



Tri Surrey Club Roles and Responsibilities

19/09/2019

This sets out the responsibilities of all the clubs electable committee roles. If you are interested in becoming more involved or wish to put yourself forward for a role, please speak to one of the existing committee members.

Chairperson

- Provide effective leadership to the club
- Make decisions as the need arises, in consultation with the committee as required
- Be involved, where appropriate, in the co-ordination of club activities
- Chair and control club committee meetings
- Oversee the work of both the coaching teams and club committee
- Present the club's annual report at the club AGM
- Present the club's annual accounts, in association with the club treasurer
- Create and coordinate the content and agenda for club meetings, in association with the club secretary and president
- Ensure that the club complies with its statutory duties including the submission of all statutorily required documents and files

President

- Identify new initiatives and lead the development of new ideas for the club
- Review club branding and marketing on a regular basis
- Consult with the committee (and by default the Treasurer) on the use and investment of club funds
- Develop a club succession plan for committee roles
- Identify potential coaches for both EA and BTF training and make recommendations to the committee in conjunction with the Head Coach
- Develop the club's race schedule for the coming season
- Provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM
- Update all Club Members of any proposed changes to the Constitution

Secretary

- Arrange committee meetings and AGMs alongside the Chair, preparing agendas, taking minutes, and distributing and communicating as appropriate
- Maintain records and information in relation to administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings
- Manage the day to day running of the club including correspondence (both internally and externally) as required
- Liaise with other club committee members to ensure all appropriate administrative processes are in place

- Have a knowledge and understanding of the roles and responsibilities of other club committee members

Treasurer

- Responsible for all club finances and ensuring adequate accounts and records exist to comply with all legal duties and current accepted accounting rules and practices
- Liaise with the Chair and the President to ensure that all funds are used appropriately taking into account the aims of the club
- Issue receipts and keep records of all monetary transactions
- Plan the annual budget in agreement with the club committee, and monitor club finances throughout the year
- Monitor allocated budgets to committee members and provide feedback
- Maintain up to date records of all transactions and records of income and expenditure
- Prepare a financial report for each committee meeting
- Liaise with the Kit Officer about expenditure
- Prepare an end of year account report for consideration at the club AGM

Membership Secretary

- Liaise with and encourage people interested in joining the Club
- Collect and acknowledge receipt of all membership subscriptions
- Send an email to new members with invite to PRIVATE Facebook page and Club WhatsApp Groups (Chat, Announcements & C&C (if committee member))
- Monitor and maintain WhatsApp Groups and Facebook (to include adding administrative status if required)
- Monitor access and maintain the club's PUBLIC Facebook group and answer membership queries from it
- Ensure records are kept of club affiliations and that all membership records comply with any legal requirements (GDPR)
- Liaise with the club Treasurer and Secretary as appropriate
- Provide a report for each committee meeting regarding any changes to membership
- Prepare an end of year report for consideration at the club AGM
- Liaise with the Welfare Officer with regards to providing up-to-date sign-in sheets
- Manage all subscriptions, registrations, annual renewals and payments as agreed with the treasurer and committee

Head Coach

- Arrange an annual structure for coaching delivery
- Co-ordinate the club coaching team and hold coaches meetings at regular intervals
- Provide a structure within which individual coaches can plan & deliver appropriate sessions with agreed coaching points
- Read submitted lesson plans from Assistant Coaches, provide feedback, approve and send back before session is delivered
- Ensure all approved training session plans are stored and recorded by individual coaches, within the shared Tri Surrey Google Drive
- Ensure coaches are working to an acceptable level of quality and with a common approach
- Identify potential coaches for both EA and BTF training and make recommendations to the committee
- Liaise with the Treasurer and committee in respect of any costs associated with new coach training, additional training and coaching equipment

- Ensure Risk Assessments and Emergency Action Plans are in place for EACH location used for training and are reviewed appropriately. Disseminate this information to each member of the coaching team
- Provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM
- Identify and disseminate suitable CPD opportunities (external and internal)

Kit Officer

- Facilitate the ordering of club kit through the website and liaising with the Webmaster as required
- Arrange delivery of club kit bought from the website at a session that the member is attending in a timely manner
- Facilitate members when a kit supplier order is started on how to go about ordering items (The Kit Officer is not expected to order items on behalf of members)
- Produce and develop any marketing products required for the club in consultation with the committee
- Choose Tri Surrey's kit supplier and ensure value for money is achieved through the arrangement.

Welfare Officer

- Initiate, foster and encourage the development of the club and its members
- Be a main point of contact for club members to raise any issues or concerns in confidence, including safeguarding concerns
- Monitor and update Club Risk Assessments and Emergency Action Plans for ALL locations in conjunction with the Head Coach
- Monitor and update records for 'First Aid Training', 'Safeguarding' and 'Club Qualifications' in the appropriate place
- Receive, record and forward to the Lead Officer of the Home Nation any concerns that are expressed within the club
- Monitor, update and manage members with regards to up-to-date ICE details
- Maintain a database of all members and update "sign-in" sheet for the Coaching team
- Be familiar with national safeguarding policies
- Monitor First Aid Supplies for sessions where applicable
- Provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

Social Secretary

- Initiate and coordinate the club's social events calendar and encourage participation
- Communicate social events to the club members and submit this programme to the Webmaster for inclusion on the website
- Organise a varied and active series of social events including the club's AGM
- Notify all Club Members of the social programme via Social Media
- Provide a report for each committee meeting
- Prepare an end of year report for consideration at the club AGM

Web Administrator

- Responsible for the programming and maintenance of the club website
- Ensure that updates on content to the website requested by any members are posted no later than 7 days after they have been received by the Web Administrator

- Provide rights and training to the committee members to enable them to update specific sections of the website.
- Assign and provide club email addresses for relevant committee and coaching members of the club

Social Media Co-ordinator

- Develop Tri Surrey's social media presence through facebook, twitter and Instagram.
- Ensure social media platforms are kept up to date with training and fixtures
- Develop and improve the club's communications with members through social media platforms
- Ensure race reports and race commentaries are updated and made available through social media including pictures from events and training.

Reigate Hub Captain

- Plan and co-ordinate the delivery of coaching sessions within the Reigate Hub
- Identify and develop specific Reigate Hub activities
- Actively seek to grow the Reigate Hub membership
- Be the focal point for Reigate Hub Members

Sanderstead Hub Captain

- Plan and co-ordinate the delivery of coaching sessions within the Sanderstead Hub
 - Identify and develop specific Sanderstead Hub activities
 - Actively seek to grow the Sanderstead Hub membership
 - Be the focal point for Sanderstead Hub Members
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