities and objectives
2. Regularly attend committee meetings
3. Contribute actively at committee meetings, helping to generate new ideas
4. Provide assistance to Club Captain and other committee post holders

5. Help organise club events (e.g.marshalling/trail laying/back of house, etc.)
6. Chase members whose subscriptions are overdue

Other roles currently performed by committee members

1. Trustees for club house lease (Tim Wright and Roy Perrott)
2. Corporation of London liaison (Tim Wright)
3. Race results (Bob Jousiffe)
4. Grand Prix (Steve Bennett)
5. Website manager (Bob Glasgow)
6. Club House architect (Grant Corton)
7. Club House sub-committee (John Barrett, Grant Corton, Paul Williams and Tim Wright)
8. Kit website (Dave Wilson)
9. Administers club's "Talented Athlete Programme" (Shayne Bellas and Dave Wilson)
10. Junior Liaison Officer (Katie inch)
11. Trail layers (Quin Broadbent and Bob Jousiffe)
12. Default Race Director (Paul Williams)
13. Fell Race (Tim Wright)
14. [Forest Five (Bob Jousiffe)]
15. ELVIS (Bob Jousiffe)
16. 5k on the Rides (TBA)
17. Mad Mile (Roy Perrott)

August 2022