

## I don't want to be on a Committee but still want to help ?

Within each of the groups there are a number of roles that are required to support the Lead Committee member to achieve successful running of the club. These can be done at the club or in a spare few hours at home.

These roles will not be elected at the AGM but if you could please spare a few hours or feel you have some experience that may be valuable to the club then we would be very grateful for your help. If we all manage to do a little bit for the club then the more we can achieve.

If you feel you could lend a hand please get in touch by email to [volunteering@kilmarnockharriers.com](mailto:volunteering@kilmarnockharriers.com)

### Admin

- Membership database - Adding new members to online database
- Waiting List - Maintaining Waiting List and providing a monthly status
- Email - Upkeep of online email mailing list (Adding new members details)
- Website - Upkeep of Website (pages are simple to update, similar to microsoft word)
- Registration attendance Stats - combining data from spreadsheets to give overall club attendance (good excel skills - approx. 2hrs/month)
- Registration Leads - Point of contact for registration and general queries on one or more club nights
- Registration - Marking of excel registers on laptops on one or more club nights/ collecting session fee on one or more nights.
- Taking Clothing orders
- Answering general email enquiries

### Comms

- Press Officer - Collating reports from website to modify and send to the local papers (Kilmarnock Standard etc)
- Press Reporters (Junior and Senior) - Gather results, details of an event and write a small report to be added to the website/local press
- Posting News or other announcements to the Website/Facebook etc

### Coaching

- Become a coach or parent helper on one or more club nights
- Coach Co-ordination - ensuring sufficient coaching cover per evening
- Coach Education - Maintaining coach database and coaching qualifications

### Volunteers

- Volunteer queries - Answering general queries from Volunteer Centre and other sources. Identify where volunteers have interest and approach Group Lead to check availability
- Volunteer database - Adding new volunteers to the online database
- Volunteer Inductions - Give overview of club, discuss the volunteer roles and give support
- Volunteer Awards - managing Volunteer schemes, Saltire Awards etc

**Finance**

- Banking of monies from club nights
- Monthly Finance Report
- Completing Grant Funding applications

**Competition and Events**

- Producing Calendar of Club Competitions and Events
- Entries for League Meetings and Competitions
- Team Manage athletes leading up to League Meetings or on event day
- Support Team Managers on event days
- Arranging Club Events
- Helping at Club Events

This list is not exhaustive so if you feel you could lend a hand in any way please drop an email to [volunteering@kilmarnockharriers.com](mailto:volunteering@kilmarnockharriers.com)