(Adastral Park Sports and Leisure) Executive Committee Roles and Responsibilities

Chairman

- Status: Elected volunteer.
- Tenure: 3 years.
- Roles & Responsibilities:
    - Leads AtLAS organisation and Executive Committee team.
    - Liaises with Adastral Park site management (British Telecommunications plc) / represents AtLAS at site management forums.
    - Liaises with AtLAS clubs, societies and contractors.
    - Sets strategic goals for AtLAS.

Vice Chairperson

- Status: Elected volunteer.
- Tenure: 3 years.
- Roles & Responsibilities:
    - Deputises for and supports Chairman in their roles and responsibilities, as required.
    - Leads AtLAS publicity and communications activity:
        - Developing and maintaining the AtLAS website.
        - Producing the AtLAS News members email newsletter.
        - Contributing to the site-wide Adastral Park newsletter.
        - Managing website voucher etc. offers.
        - Managing and advising on data privacy policy/communications.

Treasurer

- Status: Elected volunteer.
- Tenure: 3 years.
- Roles & Responsibilities:
    - Ensures financial security and probity of AtLAS, including strategic financial planning.
    - Administers AtLAS bookkeeping and accounting.
    - Provides regular and periodic (e.g. annual) statements of account, for AtLAS Executive Committee and AtLAS members.
    - Coordinates AtLAS grant activity.

Secretary / Administrator

- Status - Secretary: Elected volunteer. - Administrator (alternatively): Paid Contractor
- Tenure: - Secretary: 3 years - Administrator (alternatively): Rolling Appointment
- Roles & Responsibilities:
    - Acts as general contact point for queries from AtLAS members and others.
    - Administers AtLAS membership and membership records, including:
        - Membership acceptance
        - Payment mechanisms
        - Membership cessations

- Management reporting to Executive Committee o Executive Committee Meeting and Annual/Extraordinary General Meeting support
- Arranges meetings (time/date, place/method)
- Produces/distributes Agenda(s)
- Produces /distributes meeting minutes
- Provides administrative supports to Chairman with liaison with AtLAS clubs and societies.

Communications Officer

Roles and Responsibilities:

- Advertise AtLAS facilities and events on AtLAS Instagram, BT Workplace, Openreach Workplace and Facebook account
- Regularly post on social media accounts to keep members engaged with AtLAS
- Engage with all AtLAS clubs for advertising of upcoming events or promotions
- Report on larger Adastral Park events on social media accounts
- Respond to any questions or comments on social media accounts
- Respond to any club enquiries about social media promotions
- Share BodyTalk gym content on Instagram
- Send AtLAS updates for monthly Adastral Park newsletter
- Contribute to onsite advertising for AtLAS
- Attend AtLAS committee meetings to discuss AtLAS matters with other members of the committee
- Maintain advertising for AtLAS facilities around Adastral Park in all available formats

Website Administrator

Roles and Responsibilities:

Content Management

- Adding, editing, and deleting website content as needed.
- Ensuring content is accurate, up-to-date, and consistent across the site.
- Reviewing and approving content submitted by other users or contributors.
- Maintaining consistency in style and formatting across the website.
- Managing website navigation and structure.
- Managing user-generated content and moderating comments.

Technical Maintenance

- Monitoring website performance and identifying areas for optimization.
- Troubleshooting technical errors and resolving website downtime.
- Performing regular backups of website data.
- Updating website software and plugins to maintain security and compatibility.
- Maintain the website's domain name and hosting accounts.

Security Management

- Implementing security protocols to protect against cyber threats like hacking and malware.
- Monitoring for potential security breaches and taking corrective action.

- Managing user access and permissions.

Design and Development

- Working with web developers to implement new features and design changes.
- Ensuring website is responsive and optimised for different devices.
- Communicating website requirements and providing feedback on design proposals.

Accessibility and Compliance:

- Ensuring website adheres to accessibility guidelines for users with disabilities.
- Staying updated on relevant legal and regulatory requirements.

Operating Committee Chairperson

Roles and Responsibilities

- Report to the Executive Committee of tasks undertaken by Operating Committee members.
    - These members compromise of.
        - A representative from associated companies based at Adastral Park.
        - An Adastral Park site management representative.
        - A BT Adastral Social Club (retired staff) representative.
        - An Events co-ordinator.
        - Communications co-ordinator.
        - A Marketing co-ordinator.
        - Website Administrator.

- Assist the Executive Committee in strategic planning and decision-making processes.
- Undertake tasks authorised by the Executive Committee through the Operating Committee.
- Lead the Operating Committee in helping AtLAS's day-to-day operations.
- Oversee projects within the Operations Committee duties.
- Address and resolve any operational issues that arise.

Note The roles and responsibilities are correct and accurate at the time of writing but are subject to change by informal agreement and/or formal changes to the AtLAS constitution.

Current Post Holders

- Chairman – Carl Chittock

- Vice Chairperson – Abigail Johnston

- Treasurer – Steve Willett

- Secretary/Administrator – Darren Barnes (DJB Logistics Ltd)

- Communications Officer – Ellie Phillips / Andrew Collins
- Web Administrator – Dan Case
- Operating Committee – Dan