

TAUNTON

RUNNING CLUB

1	Club Leader & Deputy	These positions are to provide a central point of contact for both internal & external issues. All communications should be copied to the Leader & Deputy. They will also act as arbitrators in the event of conflicts or the deciding vote in stalemates.
2	Communications	To manage both internal & external communications, the media and local business liaison. Co-ordinate ideas for club promotions etc.....
3	Membership	The club has an automated database that contains name, address, email and phone numbers for each registered member. Everyone has access to their own record to allow amendments to address, email phone etc. This database has been used to send out news letters and texts. Members can amend variables such as email, postal address, Tel No, Kit Size and current group. The registered membership is currently over 860 – clearly these are not all regular runners, some may have even left the area or stopped running.
4	Kit Shop Manager	The secure online KitShop is PC / Table / Smartphone friendly allowing members to order kit and pay online. All money is automatically paid into our bank account and each item carries a small profit. Occasionally, a small amount of kit is accumulated due to returns or exchanges and this is advertised on our FB page. Kit is normally picked up from the supplier (Imprints – Taunton) and given out on club nights.
5	Social Events Co-ordinator	This is a difficult roll to fill as everyones idea of a good night out is different. We have had successful events in the past we must endeavour to organise events that help provide enjoyment for the maximum number of members.
6	Webmaster	Our website is currently undergoing a revamp to allow it to be PC / Tablet / Smartphone friendly
7	Social Media Controller	All official club posts on FB, Twitter etc should go through a controller. We have both public and members only (currently not used) FB pages. We have had some cases of Trolling and as this is now illegal, we have every right to warn or remove members guilty of this offence.
8	All Blacks Team Co-ordinator	TRC send a team to a number of races in the southwest – this role is to encourage members to join the team, run in our club colours, arrange transport and after race lunches where appropriate.
9	Club Race Organiser + dedicated helpers	It has long been TRC's desire to have our own club race(s), not only to help raise club funds but to put us on the map in the south west. This has to be a showcase for our club and an opportunity for every (as many as possible) club member to participate.
10	Club Finance Controller	This is not a difficult job as most money is collected online either through the Members section of the website or via the KitShop. We use STRIPE payments system for debit/credit cards and

		money is deposited in our account automatically.
11	Charity Fund Manager	Members often run for charity and it is sometimes the only way to get a place in London Marathon. These members are often competing with each other to raise funds – it makes some sense to try and co-ordinate some element of the fundraising , help members gain entry to races and achieve their targets.
12	Running Groups Co-ordinator	We now have 12 groups running on Tuesdays and some of these are dangerously oversubscribed. A rethink is required on our group strategy and someone to co-ordinate.
13	Overseas Trip Co-ordinator	2016/17 also saw a few members jet off to Portugal for Warm Weather training in the winter months. Everyone enjoyed this trip and there have been requests to add this to the club calendar.
14	Triathlon Training	More and more members are try triathlon – it makes sense to help with the fundamentals & techniques.
15	TRC Juniors	KidsRun was a great idea and up to 40 kids attended our weekly summer sessions. It would be great to start this up again in some form or other. Additionally, TRC Juniors could be catered for in other ways.
16	Newsletter Editor	Produce a twice a year newsletter and mailed using “Mailchimp” This already set up and adding new recipients is simple enough.
17	Race Results Co-ordinator	Person to make sure results are posted on FB, copied to the webmaster and media communications.
18	Fund Raiser Manager + Team	Although the club has relied on sponsors to fund club it makes every sense to make sure we have funds to help grow the clubs activities and meet some of its goals.
19	Welcome Packs for new members	It has been very noticeable that many joining the club were not aware of its roots and ethos. This is important to minimise questions and misunderstandings. Pack to contain a brief history, list of groups and leaders – Club safety rules – Kitshop details – details of FB pages, web, twitter and pinterest – how to logon on to the membership page.
20	Club Training & Coaching Co-ordinator	Many members wish to train for a specific event and are receiving mixed advice. True, every runner is different but it would be nice to draw on the experience we have in the club and produce approved general training guidelines for every distance from 5K to Ultras. This includes guidelines to avoid injuries – far too many members are obsessed with speed before they are ready and end up having to lay off from running or disrupt a training plan.