**AIRE Job Descriptions**

All officers are responsible to the AIRE committee for carrying out their functions.

**Chair**

* Ensure the club runs well and adheres to its constitution and values.
* Promote the club’s development, including seeking volunteers to fill officer posts.
* Convene and chair committee meetings, checking that agreed actions are implemented.
* Convene and chair any General Meetings, including reporting annually to members on the club’s activities.
* Support other officers in fulfilling their roles.
* Handle any issues affecting the club between committee meetings, in conjunction with the relevant officer/s.
* Act as a communication channel for members and for external bodies with the club.

**Secretary**

* Arrange venues for meetings.
* Create minutes and agendas for committee meetings, AGMs and EGMs.
* Contribute towards deliberation and decision-making at such meetings and at other times when the opinion of committee members is sought.
* Take on ad hoc roles of responsibility as follow-up for the above.
* Act as a conduit for formal internal and external communications, for example from British Orienteering or competitors.
* Complete and submit any administration required by the club’s responsibilities as a member of British Orienteering and YHOA.

**Membership Secretary**

**Regularly – ideally weekly but at least monthly**

* Receive e-mail notifications from British Orienteering of new members joining and renewals and store them appropriately.
* Access Current Membership report on the British Orienteering website and report to club committee latest membership numbers including breakdown of seniors/juniors

**Annually**

* From November to February actively manage the membership renewal process using information as above.
* Issue reminders to active members who have not renewed – this includes personal contact and sensitivity to members’ personal circumstances.
* Manage and publicise the club helper teams, incorporating new members as appropriate.

**As required**

* Liaise with Helper Team Leaders and Event Organisers to provide contact details of members in a proportionate and secure way adhering to data protection legislation.
* Where possible allocate new members to a mentor/buddy who lives near them. Put them in touch with each other with the suggestion of meeting at upcoming events for support and advice. Link new members to resources to support their participation.
* Oversee and coordinate the club’s central emails to members.

**Fixtures Secretary**

Primary purpose: to arrange and publicise dates and venues of Aire fixtures and to recruit organisers, planners and controllers. Activities:

**Fixtures structure**

* To make recommendations to the club committee about the club’s annual event structure and to implement any committee decisions about this.
* To keep the committee informed about all fixtures related matters.
* To draw up draft proposals for future events at all levels, bearing in mind the limitations imposed by any terrain embargos. (Note: Night League Score events are drawn up by the Night League Co-ordinator in consultation with the Fixtures Secretary).
* Every September meet, or share proposals by email, with the various Permissions Officers and Club Chair to determine the proposed Regional Event venues, and approximate time of year, for the calendar year two years hence, i.e. in September 2018, propose the Regional Events for 2020. To also propose any National Events for three Calendar Years hence.
* Every November and April attend the YHOA Fixtures Meeting in which the dates of the various events are determined.
* By December every year ensure that the Local Authority Permissions Officer has details of all relevant proposed events for the forthcoming calendar year.
* Ensure all other Permissions Officers are aware of the proposed events in their areas of responsibility well in advance.

**Recording fixtures**

* Register all Local Events on the BO Fixture List.
* Ensure that details of events of all levels are entered on the BO Fixtures List, most importantly Grid references, Post codes, and Event Officials and Event website. (Note: the YHOA Regional Fixtures Secretary will enter the dates, level and venue of all events other than Local Events, but it is the Aire Fixtures Secretary’s responsibility to enter the details.)
* Maintain a record of Event pre-entry, where applicable, and entry numbers for club purposes.
* Maintain a record of event officials.
* Maintain a record of dates of area use for all events of Regional, National or Major status.

**Volunteer liaison and management**

* Recruit Organisers, Planners and Controllers (or Risk Assessment checkers for Local events) for all events, and ensure each event team has all contact details for the team. Maintain a list of these for club purposes.
* Alert the club committee of any volunteer Planner, Organiser or Controller, who require Event Safety Training, to ensure they are trained before the event, or have a suitably qualified assistant.
* Ensure event organisers/planners know who will organise pre-entries and who will coordinate SI equipment, if either of these is required.
* Check with the SI team well in advance that there is an SI Manager and assistant for all Regional and National Events.
* *Develop a record of event volunteering. Any system would need to encourage event organisers to provide record volunteer participation and provide feedback to whoever coordinates a record of volunteers. (Note: this might be a Membership Secretary responsibility?)*

**Publicity**

* Enter the details of all Aire Events on the Aire Events list on the Aire website. Ensure they are accurate and are likely to attract runners to AIRE events.
* Create and distribute flyers for Regional and National Events, including getting publicity into Compass Sport Magazine or elsewhere as required. (Note: this may be delegated).

