



Role Description: General Committee Member

Role purpose

General Committee Members support the effective running and continued development of Hinckley Running Club.

They work collaboratively with the club's officers and other committee members, contribute to discussions and decisions, and help ensure the committee acts in the best interests of the club and its members.

General Committee Members may lead or support agreed projects, events or areas of work according to their interests, experience and availability. Although they may not hold a specific officer role, they share collective responsibility for the decisions made by the committee.

Skills required

- Friendly, approachable and committed to supporting the club.
- Confident contributing ideas and expressing views constructively.
- Able to listen to and respect different opinions.
- Reliable and willing to complete agreed actions.
- Able to work collaboratively as part of a team.
- Fair, impartial and able to act in the best interests of the whole club.
- Willing to represent the views and needs of members of all abilities and backgrounds.
- Able to maintain confidentiality when dealing with sensitive information.
- Committed to equality, diversity, inclusion, welfare and safeguarding.
- Willing to understand and uphold the club constitution, policies, values and Code of Conduct.
- Able to recognise, declare and appropriately manage personal conflicts of interest.

No formal qualifications are required. A willingness to contribute, support others and become actively involved in the club is the most important requirement.

Key responsibilities

- Attend committee meetings regularly and provide apologies when unable to attend.
- Read agendas, minutes and supporting information in advance of meetings.
- Contribute constructively to committee discussions and decision-making.
- Consider the needs and best interests of the whole club when making decisions.
- Respect different views and support open, fair and balanced discussion.

- Participate in committee votes and decision-making in accordance with the club constitution.
- Accept collective responsibility for decisions properly made by the committee, even when individual views differ.
- Complete agreed actions within the required timescales and provide progress updates where appropriate.
- Support club officers and representatives with their responsibilities when reasonably able to do so.
- Lead or assist with agreed projects, events, working groups or areas of club development.
- Help organise and support club activities, races, social events, fundraising and volunteering opportunities.
- Encourage members to become involved in club activities and volunteering.
- Act as an approachable link between members and the committee.
- Listen to members' feedback, ideas and concerns and raise relevant matters with the committee.
- Communicate committee decisions accurately and positively when information has been agreed for wider circulation.
- Avoid sharing confidential discussions, personal information or sensitive committee business outside the committee.
- Ensure personal opinions are not presented as official club decisions or communications.
- Promote a positive, welcoming and inclusive club culture.
- Act as a positive ambassador for Hinckley Running Club.
- Uphold the club constitution, policies, values and Code of Conduct.
- Support the club in meeting its responsibilities relating to governance, welfare, safeguarding, health and safety and data protection.
- Refer welfare or safeguarding concerns promptly to a Club Welfare Officer.
- Raise any significant concerns, incidents or inappropriate behaviour with the appropriate club officer.
- Declare any personal, financial or other conflicts of interest and withdraw from discussions or decisions where appropriate.
- Support the Club Development Plan and contribute ideas for the club's future direction.
- Help review club policies, procedures and activities when requested.
- Undertake relevant training or familiarisation where this would support their committee responsibilities.
- Provide an appropriate handover for any projects or responsibilities when leaving the committee.
- Support succession planning by encouraging and welcoming future committee members and volunteers.