

## **Border Liners JOB DESCRIPTIONS as at August 2013**

They have been written by the current post-holders for the large part. Some have been written by the current secretary. For further information talk to the person doing the job now if possible (some posts aren't currently filled). See website for who does what now.

The following list is alphabetic and includes the following:-

**Bulk e-mailer**  
**Bulletin Editor Chair(person)**  
**Committee Member without post**  
**Electronic Equipment Officer**  
**Fixtures Personnel Officer**  
**Fixtures Secretary**  
**Junior Representative**  
**Mapping Officer**  
**Membership Secretary**  
**Minutes Secretary**  
**Non-Electronic Equipment Officers**  
**Press, Publicity Officer**  
**Schools and Youth Development Officer**  
**Secretary**  
**Social Media person**  
**Treasurer**  
**Team Manager**  
**Vice Chairman**  
**Web Site Manager**

### **Bulk e-mail distribution:**

I receive news and information from other BL members, and keep an eye on orienteering websites and fixture lists. I pass on anything that might be of interest to BL members in the form of a bulk e-mail.

### **Bulletin Editor**

Produce On-Line Newsletter bi-monthly ASAP after the BL Committee Meeting, to update Members on future activities and to make requests for Volunteers. Publish Articles and Pictures (Commissioned and Spontaneous) on Orienteering & Similar topics as written by Members, designed to Entertain &/or Inform. Liaise with Web-Site Manager and Club Bulk e-mailer over which method of communication is most appropriate to use in given circumstances.

### **Chair**

The Chair is the elected head of the club, their role is to provide leadership and direction to the club. The Chair presides at committee meetings and is responsible for seeing that meetings are conducted properly and produce intelligible decisions. The Chair represents the club in the local and wider community. The Chair will ensure that the club complies with its own constitution and any British Orienteering (BO) legislation. The Chair works in partnership with the committee helping them support the clubs members.

In preparation for meetings the Chair and the Secretary may find it useful to discuss the contents of a draft agenda for a meeting before it is finalised so that it is easier for the Chair to ensure that the agenda items are well presented at the meeting (accurately and factually). It can also help the Secretary to prepare any necessary advice or guidance for committee members on the agenda items,

The Chair, Secretary and Treasurer must not seek to control the club or the committee's decision-making responsibilities.

### **Committee Member without post**

Attend Committee meetings.

Listen and Learn.

Ask questions but try not to slow proceedings.

Offer yourself if there is something you fancy doing, but basically you are there to see how the club is run.

You are not expected initially to know anything!

### **Electronic Equipment Officer:**

- To store and keep track of the clubs' computer kit (SPORTident boxes and dibbers, laptop, printer, splits printer etc)
- To set the SPORTident boxes up for events (not a long or complicated process)
- To set up the event on the club laptop in AutoDownload and produce results for some events
- To liaise with event officials in the club to make sure they have the correct kit for their event and with people from other clubs who want to borrow kit (in general people expected to collect and return kit to post holder rather than post holder delivering)

### **Fixtures Personnel Officer**

**This person is responsible for getting the volunteers needed to run the event program and filling in a spreadsheet provided by the fixtures secretary with that information.**

Receive fixtures list from Fixtures secretary

Bulk email to club members via bulk emailer

Update fixtures list with personnel names - if new planner or organiser, then ask if they would like a mentor i.e someone in the club who is ready to assist with information and advice.

Talk to new people to encourage their involvement, tell them about the possibility of a mentor

Try to fill all personnel posts in good time (B level events - 12 months ahead, C level events - >6 months ahead, D levels >3 months)

## Fixtures Secretary

**This person is responsible for suggesting next year's event calendar based on previous years and other restrictions such as bird bans.**

At about mid-year suggest next year's event calendar to the BL committee at a meeting - (ask for the item to be put on the agenda beforehand).

There are three parts to coming up with the proposed calendar:

### **The events:**

- 1 big event – Level B,
- 3 Sunday galoppens, - Level C
- 12 Saturday Events – 1 per month, - Level D.

(Schools and Youth Development Officer does the school and park events not you.)

**The places:** you suggest which areas should be used and the committee will help, agree or amend.

**The dates:** there are really only 4 dates to discuss - the dates for one B level event and for 3 C level 'galoppens'.

The dates for the small series events (D level) are completely within the club's control, but the other 4 have to fit with other regional and club events in order not to clash. The North West Orienteering Association has a fixtures secretary who coordinates the conflicting national, regional and local dates. You need to check dates with him, other NW Club fixture secretaries and our Scottish and NE friends to avoid any obvious clashes. I use the online fixture lists for information of other events.

### **Getting the Permissions.**

Email has made this much easier.