**Treasurer**

**Regularly – ideally weekly but at least fortnightly**

* Complete British Orienteering levies for events.
* Chase up organisers for Treasurer’s return or event finance information.
* Pay British Orienteering event levies.
* Pay invoices and officials expenses.
* Pay in cheques (note: most income is now transferred electronically).

**Monthly**

* Update cash book with income and expenses.
* Bank reconciliation.
* Download membership information from British Orienteering website and record income.
* Update event profit and loss information for level C and B events and monitor to ensure club policy on level event fees remains appropriate.

**Annual**

* Prepare annual accounts, budget and Treasurer’s report ahead of October AGM (September)
* Arrange independent examination of accounts (September)
* Pay British Orienteering club membership (September)
* Confirm AIRE club details with British Orienteering (September)
* Update asset register with equipment (May)
* Update insurance cover and pay (June)

**Adhoc**

* Assist organisers with preparing event budgets and setting event fees
* Advise committee on finance matters e.g. event entry fees and membership fees
* Approve expenditure.

**Coaching coordinator**

* Coordinate the Club’s coaching programme for all members after consultation with the committee about the club’s needs and priorities.
* Keep records of all the club’s coaches and their qualifications;
* Ensure the club has the necessary policies in place to support the coaching role.
* Liaise with the club’s Welfare Officer as required to ensure legal obligations are met and any issues dealt with effectively and efficiently.
* Assess what coaches need in terms of equipment and resources to fulfil their roles liaising with committee to source any requirements.

**Junior Development Officer**

*(note this is a contracted post ~50 days/year 2016-2019)*

* Direct and coordinate orienteering events and other activities which will attract children and their parents to orienteering and encourage them to continue orienteering. This may involve revising AIRE’s existing event structure - for example through a local schools’ league - and will build on AIRE’s extensive volunteer planner/organiser network. We do not expect the JDO to do it all her/himself!
* Develop communications and publicity links so that more juniors, schools and group leaders are aware of what we offer and are encouraged to attend orienteering events and related activities.
* Improve family participation, by promoting events which are attractive to parents as well as their children.
* Work directly with schools and other youth groups to promote orienteering.
* Advise the club committee how it can further develop junior orienteering and attract new members.
* Seek additional funding to promote orienteering so that we can extend the JDO post, and the club’s development and coaching further.

**Welfare and Safeguarding Officer**

The welfare and support of young people and vulnerable adults in orienteering is of the highest importance to British Orienteering. The Club Welfare Officer will, therefore, act as a first point of contact for any person in orienteering at a club level who has a concern about safeguarding the welfare of children and vulnerable adults. They will assist the club in developing and promoting an environment inclusive of, and friendly to, young people. Core tasks:

* To help safeguard young people and vulnerable adults by the promotion and implementation of the *British Orienteering, O-Safe – Child Welfare Policy and Procedures* at a club level.
* To be the first point of contact in the club for the reporting of concerns relating to the safety and welfare of children and vulnerable adult.
* To assist in the raising of awareness of others in orienteering at a club level in respect to the safety and welfare of children and vulnerable adults.
* To be the source of advice and information on the safety and welfare of children and vulnerable adults at a club level.
* To report regularly to the club’s committee, becoming a club Committee Member if appropriate.
* To maintain confidentiality, as far is practically possible, in all child and vulnerable adult’s welfare matters – further information is available on confidentiality and the related flow of information in the document entitled ‘Protocols for Information Sharing’ on the British Orienteering Website.

**Club Captain**

To co-ordinate AIRE entries for team and relay events including: Compass Sport Cup, JK Relays, British Relays and any other team events agreed by the AIRE committee. Activities included in role:

* To publicise and encouraging participation in team events.
* To collate and record entry requirements.
* To propose and agree relay teams in a way that best fits individual and AIRE requirements.
* To liaise with the Compass Sport Cup co-coordinator about AIRE entries, and to submit them with courses and start times.
* To collect appropriate fees from members for the above as directed by the committee.

**SI Coordinator**

To manage the club’s SI equipment.

**Equipment officer**

To manage the club equipment apart from SI equipment.