



Regional Council Roles & Responsibilities

Introduction

For administrative purposes Wales is divided into four regions – **North**, **South**, **East** and **West**. Each Regional Council is represented on the Welsh Athletics General Council. The officers of the Regional Council and role descriptions for the following volunteer positions can be found below:

- Chairperson
- Secretary
- Treasurer
- Regional Welfare Officer
- Track and Field Officials' Secretary
- Endurance Officials' Secretary
- Regional Council Representative
- Regional Representative – Road and Cross-Country Committee
- Regional Representative – Track and Field Committee
- Regional Representative – Mountain, Trail and Fell

Chairperson

As a chair person you will provide the leadership and development planning skills to develop the region for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between regional officers, clubs and sub committees. Your management skills are vital to ensure that the region will fulfil its potential.

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Familiar with business administration and practices
- Diplomatic and discreet
- Well acquainted with the running of the region
- Well organised.

What you will do:

- Form a team around you so that all the officer and committee positions are filled
- Provide leadership to regional council on all aspects of the region from development, officials and disciplines across athletics to competition
- Arrange and chair management committee meetings, emergency committee meetings and special/annual general meetings
- Liaise on dates for regional championship events with each discipline and ensure regional medals are ordered from WA before each season
- Lead the creation of the regional development plan – delegate as and when appropriate
- Make sure the region is represented at the Welsh Athletics Annual General Meeting (AGM)
- Attend sub-committee meetings if they concern policy
- Prepare the annual general report with the support of the regional secretary.

How much time will it take?

This role in most cases will take about 3 to 4 hours per week, mainly evenings.

What you'll get out of it:

This is the most prestigious position within the region, so it's highly respected within the community and the world of work. As the region's leader, you'll have a direct hand in the development of the region – it can be a demanding role, but is also incredibly rewarding.

Secretary

The secretary is the head administrator for the Regional Council. Your remit is broad; as well as looking after the general running of the committee.

Ideally, you'll need to be:

- A capable manager who can delegate effectively
- Confident and good at communicating
- Skilled at administration and meeting procedures
- Well organised and conscientious
- IT literate (especially the use of word and excel).

What you will do:

- Act as the main communication link between the committee, sub-committees, clubs, networks and leagues
- Manage and record all inward and outward regional correspondence, making sure the necessary actions are followed up
- Provide the necessary details to Welsh Athletics
- Distribute the right paperwork to the right people in the region
- Organise, in conjunction with the regional chair, the annual general meeting, regional council meetings, preparing agendas and paperwork, and taking minutes
- Communicate any important matters from Welsh Athletics, UK Athletics, leagues and other partner organisations.

How much time will it take?

This role in most cases will takes about 3 to 4 hours per week, mainly evenings - although may take up additional time around regional championship events.

What you'll get out of it:

Carrying out this secretarial role shows considerable command of high-level organisational skills. It's a highly respected post within the community as well as one of the most respected roles within the region. You'll be able to see the results of your efforts very clearly. There is also a high correlation between a well-run region and success in competitions as well as the retention of athletes and coaches.

Treasurer

The treasurer looks after the regional accounts and financial dealings. They will report to the management committee. A Regional Council cannot function without handling money in an organized and 'financially sound' way, so this role within the region is a crucial one.

Ideally, you'll need to be:

- Financially knowledgeable, with skills covering bookkeeping, accounting, VAT returns and rules and investment is preferable
- Mathematically sound
- Careful and confident with figures, cash and cheques
- A good record-keeper
- IT literate (especially in the use of excel)
- Aware and decisive

What you will do:

- Look after the region's finances
- Know where the region stands financially at any time and keep the committee informed of the region's financial cash flow, income and expenditure
- Plan and monitor a budget for the region each year
- Prepare and present the end of year accounts at the annual general meeting
- Deposit money and issue receipts promptly
- Ensure the accounts are audited for the annual general meeting.

How much time will it take?

This role in most cases takes about 1- 2 hours per week, mainly evenings- although may take up additional time around end of year financial accounts.

What you'll get out of it:

Although you may already be financially literate, this is a great way to keep those skills sharp with a minor time commitment. You will be providing a vital service to the region, while undertaking a respected role.

Regional Welfare Officer

A supportive and positive environment in which children and adults can enjoy athletics safely is vital.

You'll provide leadership in the safeguarding of children and vulnerable adults within the region and act as a key point of contact for anyone needing support or guidance from local clubs. You will also need to maintain relationships with the National Safeguarding Lead.

Initially you will have to undertake the online Safeguarding in Athletics course and the Time to Listen Course (within 3 months of appointment), and it is also recommended that you complete the Adults at Risk course too.

