Club Officer Roles and Responsibilities

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| **Role** | **Committee**  **y/n** | **Responsibilities** | **Reports to** | **2019** | **2020** |
| **Chair** | y | 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 | Louise Dean | Louise Dean |
| **Vice Chair** | y | Assists the Chair as required. | Chair | Jon Yorston | Alison Vincent |
| **Treasurer** | y | Responsible for the Club finance including handling all monies and ensuring expenditure doesn't exceed resources, compiling annual accounts | Chair and Committee | Jenny Shaw | Jenny Shaw |
| **Club Secretary** | y | Responsible for membership and committee admin, including responding to all membership or information requests. Ensuring personal information provided by Club Members is handled correctly. Work with Treasurer to ensure online membership and fees/subscriptions are completed. | Chair and Committee | James Harper | Ruth King |
| **Race Director** | y | Organising Charity (or other) fee paying events that the Club runs. | Chair and Committee | Nic Vincent | Juliette Elderton |
| **Assistant Race Director** | n | Assist the Race Director as required. | Race Director | Jenny Shaw | Ian Findlay |
| **Welfare Officers** | n | 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) | Helen Thomas  Carren Wells | Helen Thomas  Carren Wells |
| **Club Kit Coordinator** | n | Responsible for ordering and distributing Club kit, includes bringing kit to training sessions for members to try on. | Chair and Committee | Julia Bourne | Julia Bourne |
| **Swim Coordinator** | y | Responsible for organising swimming both indoor and open water, including booking pool, lake, liaising with the Sailing Club and Coaches, ensuring swim sets are available, coordinating spotters and managing club owned equipment | Chair and Committee | Natalie Roberts | Juliette Elderton |
| **Cycle Coordinator** | y | 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 and Committee | Kevin Carley | Ian Findlay |
| **Run Coordinator** | y | 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 and Committee | Alison Vincent | Kevin Carley |
| **Training Event Coordinator** | y | 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 and Committee | Kevin Carley | Kevin Carley |
| **Communications Officer** | y | 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, Twitter and the club website. | Chair and Committee | Sam Wilkinson-Ross | Sam Wilkinson-Ross |
| **Policy Officers** | n | 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 and Committee | Julia Bourne | Julia Bourne |
| **Club League Manager** | n | Run and maintain the Club league, includes communication with Club members the league structure, event categories, scoring, collection of data, etc. | Chair and Committee | Warren Allan | Warren Allen |
| **Social Secretary** | y | Organise presentation evening and other social events for Club Members | Chair and Committee | Alison Vincent | No Nominees |