

LRNSC Committee Vacancies - August 2023

Secretary

1. Organising and attending key meetings (including Annual General Meetings) in accordance with the Club constitution.
2. Taking and distributing minutes, if possible within two weeks of the meeting.
3. Liaising with other Committee members to maintain an up-to-date schedule of activities.
4. Dealing with correspondence.
5. Attending to SE affiliation and ensuring SE requirements are met.
6. Maintaining up to date Club administration records.

Member responsible for Entertainment/Events

1. Planning and organising events/entertainment giving members opportunities to foster their interest in Nordic skiing, excluding the Club's snow trips, racing and roller ski programmes.
2. Organising the Annual Dinner and post-event refreshments/meals, as relevant.
3. Liaising with the Treasurer regarding financial administration of events/entertainment.
4. Working with the Newsletter Editor and Website member to ensure timely pre and post event publicity, including photography.
5. Liaising with other club members who organise entertainment/event, refreshments and meals.
6. Providing support at club activities and/or arranging for others to provide this support.

Roller ski racing

1. Propose and organise club and open roller ski races.
2. Propose race formats and distances to take account of the interests of all participants and to provide variety.
3. Ensure that race events are correctly run, ensuring that timing equipment is available when needed, marshals/volunteers are available and that prizes are provided. Take responsibility for the timely availability of race results.
4. Publicise race events within the club and externally.
5. Liaise with the Director of the British Roller Ski Series and promote the participation of club members in non-club races.
6. Propose other activities (e.g. technique training and general training) related to roller ski racing.

Officer without portfolio

1. To attend and contribute to Committee meetings.
2. To take on other tasks as agreed with the Committee.