

BURNHAM-ON-SEA HARRIERS

Committee Roles & Responsibilities

Chairperson

Provides overall leadership and direction for the club. Chairs meetings, ensures decisions are made fairly, oversees governance, and represents the club externally.

Vice Chairperson

Supports the Chairperson and steps in when required. Helps drive club development projects and assists with committee responsibilities.

Treasurer

Manages club finances including budgeting, record-keeping, financial reporting, and membership payments. Ensures all financial compliance requirements are met.

Club Secretary

Main administrative contact. Manages correspondence, meetings, minutes, EA affiliation, and club documentation.

Membership Secretary

Handles membership applications, renewals, EA registrations, and maintains accurate membership records.

Wellbeing Officer(s)

Promote a safe, inclusive environment. Act as welfare contacts, ensure safeguarding procedures are followed, and support members with wellbeing concerns.

Social Media Officer

Manages the club's online presence, promotes events, creates content, and engages with members/community.

Social Events Officer

Organises social events, celebrations, and activities that build club community and engagement.

Club Captain

Leads by example in training and racing. Encourages participation, promotes team spirit, and supports members on race days.

Vice Captain

Assists the Club Captain with motivation, team coordination, and event organisation.

Race Director

Plans, manages, and delivers club-hosted races. Oversees safety, volunteers, risk assessments, licences, and EA compliance.

Coach in Running Fitness (CiRF)

Designs and delivers structured sessions. Provides technical coaching and ensures

training is safe and inclusive.

Leader in Running Fitness (LiRF)

Leads running groups, supports coached sessions, oversees group safety, and encourages good training habits.

Junior Section Leader

Oversees the junior section, safeguarding, communication with parents, and development opportunities for young athletes.

Webmaster

Maintains and updates the club website, ensuring information is accurate, accessible, and up to date. Responsible for managing online content, handling technical issues, improving usability, and supporting the club's digital communication channels.

Kit Manager

Oversees the ordering, stock management, and distribution of club kit. Ensures members have access to appropriate club-branded clothing, manages supplier relationships, tracks inventory, and coordinates kit sales at events or via online platforms.