Ideally, you'll need to be:

- Empathetic and most importantly approachable
- Objective but understanding
- Attentive to detail
- Resilient and determined
- Rational and not quick to jump to conclusions

What you will do:

- Implement the Welsh Athletics policies Welfare Policies and Procedures in conjunction with UKA
- Make sure everyone understands the Welsh Athletics Codes of Conduct and re-emphasise the importance of clubs making them visible within their clubs.
- Be visible and approachable to all regional members and post your contact details on regional and club websites and in newsletters.
- Ensure that all safeguarding issues and incidents are reported promptly to the Welsh Athletics Safeguarding Lead and documented on My Concern as required and other agencies if appropriate (Local Authority Child Protection /Police).

How much time will it take?

This role in most cases takes up very limited time, it's important that as a regional welfare officer you are known by clubs and their members. Where issues arise it is important that you can give it your full attention, this may take up further time –but hopefully this is very rare (if at all).

What you'll get out of it:

It's no exaggeration to say that our membership is the future of athletics, so your role in safeguarding them within your region is crucial. This is a highly respected role within the region and the local community.

Track & Field Officials' Secretary

Every club and region needs a committed group of officials so that you can hold club and regional based competitions (intra and inter club) – without competition there is no athletics. Officials are very valuable assets to any region and it's important to recruit new officials on a regular basis and to ensure that all officials feel valued for their services. Initially it is recommended that you complete the online Safeguarding in Athletics course.

Ideally, you'll need to be:

- A qualified official and interested in the organisation of competitions (or willing to learn).
- Enthusiastic and dedicated
- Well-organised and resourceful
- Friendly, approachable and good with people of all ages.

The technical side of athletics can be learnt over time via training and mentoring, so don't worry if you have never been involved in athletics – just come and have a go!

What you will do:

- Act as a point of contact for the region's officials' co-ordinators and Welsh Athletics Officials Secretary to publicise and promote new courses, conferences and workshops.
- Share important information about rule changes to club officials and ensure officials are aware of the appropriate DBS and safeguarding regulations.
- Establish and maintain a database of active officials within the region keeping a record of their licence number, expiry date and DBS check.
- Engage officials for meetings, events and leagues at the start of each season.
- Recruit new officials by encouraging new parents, interested athletes, coaches and volunteers to get involved and attend a course.

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

You will have the satisfaction of seeing the region's officials take opportunities to improve their officiating skills and knowledge. When your region holds competitions, you will have the satisfaction of providing most if not all the required officials to organise a successful event. It's a good way of contributing to the sport and can help develop organisational skills.

Endurance Officials' Secretary

Every club and region needs a committed group of officials so that you can hold club and regional based competitions (intra and inter club) – without competition there is no athletics. Officials are very valuable assets to any region and it's important to recruit new officials on a regular basis and to ensure that all officials feel valued for their services. Initially it is recommended that you complete the online Safeguarding in Athletics course.

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- Share important information about rule changes to regional officials and ensure officials are aware of the appropriate DBS and safeguarding regulations.
- Establish and maintain a database of active officials within the region keeping a record of their licence number, expiry date and DBS check.
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Regional Council Representative

Each Region may be represented by two members on the General Council. The representatives are elected annually at the Regional Council's Annual General Meeting for a term of 2 years, in line with other WA roles. The role of the General Council is to provide guidance, support and alignment on all matters relating to the operational side of athletics.

The overall purpose of the Regional Representative role is to be the link between the Regional Athletics Councils in Wales and the General Council of Welsh Athletics. It is the duty and responsibility of all Regional Representatives to effectively convey the views of the region, not individual or personal views on any given matter.

Ideally, you'll need to be:

- Confident and good at communicating
- Enthusiastic and dedicated
- Well acquainted with the running of the region
- Friendly, approachable and good with people of all ages.

What will you do?

- Attend all General Council meetings. If unable to attend, a written regional update, in conjunction with the other Regional Representative, should be sent to the Secretary of the General Council prior to the meeting.
- Ensure that a full and accurate summary of discussions from General Council meetings is circulated to the Regional Council as soon as possible following the meeting. Relevant discussion points should then be agenda items for the next Regional Council Meeting. A written report should be forwarded to the Regional Secretary.
- Be a point of contact for clubs and members within the region to share challenges/issues/successes.
Ensure that the views (including challenges/successes) of the Regional Council and its member clubs are relayed to the General Council of Welsh Athletics.
- Highlight areas of best practice within the region and to share insight to support the development of athletics in Wales.
- Convey the views of the Regional Council and its extended membership to any ongoing discussion points as and when requested by the General Council.
- Proactively seek the views of clubs in the region on the various topics discussed during General Council and Regional Council Meetings.
- Treat all other members of both the General Council and Regional Athletics Council with respect, allowing a variety of views to be expressed.
- The maximum term of a Regional Representative should be aligned to the maximum term of other elected regional officers – currently set at 6 years.
- In order to represent the whole sport, Regional Councils should endeavour to elect one representative to represent the views of Track and Field and one to represent the views of Endurance

