

# Committee Roles and Responsibilities

These are the key positions that make up the Club Committee. The Committee is responsible for the running of the club and key decision making. To take on one of these positions you must be willing to commit to attend the monthly meetings and take an active role in the running of the club. These positions carry voting rights as per the club constitution.

You may hold a General Committee Member position and fulfil one of the 'non- Committee' roles.

All positions will be filled at the AGM and are open for nominations.

## Chairperson

### Responsibility

To provide vision for the club and plan for implementation, Chair committee meetings, have visual club presence as required, some responsibilities for financial aspects (e.g. cheque signing, collecting money, paying in to bank, overview of bank balances/spend). Ensure that other committee (& non-committee) members are fulfilling roles. Assisting in organisation of major events (pre-Blenheim, Blenheim etc). Help support new projects including meeting and liaising with potential new venues, thanking venues and organisations. Dealing with member complaints, emergency actions. Assisting with designing club procedures. Communication, asset management.

Responsibility for AGM etc

### Competencies / experience required

Be organised, diplomatic and have good communication skills and also be confident in chairing meetings. A good business understanding would be very useful.

### Commitment required

Approximately 8-12 x 1-2 hour meetings per year, 4-5 hours a week of club admin, plus supporting the club if and when they hold any events.

## Vice-Chair

The Vice-Chair is elected from within committee at the first meeting.

### Responsibility

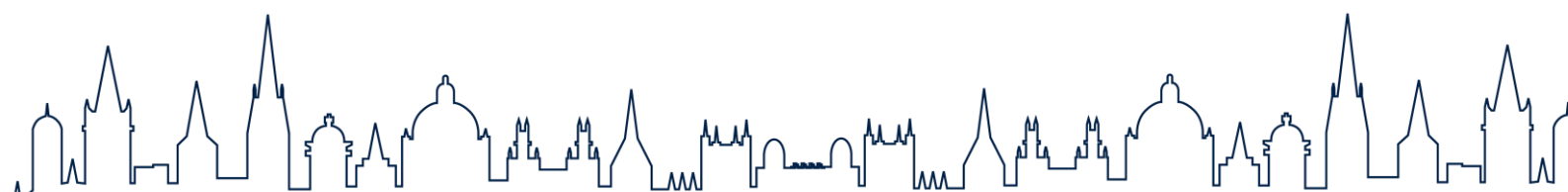
To support the Chair in the running of the club and to chair meetings if the Chair cannot attend

### Competencies / experience required

Be organised, diplomatic and have good communication skills

### Commitment required

Approximately 8-12 x 1-2 hour meetings per year, supporting the chair in club activities as appropriate, plus supporting the club if and when they hold any events.



## Lead Coach

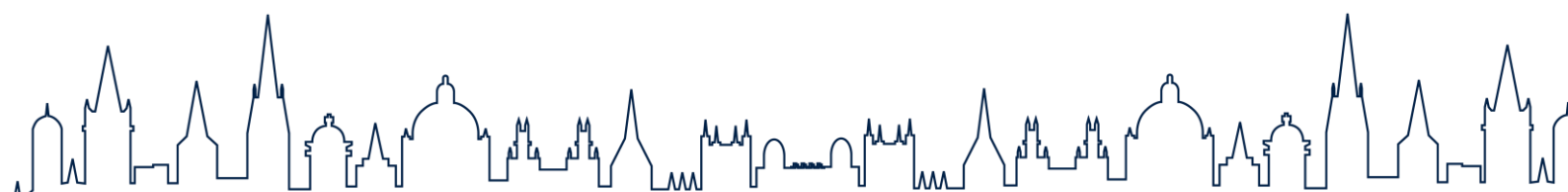
Responsibility	To be responsible for coordinating the supply, delivery and structure of club coaching and be involved in organising facilities
Competencies / experience required	BTF coaching qualifications at Level 2 or above; other coaching qualifications; coaching experience
Commitment required	Approximately 8-12 x 1-2 hour meetings per year, plus about 3-6 hours per week organising coaches, coaching and preparation and responding to trial member emails, plus supporting the club if and when they hold any events.

## Secretary

Responsibility	To arrange club meetings (gather agenda items, circulate agenda), the club's AGM, take minutes at meetings and be responsible for administrative tasks, ensure minutes are typed up and circulated to committee in timely manner, and displayed on website as soon as possible.
Competencies / experience required	Be methodical, organised and able to delegate tasks and make decisions
Commitment required	Approximately 8-12 x 1-2 hour meetings per year, plus be responsible for the distribution of minutes after each meeting, time to respond to emails sent to <a href="mailto:info@oxford.co.uk">info@oxford.co.uk</a> , responsible for setting an agenda for upcoming meetings, plus supporting the club if and when they hold any events.

## Treasurer

Responsibility	To maintain accounts and present quarterly and year end accounts, allocate any funding that the club attains, including payment of expenses, cheque signing and bill payments. Deal with any other financial matters that arise. However, financial decisions are not just the responsibility of the Treasurer - major expenditure is discussed with the committee first.
Competencies / experience required	Be an honest, well-organised person who is able to keep clear records and prepared to make financial decisions on behalf of the committee
Commitment required	Approximately 8-12 x 1-2 hour meetings per year, plus responsibility for producing quarterly and annual accounts for the club, processing payments, time for budget setting meetings with Chair, Secretary, plus supporting the club if and when they hold any events.





