



Committee Roles and Responsibilities

Role	Responsibilities	Reports to	2018 Committee
Chair	Responsible for the development strategy of the Club, ensuring committee roles are being fulfilled, steering committee meetings, and providing support and guidance to committee members.	Committee and Membership	Andy Jopson
Vice Chair	Assists the Chair as required.	Chair	No Nominees
Treasurer	Responsible for the Club finance including handling all monies and ensuring expenditure doesn't exceed resources, compiling annual accounts	Chair, Secretary and Committee	Stuart Axon
Assistant Treasurer	Assists the Treasurer as required.	Treasurer	Jenny Shaw
Adult Secretary	Responsible for membership and committee admin, including responding to membership information requests and ensuring personal information provided by Club Members is handled correctly. Work with Website Officer and Treasurer to ensure online membership and fees/subscriptions are completed.	Chair, Treasurer, Website Officer and Committee	James Harper
Junior Secretary	Responsible for membership and committee admin, including responding to junior membership information requests and ensuring personal information provided by Club Members is handled correctly. Work with Website Officer and Treasurer to ensure online membership and fees/subscriptions are completed.	Chair, Treasurer, Secretary, Website Officer and Committee	Graham Pretty Claire Pretty
Race Director	Organising Charity (or other) fee paying events that the Club runs.	Chair, Treasurer and Committee	Nic Vincent
Assistant Race Director	Assist the Race Director as required.	Race Director	Zoe Hodder Smith
Welfare Officers	Point of contact for any person with a welfare concern. Responsible for ensuring any welfare and safeguarding issues are dealt with correctly, and DBS checks are completed, as required, for club members and volunteers. This role covers both the Adult and Junior sections. Role holders will need to take the online course and complete a DBS check.	Triathlon England Lead Safeguarding Officer. Chair (as appropriate)	Zoe Hodder Smith, Julie Hatch, Katy Rehal
Website Officer	Responsible for keeping the website up to date, including posting content received from other members, and moving the website forward in terms of features and functionality.	Chair, Secretary and Committee	James Harper



Junior Coaching Representative	Represent the specific Junior Section interests within the club. (Finance section moved to Junior Budget Planner)	Chair, Secretary, Treasurer and Committee	James Haskey-Jones
Club Kit Coordinator	Responsible for ordering and distributing Club kit, includes bringing kit to training sessions for members to try on.	Chair, Treasurer and Committee	Julia Bourne
Triathlon England - Eastern Region Representative	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.	Chair and Committee	Clive Hatch
Swim Coordinator	Responsible for organising swimming both indoor and open water, including booking pool, lake and coaches, ensuring swim sets are available, coordinating spotters and managing club owned equipment	Chair, Treasurer and Committee	Zoe Hodder Smith
Cycle Coordinator	Responsible for organising club cycling activities both regular and ad-hoc, includes booking spin classes and velodrome trips, organising attendance at 'club sponsored events', coordinating cycle leads and ensuring relevant information is distributed.	Chair, Treasurer and Committee	Warwick Hadley
Run Coordinator	Responsible for organising club running activities both regular and ad-hoc, includes booking facilities, organising attendance at 'club sponsored events', coordinating run leads and ensuring relevant information is distributed.	Chair, Treasurer and Committee	Paula Purtell
Training Event Coordinator	Responsible for organising the Club's training events (tri and aquathon), including setting dates, coordinating time keepers and marshals. Also responsible for setting and organising attendance at 'club sponsored' triathlon events.	Chair, Treasurer and Committee	Paula Purtell
Communications Officer	Ensure club activities, race reports and updates from external triathlon related sites (that may be of interest to members), are communicated to all members via email, Facebook, and the club website.	Chair and Committee	James Harper & Sam Wilkinson
Policy Officers	Ensure required club policies are in place and up to date, validate club insurance, and provide safety advice, if required, to discipline coordinators (Swim, Cycle, Run, Training Events).	Chair, Committee, discipline coordinators	Julia Bourn & Andy Hodder Smith
Club League Manager	Run and maintain the Club league, includes communication with Club members the league structure, event categories, scoring, collection of data, etc.	Chair and Committee	Colin Corby
Social Secretary	Organise presentation evening and other social events for Club Members	Chair and Committee	Alison Vincent