

Chair – Julia Connett

Duties:

- Providing leadership and direction to the committee.
- Responsible for ensuring the committee achieves its objectives.
- Steer committee meetings to ensure that they're efficient and productive.
- Make sure everyone is fulfilling their individual responsibilities.
- Act as a signatory for the committee.
- Ensure the committee is focused on good governance.
- Primary spokesperson for the committee.
- Leading meetings
- Agenda planning
- Providing team support
- Representing the organisation externally
- Report on issues or noted themes brought by other committee roles
- Receive reports from other key roles such as finances and spending and Prepare agendas for appropriate equipment spending

Vice Chair – Liz Spain

Duties:

- Supports the chair in their role.
- Perform the duties of the chair when the chair is unable to do so
- Have an understanding of the responsibilities of the chair and work in conjunction with the producing of minutes.
- Work in conjunction with the chair leading meetings, assisting with agenda planning, providing team support, and representing the organisation externally
- Leading meetings
- Agenda planning
- Providing team support
- Representing the organisation externally
- Report on issues or noted themes brought by other committee roles

Secretary - Ali Slipszenko

Duties:

- Detailed note taking during meetings
- Creating and managing the permanent record
- Correspondence and liaison with other committee roles and recording
- Documentation of each meeting in the form of meeting minutes
- Prepare the annual reports and record any changes

- Liaise with other key roles and maintain records of grievances, breaches in safeguarding
- Attend and record and grievance meetings
- Work with the treasurers in producing annual financial statements.

Treasurer – Julie Sherlock, Bobbie Shaw

Duties:

- Manages the financial records.
- Manage incomings and outgoings for each event
- Authorise expenditure for organisation essentials
- Ensure that everyone understands the financial position of the organisation
- Provide annual financial statement.

Compliance and policy officer – Jeni Aston

Duties:

- Ensuring the organisation follows all relevant laws, regulations, and internal policies by actively monitoring activities
- Identifying potential risks
- Developing and implementing compliance policies
- Conducting training programs in conjunction with other relevant committee roles
- Managing and non-compliance issues.
- Safeguarding the organisations reputation mitigating legal risks by maintaining ethical business practices.
- Policy development
- Creating and updating internal policies and procedures that align with legal requirements
- Conducting regular risk assessments to identify areas where compliance issues might occur
- Investigating and reporting any potential compliance violations

Designated safeguarding lead – Liz Spain

Duties:

- protects children and adults from abuse, neglect, and exploitation.
- prevent harm and respond to concerns.
- Responsibilities
- Assess need via communicating with relevant groups to understand their needs
- Investigate concerns and allegations
- Report concerns to the relevant authorities

- Work with the compliance and policy officer to Develop and implement safeguarding policies
- Support the committee through information sharing and training.
- Monitor any safeguarding issues, trends and update the committee
- Make referrals to relevant agencies
- Work with other agencies upon the identification of safeguarding issues
- Give evidence in court if required
- Work within the principles of recognising, responding, reporting, recording and referring.
- Liaise with the secretary upon the receipt of any safeguarding issue identified or received.

Designated grievance lead – Laura D’Allen

Duties:

- Be the point of contact for any grievances received
- Inform the Chair and Secretary if a grievance is received and copy them in with any correspondence / meeting minutes
- Respond to the complainant in writing as per policy guidelines
- Investigate any grievances received
- Keep records of any persons spoken with
- Keep the complainant informed of the status of their grievance throughout the investigation process
- Respond in writing to the complainant with the outcome
- Produce outcome reports to be sent to the chair for approval
- Bring to the committee lessons learned and suggestions for improvement / prevention of a repeat of the grievance.

Deputy safeguarding and grievance lead – Jeni Aston

Duties:

- To support the designated leads with all aspects of their roles.

Public relations and awareness underrepresented groups – Janet Measham, Andy Partridge

Duties:

- develop strategic communication practices to promote understanding, positive representation, and advocacy for groups that are often excluded or underrepresented in our sport which may include:
 1. children
 2. people of colour
 3. LGBTQ+ individuals

4. people with disabilities
5. people with learning disabilities
6. people who are not neuro typical
7. people with mental health issues
 - Ensure the organisation works in a way which removes stereotyping and promotes inclusivity.
 - Build genuine relationships with those groups with the aim of understanding their concerns, perspectives and barriers to the sport.
 - Tailor communication strategies to resonate with the specific groups and the experiences of them.
 - Actively challenge harmful stereotypes, misinformation and discrimination at events.
 - Ensuring inclusive communication practices.
 - Recognise the diverse experiences and needs within marginalised groups and actively encourage participation in events and within the committee.

Equipment compliance and maintenance lead – John Leeds, Bobbi Leeds

Duties:

- Ensuring that all equipment within the organisation is properly maintained through regular inspections by the trainers or the lead.
- Supporting the maintaining of equipment and ensuring it adheres to organisation specifications and is safe.
- Preventive maintenance to include
- Carry out inspections to identify potential issues before they become major problems
- Address issues that arise during its use at events
- Follow organisation regulations and ensure any equipment made or purchased falls within this.
- Maintaining records of:
 1. Equipment held
 2. Equipment purchased
 3. Repairs required
 4. Equipment disposed of
 5. Create a priority list of equipment
 6. Wish list of desired equipment

publications manager – Jeni Aston

Duties:

- Production of materials to include:
- Content development ensuring all published content aligns with the specification's organisations brand and objectives
- Acting as the central point of contact for all aspects of creating and releasing publications, whether print or digital.
- Developing editorial content creation.
- Reviewing and editing content for accuracy, style, and consistency.
- Managing the distribution of publications across various channels, including print and online platforms.

Diversity and inclusion lead – Laura D'Allen

Duties:

- Oversee the organisations inclusion and diversity efforts and initiatives
- Advise the committee on best practices to promote and foster diversity and establish an inclusive and welcoming organisation.
- Work with the compliance lead to develop information sharing around diversity and inclusion
- Actively encourage diversity within the organisation committee and its target audience
- Investigating concerns or reports related to discrimination or harassment at events
- Maintaining up-to-date knowledge of Diversity and Inclusion themes
- Liaison with the secretary around the maintaining of information and records about diversity and inclusion
- Monitor diversity and inclusion policy and feed into annual policy review.

Award manager – Lyra D'allen

- Support the end of class scoring
- Participate in award ceremonies
- Hand out rosettes and trophies
- Ensure all rosettes and trophies are correct
- Maintain a fair approach to awards for non-qualifying runs