

The Fell Runners Association

FRA Committee Members: Generic duties and responsibilities

There are certain duties and responsibilities that apply to all members of the FRA Committee, irrespective of role.

1. Committee members are expected to:

- a. Monitor their role's FRA email account regularly and communicate effectively with other Committee members, especially the Chairman and Secretary when requested.
- b. Attend and take active part in FRA Committee meetings (of which there are usually four or five a year) as well as the FRA AGM.
- c. Submit a short report prior to each Committee meeting to summarise progress on open issues and any new matters arising.
- d. Read the officers' reports circulated prior to each Committee meeting and review the minutes that are circulated afterwards.
- e. Be prepared to sit on one or more FRA sub-committees, commensurate with role, general experience and seniority on the Committee. (All Committee members except Secretary and Welfare Officer are usually members of the Disciplinary, Review and Appeals sub-committee.)
- f. Be willing to volunteer, and be nominated, for reasonable tasks on behalf of the FRA, occasionally including special or external meetings (depending on role).
- g. Regularly update the FRA's online 'task tracker'.
- h. Inform the Chairman and Secretary in advance of any periods of absence of more than a few days.
- i. Adhere to the FRA's 'Code of Conduct for Committee Members'¹, especially with regard to the FRA's policies relating to external communication and the media.
- j. Ensure that a thorough handover is provided to their successor when they leave their role.

Further details are available in the 'Introduction to the FRA Committee'².

2. The FRA (officially "The FRA Ltd") is a company limited by guarantee. This means that:

- a. All FRA Committee members are appointed as Company Directors of FRA Ltd.
- b. Committee members will be required to supply some personal details to Companies House, though only directors' names are publicly available (except for the Company Secretary).

For further information, see 'FRA directorship and liability'².

3. There are some other regulations pertaining to the composition of the Committee. Full details are given in the FRA's Articles of Association¹ ("the Articles"), but these include the following:

- a. Committee members in named roles (including members' representatives) may serve for no more than ten years consecutively (if elected after 2011). Committee members in co-opted roles (as per the Articles) may serve for no more than three years.
- b. A majority of FRA Committee members must have competed in at least three AL fell races in the two years prior to their election.

4. For specific details of a given position on the FRA Committee, please see the Job Description for the role¹.

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¹ Available under 'Documents' on the FRA website or from the FRA Secretary.

² Available to prospective Committee applicants on request from the FRA Secretary.