



COMMITTEE ROLES AND RESPONSIBILITIES

1. INTRODUCTION

This document details the roles and responsibilities of the ATC Committee.

2. THE COMMITTEE

2.1. The Club shall be governed by a Committee that includes the following appointments:

- Chairman,
- Treasurer,
- Club Secretary,
- Event Secretary,
- Club Captain,
- Club Coaches
- Club Publicity Officer

2.2. The Club may appoint others to relieve Committee of specific (non core) duties. Such appointees shall not be part of the Committee and so unable to vote on Club business. Examples of such appointments shall include but not limited to;

- Club Apparel Secretary
- Web Site Administrator.

2.3. Club shall not run without a Committee as defined in 2.1.

2.4. All positions on the Committee are honorary and therefore unpaid

2.5. The Committee shall convene at least once every twelve weeks.

2.6. Five committee members are required to form a quorum for the transaction of Club business.

2.7. Annual General Meeting shall convene during the month of November with the specific purpose of electing Committee Members and for the incumbent Committee Members to present the following reports to the Club Members;

- Chairman, Present general over view of the Club performance over the last year, highlighting the Club's achievements.
- Treasurer, Report on the Club's current and project financial status.
- Secretary Report on Club Membership including any trends identified. Affirm Club affiliations.
- Coach Report and seek consensus on future training opportunities open to the Club for the forth-coming year.

2.8. Resignation by a Committee member must be in writing to the Chairman. Temporary replacements may be elected and appointed by the Committee at a meeting convened for this purpose.

2.9. Club members may attend Committee meetings, or make a request to the Committee, via the Chairman or Club Captain, for an issue to be considered at a meeting if they are unable to attend in person.

3. ROLES AND RESPONSIBILITIES

3.1. Chairman

- 3.1.1. Organise and Chair Club Meetings.
- 3.1.2. Ensure all other Committee Members fulfil their roles and responsibilities.
- 3.1.3. Officially represent the Club as required.
- 3.1.4. Arbitrate in any internal Club dispute.
- 3.1.5. Hold the 'casting vote' in a drawn Club or Committee ballot.

3.2. Club Secretary

- 3.2.1. Record and maintain records of all formal Club Meetings.
- 3.2.2. Receive Club correspondence and disseminate as appropriate.
- 3.2.3. Send out an email in the first week of December to remind the Club Members that annual fees for the forth-coming year are due.
- 3.2.4. Receive and process ATC memberships/renewals.
- 3.2.5. Create and maintain a database of Club Membership details. These shall include; Club Members Name, Address, Email, Phone Numbers, Age and Gender.
- 3.2.6. Manage and maintain Club affiliations. Namely, BTF and CTT.
- 3.2.7. Liase with the Treasurer with respect to the accounting for the monies (incoming and outgoing) associated with the execution of the 'Club Secretary' duties.

3.3. Treasurer

- 3.3.1. Maintain accurate records of all Club financial transactions.
- 3.3.2. Maintain accurate records of Club assets and those currently accountable for their safe keeping.
- 3.3.3. Manage the Club cheque books ensure the maintenance of necessary signatories for Club cheques
- 3.3.4. Bank monies on behalf of the Club.
- 3.3.5. Ensure officers maintain proper accounts for financial transactions on behalf of the Club
- 3.3.6. Prepare and report Club financial status to the Committee
- 3.3.7. Present the Club accounts for annual auditing by the Committee.
- 3.3.8. Prepare and present a financial statement to the AGM.
- 3.3.9. Manage the TLC pool hire on behalf of the Club.

3.4. Event Secretary

- 3.4.1. Organise any event run by the Club. Specifically the Annual Andover Triathlon at Farleigh School
- 3.4.2. Promote and organise any social event to be held for the benefit of the Club Members.

3.5. Club Captain

- 3.5.1. Set good example to Club Members with regards to safety and etiquette whilst out training or competing as part of the ATC.
- 3.5.2. Represent the interests of the Club Members at the Committee Meetings.
- 3.5.3. Welcome and introduce new Club Members.

3.6. Club Coaches

- 3.6.1. Be competent in the sport of Triathlon and knowledgeable in the governing rules of the sport.
- 3.6.2. Develop training programmes that provide Club Members the opportunity to fulfil their potential and ambitions.
- 3.6.3. Ensure Club Members have a safe environment in which to train and check they appreciate the risks associated with the sport they are participating in.
- 3.6.4. Teach Club members the safety precautions they should take to reduce the risk in 3.6.3 to the lowest practicable level.
- 3.6.5. Senior level Coaches to mentor the lower level Coaches according to their needs and ambitions.
- 3.6.6. Maintain and develop core competence as a BTA coach and be aware that a reasonable personal commitment to coaching the Club Members will be expected as a fair return on any investment made by the Club with regards to payment of their Coaching fees.

3.7. Club Publicity Officer

- 3.7.1. Seek out opportunities to raise Club profile and promote positive news exposure.
- 3.7.2. Encourage Club members to contribute news content for publication.
- 3.7.3. Foster community liaison links.
- 3.7.4. Ensure the Club is included in any Club and organisation list, local to the area
- 3.7.5. Investigate possible opportunities for sponsorship.
- 3.7.6. Promote and assist in Club member recruitment initiatives.

3.8. Club Apparel Secretary

- 3.8.1. Promote the availability of Club apparel to all members.
- 3.8.2. Take orders for Club apparel from members (main order for Club Apparel to be placed by second week of November).
- 3.8.3. Order, receive and manage adequate stock levels of Club apparel to meet the anticipated demands through out the year.
- 3.8.4. Maintain a record of monies received for Club apparel and pass on to the Treasurer for accounting and banking.

3.9. Website Administrator

- 3.9.1. Administer and maintain the Club domain name (www.andovertriathlon.com)
- 3.9.2. Administer the ATC website on behalf of the Club.
- 3.9.3. Advise the Committee on ways to improve the ATC website.
- 3.9.4. Examples of what the ATC website should be able to support are;
 - Home Page with introduction to the ATC.
 - Navigation bar to
 - Down loadable (PDF) 'ATC Membership Application Forms'.
 - ATC forthcoming event details
 - Down Loadable (PDF & Word) ATC Event Application Forms
 - Training programs.
 - Picture and Results Archives
 - Links to other relevant Websites
 - Committee Contact details