

Exeter Triathlon Club - Management Committee Posts

Background

The club constitution sets out the roles below, ideally these should all be held by separate individuals, any changes to the posts or composition of the management committee will need to be ratified at the AGM or an EGM. As also set out in the constitution the management committee may temporarily co-opt individuals to the committee and set up appropriate sub-committees.

President

This role is honorary and the individual should have no executive function or role. The role will include the promotion of the club in the wider community by assisting to develop relationships between the club and other institutions and associations as appropriate.

Activities will also include 'ceremonial' duties such as presenting awards, hosting receptions, proposing toasts or attending events as an official representative of Exeter Triathlon Club.

The post holder will be someone who by their dedication, contribution and approach is acknowledged as an individual who will provide inspiration, guidance and support to the club.

Presidents will not be appointed for life. Appointments will be time limited between three and five years. The term of appointment will be reviewed at the end of the term by the committee and may be renewed for one more term. The actual length of the term may be negotiated between the individual and the committee.

Chair

Specific duties: to organise and chair the Management Committee meetings and the Annual General Meeting. To be a contact and spokesperson for the club. To ensure that the functions of the Club are carried out and the Executive and non-Executive officers of the Club are carrying out their stated duties.

General duties: to attend Management Committee Meetings and jointly with other members of the Management Committee to be responsible for arranging and delivering the functions of the Club.

Comments: The glue that holds the committee together, does not have many specific duties, but is the public face of the club and should regularly communicate with the membership and address and lead on specific issues where this is needed. It is beneficial for the chair to stay in post for a few years to get to grips with the role and really try and make a difference, but should also recognise when it is time to step down. A new appointee to this post is likely to have already served on the committee in another role and this should be encouraged.

Support required: None really other than from the committee in general, the secretary and vice chair.

Exeter Triathlon Club - Management Committee Posts

Vice Chair

Specific duties: to support and deputise for the Chairperson in her/his functions.

General duties: to attend Management Committee Meetings and jointly with other members of the Management Committee to be responsible for arranging and delivering the functions of the Club.

Comments: This is a constitutional role and is vital in the absence of the chair, however in reality this could be held by someone with another committee post.

Support required: None, as above

Secretary

Specific duties: to prepare the agenda for the Management Committee Meetings and the Annual General or Extraordinary General Meetings and ensure that the proceedings are recorded. To ensure that notice is given of these meetings to the relevant people entitled to attend. To liaise with affiliating bodies and insurers, ensuring that affiliation and accreditation takes place as appropriate. Own the policies and constitution on behalf of the club, ensure that these are periodically reviewed and updated if necessary. To collect correspondence for discussion at management meetings

General duties: to attend Executive Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: this is a background role, it requires understanding of how the club functions and links into the BTF, probably needs someone who has sat on the committee in another role, a good working relationship with the chair is vital.

Support required: Some assistance with general admin is needed, documentation, policies and a good sort out, also to get some regular processes in place and bring back some formality, this would need a bit of concentrated effort then a small ongoing commitment.

Exeter Triathlon Club - Management Committee Posts

Treasurer

Specific duties: to be responsible for all financial matters of the Club including making and accepting payments, keeping records of all transactions, holding any surpluses in an appropriate bank account, and producing balance sheets as requested. To advise the Management Committee on financial matters. Present a financial report at the AGM.

General duties: to attend Management Committee Meetings and jointly with other members of the Management Committee to be responsible for arranging and delivering the functions of the Club.

Comments: this role is a mixture of strategic and day-to-day payment of invoices etc, to be undertaken by someone with financial acumen and understanding, the organisational skills to manage and present the accounts.

Support required: there is potential to split out the bookkeeping side of this role and this could be undertaken by an individual providing other admin support to the club or another member of the committee occupying one of the general committee roles

Membership Secretary

Specific duties: to receive all applications for membership and to bring them to the attention of the Management Committee for their consideration. To keep a record of all persons accepted as members of the Club and from time to time, as requested, produce a list of those members. To accept and record all payments of membership fees.

General duties: to attend Management Committee Meetings and jointly with other members of the Management Committee to be responsible for arranging and delivering the functions of the Club.

Comments: online membership packages take some of the manual effort out of this, some of the role is support and configuration of those systems, so the ability to pick these up is required, along with being able to look at alternative solutions. There is also currently an overlap with the online session booking solution.

