

Role	Duties / Notes	2017 Committee
Chairman	Own and drive forward the strategy of the Club, ensure committee roles are being fulfilled, steer committee meetings, and provide support and guidance to committee members new to their role.	Andy Jopson
Vice Chairman	To support the Chairman as and when required.	Tracy Russell
Treasurer	Own all things related to Club finance.	Stuart Axon
Assistant Treasurer	**New Role** Assist the Treasure as and when necessary	N/A
Secretary	Own all things related the membership function and committee admin - respond to membership information requests (adult / junior). work with Website Officer and Treasurer to drive forward the integration between online membership and fees/subscriptions so that it is seamless. Be responsible for taking and compiling agenda and minutes related to Committee meetings. Work with new Safety Officer to ensure medical information provided by Club Members is handled correctly.	James Harper
Race Director	Own and organise Charity (or other) fee paying events that the Club runs.	Nic Vincent
Assistant Race Director	Assist the Race Director as required.	Zoe Hodder-Smith
Welfare Officer - Adult	Point of contact for any person with a welfare concern e.g. they may feel like they have been unfairly treated by other club members. This role is to cover Adult and junior section, and so whoever takes on in 2017 will need to take the online course.	Zoe Hodder-Smith
Welfare Officer - Junior	Point of contact for any person with a welfare concern e.g. they may feel like they have been unfairly treated by other club members. This role is to cover Adult and junior section, and so whoever takes on in 2017 will need to take the online course.	Julie Hatch
Website Officer	Be responsible for moving the website forward in terms of features, functionality, and posting of content received from Communications Officer (new role).	James Harper
Junior Representative	Represent all things related to the Junior Section of the Club, and to interface to Club Secretary to ensure Junior Memberships and included and up to date.	James Haskey-Jones
Club Kit Coordinator	Own all things related to Club kit, such as bring kit to training sessions for members to try, and the ordering and distribution of Club Kit on behalf of Club Members.	Julia Bourne
Triathlon England - Eastern Region Representative	The interface between BTF and BWTC, to ensure all relevant rules, updates, and general triathlon related information from BTF is passed on to all Club members.	Kevin Carley

Moderator	An ordinary member of the Club to provide an interface between the Committee and regular members. Primary objective is to observe in Committee meetings to ensure interests of regular members come first, but has a vote in decisions and can take on ad-hoc activities in support of other committee members, e.g. Race Director, as and when required.	N/A
Swim Leader	Own all things swimming (indoor and open water) - organise and work with coaches, provide swim sets, book pool, book Heybridge, manage club owned equipment, etc.	Tracy Russell
Cycle Leader	Own all things related to club cycling -organise regular and ad-hoc training rides, maps, club policy on cycling, coaching, club owned equipment, club attendance at sportives, velodrome booking, etc.	Zoe Hodder-Smith
Run Leader	Own all things related to club running - organise regular and ad-hoc training rides, maps, club policy on running, coaching sessions, club attendance at events, park run, etc.	Paula Purtell
Training Event Leader	Own all things related to organising the Club's pool based training events (tri and aquathlon) - dates, marshal rota, etc. Also, organise the club mass participation events as well.	Paula Purtell
Communications Officer	Own all things related to communication with members via email, Facebook, and website content, and actively collect race reports and updates from external triathlon related sites, such as BT, that may be of interest to members.	Joint: James Harper & Sam Wilkinson
Safety Officer	Own all things related to safety in the club, such as ensure policies are in place and up to date, validate club insurance, and provide safety advice, when needed, to discipline leaders (swim, bike, run, training events, and OW).	Julia Bourn
Club League Manager	Own all things related to running and maintaining the Club league and associated interaction with Club members to explain league structure, event categories, scoring, collection of data, etc.	Colin Corby
Social Secretary	Organise presentation evening and other ad-hoc social events for Club Members	Ian Potter
Club Handbook Coordinator	Organise and publish a Club booklet, which is given to members each year, and published on the website (similar to MADCC members booklet)	Julia Bourn
Policy Coordinator	Manage and facilitate the agreement of Club policies	Joint: Julia Bourn & Andy Hodder-Smith