



## Ex Officio Roles

Kit Coordinator	Website & Results Coordinator	Social Events Coordinator	Social Media Coordinator
Ordering Kit Distribution Hooded Top Orders Ensure kit stock tallies with accounts	Manage the website Oversee the transition of results from old to new site Manage race results entry Respond to website enquiries	POTM Post XC meet ups Awards Do Xmas Party	Twitter Feed Instagram Feed Facebook group Admin Facebook Page Feed
	Add Weekly Newsletters to website	Other Ad Hoc Social events	Add weekly newsletter links to social media feeds
Volunteer Coordinator	Maintain Club Records database Update website content Add News items to website		
VMLM Liaison Big Half Liaison Westminster Mile Liaison Ride London Liaison Organise transport for all events Bracknell Half Liaison			

**Roles outside of committee**

<b>Coaching Coordinator</b>	<b>Welfare (x 1 Male and x 1 Female ideally)</b>
Coaching Plan	To be an email contact for new Welfare@ alias
Time Trials	To be a contact outside of the committee for welfare concerns
Required Kit	To liaise with Chair and/or Secretary on Welfare concerns
	To maintain confidentiality of Welfare concerns
	To Liaise if necessary with EA on welfare concerns