There are details in the files as to who owns what, who tenants what, and who else to contact. Because of birds or shooting or other restrictions certain areas can only be used at certain times. Some areas involve the Lake District National Park, some the Forestry Commission, some United Utilities plc, some the RSPB and some private landowners, farmers and commoners. They have always been helpful, occasionally slow and forgetful.

**You register/advertise events** on the BOF website and in NW fixtures lists.

1. To make sure we are insured and that events are advertised to orienteers nationally, you register all events (including Schools events) on the BOF website.
2. Every 2 months you have to send the list of BL events to Roger Jackson for the next NW fixtures with all the required details. He sends an email to remind you. You have to ensure that the organisers of the events, send you the correct details that are to be published, this can be slow and needs to be done before Roger sends his email as he doesn't allow much time.

### **Liaise with BL Website**

The web mistress needs to be kept up to date with the event information. I send a list of dates and events as soon as they are confirmed. Later as the details come from the organiser these are forwarded to her about the same time as to Roger Jackson.

## Junior Representative

We don't actually have one of these. This person would be youngish and try to make other young people feel welcome in the club and maybe also recommend to the committee what they think the club needs to be providing that would be fun for young members to do. This person might like to be active on the BL facebook page. You could at least like it!

### **Mapping Officer**

Maintain, and store, an up-to-date list of all the club's maps on computer.

Where possible, resurvey maps which need updating. Otherwise update maps from planners/controllers suggestions.

Investigate new areas to be mapped.

### **Membership Secretaries**

- Deal with enquiries from prospective members and seek out new members at local events.
- Send new members welcome letter, membership card and free hat.
- Send out renewal letters to Club only members.
- Chase up non-renewals (British Orienteering (BO) and Club only) in January.
- Receive membership forms from new members
- Receive subscriptions and forward to Treasurer
- Understand the BO and Club membership categories and subscription fees.
- Add new members to Membership spreadsheet - Name, address, 'phone number(s), email address, year of birth and if appropriate, BO membership number and SI number.
- Update address list (name address, 'phone number, class only) for distribution each Spring to members.
- Add to address label file in case a postal mailing is needed.
- Add to email contacts BL group. This list includes extras, such as Compass Sport Editor, some members of other clubs etc.
- Remove from above anyone who has not paid their subscription by end of March.
- Inform the Committee and Bulletin Editor, web site manger, newsletter editor etc of new member, class, where from and email.
- Distribute via email when available the BL Bulletin, the NW Fixture List and anything required by the Committee

### **Minutes Secretary**

Attend BL Committee meetings and AGM and take minutes. Type and circulate by e-mail to all Committee members and newsletter editor.

### **Non-Electronic Equipment Officers**

Provide dry undercover location that is generally accessible to the rest of the club members for a quite sizeable amount of kit including signage, control kites, canes of different lengths, tapes and cord, organisers box, tents and assorted other stuff. Allow access when convenient for organisers to collect and drop off the equipment for events. Keep a general eye on it.

### **Press, Publicity Officer**

Any positive encouraging press and publicity to generate interest would be the aim of this role. (Post currently not filled)

### **Schools and Youth Development Officer** (by John Roelich)

**Background;** When I taught full time (up to 2004) I was heavily involved in the School Sport Coordinator programme, the school that I taught in was a specialist Sport College that supported the SS Co programme. There were sufficient resources to fund Sporting projects and the Sports College Development Plan had Orienteering as a focus activity and the setting up of a Schools' League as a development aim. WCOC obtained two sets of funding from the Sports Council and paid for 25 local school to have their grounds mapped. In 2002 using the model that Roger Jackson developed at WCOC we ran a league for Primary and lower Secondary children. Initially Roger overprinted courses, produced maps and posted results on the Lakes-O website. BL have most generously allowed all of their equipment to be used for no cost for all School and Youth based activities. We have inherited SI stations, miniprinters and dibbers from the now defunct SS Co partnership. As my expertise developed and retirement came in 2004 I had sufficient time to take on the entire task. From the outset costs of mapping were paid for by the SS Co Partnership. The scrapping of School Sport partnerships and British Orienteering changing its event levy conditions have brought the issue of charging to the fore. For the moment mapping costs and event levies are paid for by the School Games Organiser but the model is 'built on sand', for if this funding were to go, costs would have to be as high as £1 per person per event.

There is no doubt in my mind that the Schools League is worthwhile. Children taking part experience Competitive Orienteering, develop skills and appear to really enjoy themselves. However the number of people or families who have joined BL as a result of schools league is very small indeed. Perhaps we can hope that they will come back to our sport in the future.

