



## 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 core Committee that includes (as a minimum) the following appointments:

- Chairman,
- Treasurer,
- Club Secretary,
- Representative from the Club Coaches

2.2. The Club may appoint others to support the Committee with specific 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 Kit administrator
- Web Site Administrator
- Event organiser
- Welfare Officer

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. Three 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 December / January 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, 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 e-mail in the first week of March to remind the Club Members that annual fees for the forth coming year are due
- 3.2.4. Receive ATC membership renewal fees and post out membership cards.
- 3.2.5. Receive 'ATC Membership Application Forms' and inform the Committee that a new application for membership has been received. Send out a 'Welcoming Letter' and the 'ATC Membership Letter' together with a membership card.
- 3.2.6. Create and maintain a database of Club Membership details. These shall include; Club Members Name, Address, Email, Phone Numbers, Age and Gender.
- 3.2.7. Manage and maintain Club affiliations. Namely the BTF and other appropriate organisations.
- 3.2.8. 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 pool, athletics track and other venue hire on behalf of the Club.

### 3.4. Club Coaches

- 3.4.1. Be competent in the sport of Triathlon and knowledgeable in the governing rules of the sport
- 3.4.2. Develop training programmes that provide Club Members the opportunity to fulfil their potential and ambitions.
- 3.4.3. 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.
- 3.4.4. Teach Club members the safety precautions they should take to reduce the risk in 3.6.3 to the lowest practicable level.
- 3.4.5. Senior level Coaches to mentor the lower level Coaches according to their needs and ambitions.
- 3.4.6. Maintain and develop core competence as a qualified BTF 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.
- 3.4.7. Welcome and introduce new Club Members.

### 3.5. Other committee responsibilities

- 3.5.1. Seek out opportunities to raise Club profile and promote positive news exposure.
- 3.5.2. Encourage Club members to contribute news content for publication.
- 3.5.3. Foster community liaison links.
- 3.5.4. Investigate possible opportunities for sponsorship.
- 3.5.5. Make club kit available to all members.
- 3.5.6. Take orders for Club kit from members
- 3.5.7. Order, receive and manage adequate stock levels of Club kit.
- 3.5.8. Pass on money received to the Treasurer for accounting and banking.
- 3.5.9. Promote and organise any social event to be held for the benefit of the Club Members.
- 3.5.10. Administer and maintain the Club domain name ([www.andovertriathlon.org.uk](http://www.andovertriathlon.org.uk))
- 3.5.11. Maintain the ATC website on behalf of the Club and keep up to date at regular intervals as appropriate
- 3.5.12. Organise any event run by the Club.
- 3.5.13. Ensure the welfare of members is looked after and any events either organised by the club or participated in by the club do not pose unnecessary risk to any party involved.