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

You will achieve the satisfaction of being a key link in communications between the Regional Council and the General Council of Wales. It is a good way of contributing to the sport and will help to develop your communication skills

Regional Representative – Road and Cross Country

The overall aim of the role is to be the main point of contact between the Regional Athletics Council and the joint Road and Cross-Country (XC) Committee.

Ideally, you'll need to be:

- Confident and good at communicating
- Enthusiastic and dedicated
- Well acquainted with the running of the region
- Friendly, approachable and good with people of all ages.

What will you do?

- Attend each meeting of the Road/XC committee and to be the communicative link
- Attend where possible the Regional Athletics Council meeting – if unable to attend, to provide a written update on the discussion points from the Road/XC committee
- To be the main point of contact for the region on all matters of Road and XC
- To ensure that the regional clubs are aware of all Domestic Championships races and international opportunities (including qualification process)
- To support (and be advocates) for the decisions of the Road/XC committee regardless of personal viewpoints
- To provide updates on the Regional Championship races to the Road/XC committee
- To assist where possible in ensuring that a coordinated approach is taken to fixture planning of Championship and International races
- To proactively engage the views of athletes, coaches and clubs on matters aligned to Championship and International events
- To support the overall objectives of the latest coaching and performance plan

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

You will achieve the satisfaction of being a key link in communications between your chosen discipline at national level and the Regional Council. It is a good way of contributing to the sport and will help to develop your communication skills.

Regional Representative – Track and Field

The overall aim of the role is to be the main point of contact between the Regional Athletics Council and the Track and Field Committee.

Ideally, you'll need to be:

- Confident and good at communicating
- Enthusiastic and dedicated
- Well acquainted with the running of the region
- Friendly, approachable and good with people of all ages.

What will you do?

- Attend each meeting of the Track and Field committee and to be the communicative link
- Attend where possible the Regional Athletics Council meeting – if unable to attend, to provide a written update on the discussion points from the Track and Field committee
- To be the main point of contact for the region on all matters of Track and Field
- To ensure that the regional clubs are aware of all Domestic Championships events and international opportunities (including qualification process)
- To support (and be advocates) for the decisions of the Track and Field committee regardless of personal viewpoints
- To provide updates on the Regional Championship races to the Track and Field committee
- To assist where possible in ensuring that a coordinated approach is taken to fixture planning of Championship and International races
- To proactively engage the views of athletes, coaches and clubs on matters aligned to Championship and International events
- To support the overall objectives of the latest coaching and performance plan

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

You will achieve the satisfaction of being a key link in communications between your chosen discipline at national level and the Regional Council. It is a good way of contributing to the sport and will help to develop your communication skills.

Regional Representative – Mountain, Trail and Fell

The overall aim of the role is to be the main point of contact between the Regional Athletics Council and the joint Road and Mountain, Trail and Fell Committee.

Ideally, you'll need to be:

- Confident and good at communicating
- Enthusiastic and dedicated
- Well acquainted with the running of the region
- Friendly, approachable and good with people of all ages.

What will you do?

- Attend each meeting of the Mountain, Trail and Fell committee and to be the communicative link between the Region and the Mountain, Trail and Fell committee.
- Attend where possible the Regional Athletics Council meeting – if unable to attend, to provide a written update on the discussion points from the Mountain, Trail and Fell committee
- To be the main point of contact for the region on all matters of Mountain, Trail and Fell
- To ensure that the regional clubs are aware of all Domestic Championships races and international opportunities (including qualification process)
- To support (and be advocates) for the decisions of the Mountain, Trail and Fell committee regardless of personal viewpoints
- To provide updates on the Regional Championship races to the Mountain, Trail and Fell committee
- To assist where possible in ensuring that a coordinated approach is taken to fixture planning of Championship and International races
- To proactively engage the views of athletes, coaches and clubs on matters aligned to Championship and International events
- To support the overall objectives of the latest coaching and performance plan

How much time will it take?

This role in most cases will take about 1 hour per week.

What you'll get out of it:

You will achieve the satisfaction of being a key link in communications between your chosen discipline at national committee level and the Regional Council. It is a good way of contributing to the sport and will help to develop your communication skills.