Support required: none specifically, interaction with the coaching team and webmaster.

Exeter Triathlon Club - Management Committee Posts

Social Secretary

Specific duties: to be responsible to the Management Committee. To arrange social activities for club members. Co-ordinate other activities where social interaction may help the promotion of the event, eg AGM or Awards Night

General duties: to attend Management Committee Meetings and jointly with other members of the Management Committee to be responsible for arranging and delivering the functions of the Club.

Comments: Lately this has been covered by a sub-committee, however still needs a nominated representative for the management committee.

Support required: None, covered by sub-committee

Coaching Officer

Specific duties: to be responsible for ensuring that all training organised by the Club is carried out to guidelines provided by the BTF. To be responsible for organising teams to represent the Club and regular meetings of the coaches which feedback to the management committee.

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: there is some overlap with the Head Coach role and it is expected that both will work together to plan and deliver the clubs' coaching offering. The coaching officer is accountable to the management committee.

Support required: this role requires some administration, there is a fine line between coaching and administration, some of this is picked up by other members of the coaching team and the committee. Some extra help to get documentation and processes set up would help.

Club Welfare Officer

Specific duties: to be available as an independent member any club member with a grievance or sensitive issue regarding club matters can speak to. Look after the DBS process for coaches, activators and committee where required, act as the liaison with the BTF and a DBS checker.

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: this role is mostly dealing with DBS applications and safeguarding, the aspect of being an independent ear requires a sympathetic nature.

Support required: admin burden is not huge, but some help with setting up documentation and processes might help

Exeter Triathlon Club - Management Committee Posts

Publicity Officer

Specific duties: to be responsible to the Management Committee. To publicise the activities of the Club (including encouraging new members) as directed by the Management Committee and to ensure that “the media” is made aware of and encouraged to give coverage of the Club. Seeks to publicise club results and achievements in local papers, radio etc.

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: historically this post has been held by a comms professional, however that has not always been successful due to being busy, just needs someone to own the publicity and the channels, should be familiar with various online tools.

Support required: not really other than from the wider committee and membership

Junior Officer

Specific duties: Promotes and runs the junior section for the club, responsible to the Management Committee. These may include co-ordinating training activities in consultation the coaching team, enabling the opportunity for juniors to race locally.

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: this post is a mixture of tasks, some administration to ensure that junior coaching sessions are supported both by the junior membership and not overlooked in the need to run adult sessions. Advocacy of the junior section is an important part of the role, to the management committee, but also to the parents of the juniors.

Support required: the administration of sessions is now done centrally and should not need extra effort. Some support may be required in setting up processes and documentation.

Event Officers (Triathlon and Aquathlon Series)

Specific duties: Lead the organisation of competitive club events, currently triathlon and aquathlon series. This will include liaising with local authorities, governing bodies, setting up the event, it is expected that input will be required from a wider group.

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: the running of events is increasingly labour intensive due to the requirements of local authorities and governing bodies. The club has gained a fair amount of experience now, but a group of individuals is now needed.

Support required: a small group is needed to pick up various tasks across the events, it is envisaged that this would be separate to other support

Exeter Triathlon Club - Management Committee Posts

Kit Officer

Specific duties: Holds, sells and re-orders club kit. Liaison with online kit provider (currently Champion System)

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: this is now less onerous as we do not hold much in the way of physical kit.

Support required: none

Committee Secretary

Specific duties: Take notes and arrange committee meetings

General duties: None

Comments: This is an administrative role to take some of the burden from the committee on these specific tasks

Support required: none

General Committee Posts 4x

Specific duties: Assist with the general management of the Club and vote on all relevant issues, take on specific items or tasks.

General duties: to attend Management Committee Meetings and jointly with other members of the Executive Committee to be responsible for arranging and delivering the functions of the Club.

Comments: General committee posts are generally a good introduction to the management committee and it is usual for individuals to serve as general committee members before taking on another role, however this is not a requirement.

Support required: None

Non-Committee Posts and support

Web Master - Manages and updates the Club internet site and email accounts

Social Sub-Committee - Aid the social secretary to co-ordinate social activities

Events Sub-Committee - Assist the event officers in the set-up and running of the events

Admin Support - As highlighted above, responsibilities to be determined.