

# 8<sup>th</sup> November – Organisational Meeting

6pm onwards at Thomas A Beckett

## Does everyone know everyone?

A little reminder of everyone's roles:

Person	Role
Charles Simmonds	Chair Head Coach
Bryan Darney	Vice-Chair Club Secretary
Sarah Mann	Treasurer
Martin Loose	Membership Secretary
Rachel Allison	Welfare and Safeguarding Officer
Lynz Osland	Welfare and Safeguarding Officer
Steve Pigott	Health and Safety Officer
Phina Izard	Social Secretary WSFRL Club Representative
Bowie Lycett	WSFRL Club Representative
Amelia Brown	XC Club Representative
Steve Feest	XC Club Representative
Meg Griffiths	Social Media Extraordinaire
Nick Beaumont	Kit Manager

## Does everyone know what their role means?

I'm expecting an overwhelming "no" here – or at least I'm hoping so!

Some really quick, pretty basic thoughts:

Role	Questions
Treasurer	Do you have full access to the bank account?
Membership Secretary	Do you have 'read' access to the bank account to see payments? Do you have 'authorisation' access to the bank account to pay England Athletics? Do you have the correct logins/permissions with EA to process memberships? Do you have all the information for the current members?
Welfare Officers	Do you know what your remit is? Have you discussed how you're going to share the role? Have you looked at the required EA training? <a href="https://www.englandathletics.org/clubhub/collection/the-role-of-a-club-welfare-officer/">https://www.englandathletics.org/clubhub/collection/the-role-of-a-club-welfare-officer/</a>
WSFRL Reps	Do you know what the SmartR's system is? <a href="http://westsussexfunrunleague.org.uk/smart-rrs-useful-information/">http://westsussexfunrunleague.org.uk/smart-rrs-useful-information/</a> Do you know how to process entries? Should we use an app (e.g. Spond) or a website plugin (e.g. RaceNation) to help?
XC Reps	Do you know where to find the fixtures, parking information, etc.? <a href="https://www.sussexathletics.net/take-part/cross-country/sussex-cross-country-league/">https://www.sussexathletics.net/take-part/cross-country/sussex-cross-country-league/</a>
Chair	Does anyone know what the hell a Chairperson does!?!?
Kit Manager	Have you been sent logos in the correct format? (.svg, .ai?)
Social Secretary	Do we want a Christmas Party?

## Who needs access to the bank account?

Assuming two levels of access – 'viewer' and 'authoriser'. Best practice to keep the list as small as possible but without hindering anybody. For those with only occasional use (e.g. Kit Manager?), should borrowing a card from someone else be sufficient?

Access	Role
Authoriser	Treasurer Membership Secretary

	H05 Planner Club Secretary? Chair?
Viewer	?

Does using an app or the website for entries/purchases mean that a Membership Secretary/WSFRL Club Rep/Kit Manager doesn't actually need to see the bank account itself?

## Committee

We are really lucky to have so many people offer their time to help shape the club – so thanks. 😊 However, we've got a fantastic problem in that we have 40% of the club members having a role.

This is probably way too many for a committee and will stop things progressing. As well as lots of opinions (too many cooks?), it will also be hard to plan meetings around everyone's availability.

- GRR defines the committee as: Chair, Vice-Chair, Coach, Treasurer "and one other person"
- Should we have Chair, Vice-Chair, Coach, Treasurer, Club and Membership Secretaries? (currently four people)
- Or maybe the EA-defined roles: Same as above, but additionally Welfare Officer and Health and Safety Officer? (currently seven people)

Whichever we decide, I think it's important to do it by role and not person. For example, Charles isn't part of the committee; the Chairperson is.

## Email Addresses

Should we have email addresses? We've set up [WSFRL@worthinggazelles.com](mailto:WSFRL@worthinggazelles.com) as a test, and it seems to work beautifully. Which ones should we have?

Address (@worthinggazelles)	For what purpose?	Who should have access?
Contact	Just general 'contact us' enquiries. Likely to be people wanting more information about the club, interested in attending, etc.	Whomever
Membership	For queries about memberships, the contact email for when memberships are processed online, etc.	Martin
Welfare	A private place for welfare discussions but can also be shared between both our Welfare Officers (and any future ones)	Rachel, Lynz
WSFRL	So that we can use a generic email address to contact WSFRL, in case our club reps change. Same for management of and enquiries about H05.	Bryan, Phina, Bowie
Committee	I don't know? Is there any?	Committee

We can have up to 100 emails, so it's not a technical problem to have more. Obviously it will become confusing pretty quickly if we have too many, so important to get the right number.

Any others? Kit?

Is this the best way, rather than individual accounts (e.g. [charles@worthinggazelles.com](mailto:charles@worthinggazelles.com))? Or a mix of both?