

The Committee and Officers of the Club

The management of the Club shall be vested in a Management Committee (collectively the "Committee" and individually the "Officers") which shall consist of Chair, Secretary, Treasurer, at least one Deputy Treasurer, Men's Captain, Ladies Captain, Membership Secretary, Junior Officer, Welfare Officer and up to four General Committee Members

Officers shall be elected at the Annual General Meeting in each year and shall hold office for one year, retiring at the termination of the Annual General Meeting in the next year. All Officers shall be eligible for re-election.

Any Member may be nominated by any other two Members, with his/her approval, as a candidate for any of the posts of Officer or General Committee Member by notice in writing (including email) to the Secretary at least 14 days before the date of the Annual General Meeting.

The Committee shall have the power to fill vacancies and create new posts as and when circumstances arise. The Committee shall have the power to co-opt members to particular projects but co-opted members shall not have a Committee vote.

The Committee shall have the power to appoint a Sub-Committee to consider any arising issues which may more appropriately be dealt with by a smaller body. This Sub-Committee shall report its findings to the Committee for consideration. The Sub-Committee cannot act in lieu of the Committee unless that power has been specifically divested to it.

General Committee Members should attend Committee meetings regularly and participate in the governance and development of the Club and should chair sub-committees as required.

The Committee shall have the power to deal with and determine any matter not expressly provided in this Constitution.

Roles of Committee Officers.

The Chair shall:

- a) Chair all meetings of the Committee and meetings of Club members in accordance with the provisions of this Constitution.
- b) Hold a casting vote in meetings of both the Committee and the members.
- c) Ensure that the effective running of the Club is in the best interests of the Club members taking into account the whole membership which from time to time prevails.

The Secretary shall:

- a) Conduct the correspondence of the Club.
- b) Keep custody of all Club documents other than the financial records
- c) Keep full minutes of all meetings of the Club and the Committee, which shall be confirmed and signed by the Chairman upon agreement of the Club or Committee as applicable. Meetings of sub-committees should appoint their own minute-taker.
- d) Maintain such contact as necessary with the governing body, to ensure the Club's adherence to its rules and requirements and any amendments thereto.

e) Circulate to the Committee members the proposed agenda for the next meeting of the Committee.

The Treasurer shall:

a) Cause such books of account to be kept as necessary to give a true and fair view of the state of the finances of the Club.

b) Cause all returns as may from time to time be required by law in relation to such accounts to be rendered at the due time.

c) Prepare an annual balance sheet as at 31st December each year and an income and expenditure account for the year ending on that date and have these reviewed, in conjunction with the records, by a suitable independent member of the club.

d) Make the Club's financial records available for inspection by any person nominated by the Committee within one week of being required to do so by the Committee. Nidd Valley Road Runners Constitution.

e) Hold all Club bank documents and operate such bank accounts in a manner which ensures first and foremost the least possible risk and also a reasonable rate of return to the Club and its members.

f) The Deputy Treasurer(s) shall have the power to operate the Club bank accounts and act in the place of the Treasurer in all matters whenever it becomes necessary to do so by reason of the incapacity of the Treasurer or by mutual consent, subject to the approval of the Committee.

The Club Captains shall:

a) Organise teams for various events throughout the year which the Members and Committee determine that the Club shall enter.

b) Appoint a Captain for a given event other than him or herself if it is more appropriate that another should carry out the role after due consultation by the Committee.

c) Propose events and rules (to be agreed upon by the Committee) for an annual Club Championship which takes account of general running interests of overall Club membership.

d) Compile all Club statistics and record results for all events in the Club Championship.

e) Actively encourage participation by all Club members in all Club Championship and other events the Club shall from time to time enter.

The Membership Secretary shall:

a) Keep a register of Club members names, addresses, dates of birth and other appropriate details in the format required by the governing body.

b) Give due notice to members of impending subscription renewals.

c) Provide members details to the governing body in accordance with the requirements of that body.

The Junior Rep Officer shall:

a) attend Junior Committee meetings as appropriate and shall report back any Junior Club updates to the main club committee at Monthly Committee meetings.

The Welfare Officer shall:

- a) Ensure that the objects of the club in respect of its duty of care and fairness to all members and the Club Equity Statement are complied with
- b) Shall record all incidents affecting the welfare of members and all complaints received, so far as they arise out of or affect club activities and take any necessary action after consulting other members of the committee as appropriate and in accordance with the Club's code of confidentiality.
- c) Maintain a record of injuries sustained during club activities.