



Role Description: Junior Representative

Role purpose

The Junior Representative is a member of the Hinckley Running Club Committee and represents the interests of the junior section. The role provides a link between the junior coaching team and the main committee, ensuring that the needs, achievements, and priorities of junior members are considered in the club's decision-making.

Skills and requirements

The Junior Representative should:

- Be a member of Hinckley Running Club.
- Have a good understanding of the junior section and its activities.
- Be organised, reliable, and able to manage administrative tasks effectively.
- Be an effective communicator, both verbally and in writing.
- Be able to work collaboratively with volunteers, coaches, committee members, parents, and junior athletes.
- Demonstrate good organisational and leadership skills.
- Be approachable, fair, and committed to supporting the development of the junior section.

Key responsibilities

- Attend club committee meetings as the representative for the junior section.
- Present a written or verbal report at committee meetings, highlighting junior activities, achievements, upcoming events, and any issues requiring committee consideration.
- Contribute to committee discussions and decisions, ensuring the interests of the junior section are represented.
- Raise concerns, suggestions, and opportunities relating to the junior section.
- Act as the main point of contact between the junior section and the club committee.
- Receive, manage, and respond to correspondence on behalf of the junior section where appropriate.

- Communicate relevant committee decisions and information to the junior coaching team and, where appropriate, junior members and parents.
- Gather feedback from coaches, parents, and junior athletes to inform committee discussions.
- Write and submit the junior section's contribution to the club newsletter, providing updates on training, competitions, achievements, events, and other news.
- Organise and chair meetings of the junior team as required.
- Prepare agendas for junior team meetings.
- Take, distribute, and maintain minutes and action points from junior team meetings.
- Support effective communication and coordination within the junior coaching team.
- Receive, send and log correspondence on behalf of the juniors.
- Attending to affiliations for the juniors.
- Lead the junior team in planning and organising the annual Junior Presentation Evening.
- Coordinate planning meetings, allocate responsibilities, and monitor progress to ensure the event is delivered successfully.
- Work collaboratively with volunteers, coaches, and committee members to support junior events and activities throughout the year.
- Promote the welfare, development, and inclusion of all junior members.
- Work collaboratively with coaches, the Welfare Officer, and committee members to support the objectives of the club.
- Maintain confidentiality regarding committee and junior matters where appropriate.
- Uphold the values, policies, and constitution of Hinckley Running Club.
- Arranging handover or succession planning for the position.