## General Committee Member (8 positions available)

Responsibility	To assist in the running of the club. Specific responsibilities may include producing the club newsletter, club development, website assistance, helping at events, keeping records of club equipment.
Competencies / experience required	Commitment and enthusiasm to get involved with any tasks that are necessary
Commitment required	Approximately 8-12 x 1 hour meetings per year, be part of the decision making process for direction of the club and taking on/assisting with projects as required. Also time to complete specific tasks (e.g. newsletter - time required for writing and collating articles, arranging printing and mailing of the newsletter). Plus supporting the club if and when they hold any events.

## Club Non-Committee Positions

(Club members may stand for the Committee as a General Committee member AND stand for one of the following positions)

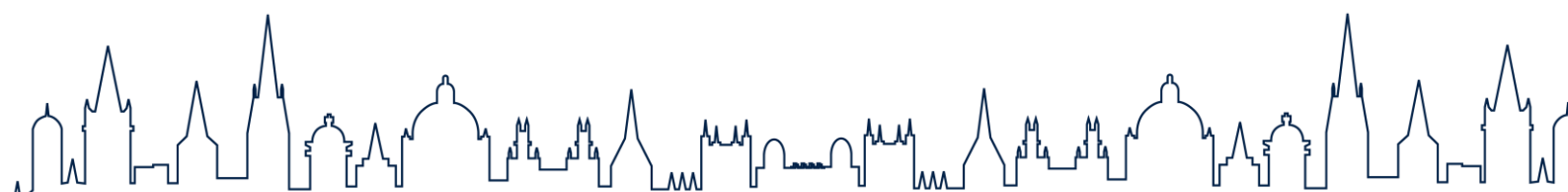
These positions are essential positions for the club to function. They are now however, NOT committee positions and do not come with voting rights. They will report through the main club committee.

This is to give you an opportunity to fulfil a function within the club without having to make the commitment necessary to be on the Committee (i.e attend committee meetings and make decisions as to how the club is run etc). You can hold one of these positions AND be a General Committee Member on the main committee.

These positions will be filled at the AGM and are open for nominations.

### Club Captain/s 1 x male & 1 x female if possible.

Responsibility	To organise club team events throughout the year (e.g. national team relays, club champs series, club relay) and make members aware of races.
Competencies / experience required	Be organised and able to generate enthusiasm for team and club events
Commitment required	Attend Committee meetings when required, plus time to organise team entries. Support the club if and when they hold any events.





## Kit Officer

Responsibility	To be responsible for club kit, ensuring that club members are able to race in club kit. Researching kit options, placing orders, stock control. Help with distribution of kit.
Competencies / experience required	Be an honest, well-organised person who is able to handle the purchase and sale of club kit, keep clear records and be prepared to make financial decisions on behalf of the committee
Commitment required	Attend Committee meetings when required, plus purchase and sale of club kit as and when required. Attending training sessions to enable people to try on and purchase kit. Support the club if and when they hold any events.

## Membership Secretary

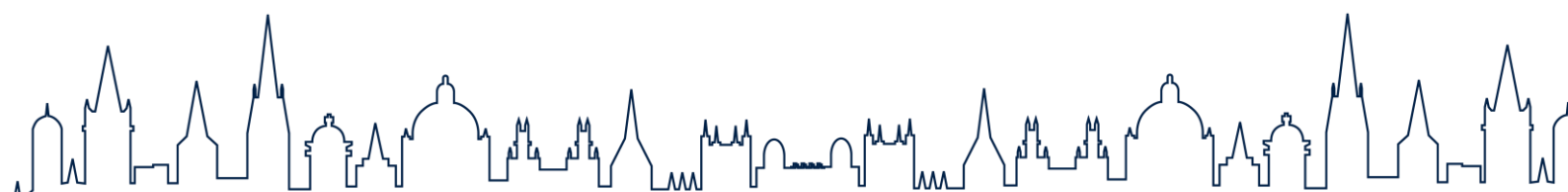
Responsibility	To maintain records of club membership, issue membership cards and respond to membership enquiries
Competencies / experience required	Be organised and have some basic IT skills
Commitment required	Attend Committee meetings when required, plus time to maintain records, respond to membership enquiries and attend as many training sessions as possible, especially at the beginning of the year. Support the club if and when they hold any events.

## Publicity Officer

Responsibility	To raise awareness of the club's achievements, activities and events to help boost and maintain membership, and encourage participation at events.
Competencies / experience required	Be well organised, good with social media and email marketing, establish/maintain strong contacts with local media in order to gain coverage/exposure for the club
Commitment required	Attend Committee meetings when required, attend, help with and publicise club events and activities. Help with general club promotions and marketing when required.

## Social Secretary

Responsibility	To organise the end of season dinner and informal social events throughout the year
Competencies / experience required	Have good interpersonal and organisational skills and be responsive to club members' wishes regarding socials
Commitment required	Attend committee meetings when required plus organise social events as detailed above





## Website Officer

Responsibility	To maintain and develop the club website. This includes member and committee support, general editorial duties and server-side software development.
Competencies / experience required	Have a good knowledge of running an active website especially PHP, MySQL & Linux and awareness of accessibility, privacy and security best practice.
Commitment required	Attend committee meetings when required. The website runs itself on a day to day basis but approximately 10 hours per month will be required per month for maintenance, developments and support depending on time of year and ambition.

## Welfare Officer

Responsibility	The main purpose of this role is to act as a contact for child welfare purposes within a triathlon club environment. This is not required for Oxford Tri as the club does not operate junior, youth, TriStar or TriStart membership categories. However, the competencies and commitment required are also relevant for any adult member issues as and when required.
Competencies / experience required	Basic knowledge of and/or familiarity with the pertinent legislation.
Commitment required	Attend committee meetings when required. Administer/organise paperwork and record information received. Communicate with others.