There are a number of areas that form a description of the job of Schools and Youth Development officer;

1. Development of links with local schools; helping with mapping, updating the maps of their school grounds, offering advice on the development of Orienteering in their School Curriculum, running sessions for school staff and pupils and assisting in the production of resources.
2. Setting up of Fixed Orienteering courses at Rickerby, Talkin Tarn, Ratlingate Scout Camp and William Howard School. Production of map packs for Talkin Tarn shop to sell and checking fixed courses periodically to ensure that controls are OK and Maps are up to date
3. Building links with the City Outdoor Spaces team through running Orienteering sessions during 'Love Parks week'
4. Publicising, Organising, securing funding for and running an annual Schools Orienteering League
5. Organising and running a selection event for Eden district schools to allow them to select an Orienteering team for the Cumbria School Games. Assisting with the organization of the Orienteering event in the Cumbria School Games.
6. Junior coaching in conjunction with BL coaches setting up and delivering a programme to introduce Juniors to Orienteering. (note we did run a programme for

2 years primarily for Emily and Christopher Brown but no longer do so. Pam and I would be prepared to assist in the future)

### **Secretary**

Produce Committee Meeting & AGM **Agendas**, but NOT Minutes (Minutes Sec)

**Deal with General Correspondence** (nil!) **and e-mails** (lots) including a wide variety of enquiries, which should be directed ASAP to the appropriate Member (eg Membership/new to the sport enquirers to Membership Secs), or discussed with Chairman. Don't just put aside until next Committee Meeting. Note deadlines!

**BOF Business:** e-mailed. Not much.

### **NWOA Business -**

E-mails relating to many topics, often Fixtures/Events

(Liaise with BL Chair &/or Fixtures Sec or other Members as appropriate)

Attend two NWOA Meetings (March/October) per annum & Report back to BL. Voluntary Attendance on Secretary's part, but **IMPORTANT** that BL are represented (by Chair, Sec &/or Treasurer OR could have a BL/NWOA Representative.)

**Carlisle Development Business** – Currently e-mailed straight on to Schools & Youth Development Officer

Forward to all Committee Members any e-mail/letter that looks important/useful eg Active Cumbria Monthly Bulletin, NWOA Minutes.

### **To Produce Agenda for Committee Meetings & AGM:-**

Before Meeting:-

Update previous agenda, bringing forward any ongoing items.

Trawl for new topics as requested by Members, NWOA etc.

Arrange Agenda Items in sensible order.

If possible, check previous Actions have been actioned.

After Meeting:-

Check Minutes for Minutes Sec (if required, but very worthwhile).

Check Minutes to ensure all unassigned Actions are being attended to by some-one, probably Sec.

(Noting in particular actions where the Actioner is not actually present at the Committee Meeting)

Assume all correspondence/e-mail replies are your job unless decide otherwise at the meeting.

### **Social Media person**

Engage with this ever changing medium to engage people and provide information and up-to-date information. There is a Border Liners Facebook page.

### **Treasurer**

Receive, and bank, monies from events.

Pay bills/invoices - cheques require 2 signatories from 3 people.  
Record transactions in finance book.  
Produce an Income/Expenditure audited account for the AGM.  
Recommend to the committee and AGM annual membership fees and event entry fees.

### **Vice-Chair**

Everything that applies to the Chair is also true of the vice-chair. This person assists Chair by means of another opinion and person to discuss issues with.

### **Website Manager**

#### **Main task:**

- Providing easy to access up-to-date information on the club website

#### **This includes:**

- Publishing details for upcoming BL events, including upload of any relevant files eg final details and flyers for printing
- Updating google events calendar (synchronises with front page calendar module on website)
- Drawing attention to other events, both local and further afield, that may be of interest to BL members - reminders of entry closing dates etc (check other club websites and online entry services, eg Fabian and Oentries regularly)
- Highlighting news items of special interest - done mainly via links to other sites, eg BOF and posting on BL Announcements (message board) and Twitter
- Providing results service for BL events, plus brief 'match' report (from organisers or participants where available, otherwise writing it yourself)
- Maintaining and updating results archive
- Managing online photo gallery (currently flickr) and encouraging submission of photos taken at events, particularly featuring BL members
- Publishing general information about orienteering, particularly for newcomers to the sport
- Maintaining and updating a resources section which includes help files on a variety of topics, including planning and organising
- Replying to straightforward queries concerning the website, or acknowledging other queries coming in via the contact form when the secretary/membership secretary are not available

#### **'Behind the scenes'**

- Renewal of domain name 'bl-orienteering.org.uk' when due (UK2Net)
- Checking regularly for updates to Joomla CMS (content management system), particularly re security
- Regular backing up of the website files
- Checking regularly for updates to plug-ins, modules, extensions etc. eg contact form, message board and calendar
- Making sure external links are kept up to date