



## Coventry Triathletes – Committee Role Descriptions

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### Revision History

This table outlines changes to this document

Ver.	Date	Amendment	Author
2.0	26/12/2019	Formatting changes and update to reflect BTF Model role descriptions	Adam Simmonds
2.1	11/02/2020	Proofread and wording changes	Anna Wordsworth
2.2	18/01/2024	Reviewed prior to 2024 AGM	Adam Simmonds



## Chair (Executive Officer)

Responsible To	<ul style="list-style-type: none"> <li>• Club committee</li> <li>• Club members</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Ensure an effective and well-managed club and committee.</li> <li>• Provide vision and leadership to ensure the development of the club for the benefit of all the members.</li> <li>• Initiate succession planning, to ensure that the club is never without volunteers in key roles.</li> <li>• Provide leadership to club committee on all aspects of the club, including training, racing and social activities.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Supporting the club when it holds events.</li> <li>• Expect time commitment of around 2 hours per week plus attendance at committee meetings.</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Lead the committee in making decisions for the benefit of the club, including disciplinary matters.</li> <li>• Chair meetings of committee and members (AGM and EGM) or designate appropriate deputy (usually vice-chair).</li> <li>• Ensure meetings are run effectively (on time and on agenda) and that club rules with respect to meetings (nominations, submissions) are followed.</li> <li>• Ensure all committee members and club members can contribute to the respective meetings.</li> <li>• In case of tied voting, the chair has the casting vote.</li> <li>• Act as an ambassador for the club and the sport of triathlon.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised, diplomatic and have good communication skills.</li> <li>• Be an experienced member in terms of the club or the sport of triathlon.</li> <li>• Be confident in leading committee and members' meetings.</li> <li>• Be familiar with the committee roles, the club constitution and British Triathlon club and racing rules.</li> <li>• Be confident in delegating tasks to other committee members, sub-committees or members of the club where appropriate.</li> <li>• Be approachable, inclusive and a good listener.</li> <li>• Be aware of duty of confidentiality and to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).</li> </ul>
Signed & dated	



## Vice Chair (Executive Officer)

Responsible To	<ul style="list-style-type: none"> <li>• Chair.</li> <li>• Club members.</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Support the chair in ensuring an effective and well-managed club and committee.</li> <li>• Support the chair in supplying vision and leadership to ensure the development of the club for the benefit of all the members.</li> <li>• Support the chair in succession planning, to ensure that the club is never without volunteers in key roles.</li> <li>• Support the chair in supplying leadership to club committee on all aspects of the club, including training, racing and social activities.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Supporting the club when it holds events.</li> <li>• Expect time commitment of around 1 hour per week plus attendance at committee meetings (may be more/less at different times of year).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Support the chair in leading the committee in making decisions for the benefit of the club including disciplinary matters.</li> <li>• Chair meetings of committee and members (AGM and EGM) where this is delegated by the chair.</li> <li>• In case of tied voting, where the Vice-chair is chairing a meeting as delegated by the chair, the Vice-chair has the casting vote.</li> <li>• Act as an ambassador for the club and the sport of triathlon.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised, diplomatic and have good communication skills.</li> <li>• Be an experienced member in terms of the club or the sport of triathlon.</li> <li>• Be confident in leading committee and members' meetings.</li> <li>• Be familiar with the committee roles, the club constitution and British Triathlon club and racing rules.</li> <li>• Be confident in delegating tasks to other committee members, sub-committees or members of the club where appropriate.</li> <li>• Be approachable, inclusive and a good listener.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).</li> </ul>
Signed & dated	





## Treasurer (Executive Officer)

Responsible To	<ul style="list-style-type: none"> <li>• Chair.</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Responsible for producing and managing the club's accounts and finances.</li> <li>• Responsible for all income and expenditure for the club.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Expect time commitment of around 3 hours per week plus attendance at committee meetings (may be more/less at different times of year).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Responsible for all club finances by ensuring adequate accounts and records exist.</li> <li>• Plan the club's proposed annual spend in agreement with the club committee and to monitor throughout the year.</li> <li>• Prepare end-of-year accounts and present for external verification (if required), to the committee and the AGM.</li> <li>• Ensure that all cash receipts are banked promptly.</li> <li>• Ensure that all funds (including cash) are used as agreed by the committee from time to time.</li> <li>• Ensure that significant (in the treasurer's view) expenditure is approved by the committee.</li> <li>• Maintain up-to-date records of all transactions and records of income and expenditure.</li> <li>• Act as key signatory to club accounts.</li> <li>• Deal with any other financial matters that arise, including payment of any corporation tax due from time to time.</li> <li>• Ensure an efficient handover of the club's finances to the incoming treasurer when stepping down. All documentation and passwords should be handed over, and account access or approvals transferred, within 14 days of the AGM.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Should have a financial background if possible.</li> <li>• Must have a sound knowledge of club's affairs, structure, activities and accounts.</li> <li>• Be methodical and organised.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager (when/if appropriate).</li> </ul>
Signed & dated	Sue Cannaby 18/01/2024



## Secretary (Executive Officer)

Responsible To	<ul style="list-style-type: none"> <li>• Chair.</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Arrange committee meetings, the club AGM (or EGM), including ensuring the notice of meeting is prepared and sent out to members in good time.</li> <li>• Take minutes at committee meetings and members' meetings and publish those minutes where appropriate.</li> <li>• Be responsible for general administrative tasks to ensure the effective running of the club.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Expect time commitment of around 2 hours per week plus attendance at committee meetings.</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Ensure committee and members' meetings are effectively organised and recorded.</li> <li>• Liaise with the chair to plan committee meetings.</li> <li>• With approval of, and input from, committee, prepare and send out notice of AGM.</li> <li>• Circulate committee meeting agendas and reports and take minutes.</li> <li>• Keep up to date contact details of committee.</li> <li>• Keep a diary of future meetings and events.</li> <li>• Ensure the AGM is carried out in the appropriate way.</li> <li>• Respond to all committee correspondence as appropriate.</li> <li>• Delegate member enquiries to appropriate committee member (for example membership, publicity, captains, welfare).</li> <li>• Keep an action log from committee meetings and follow up on actions where required.</li> <li>• Be responsible for ad-hoc administrative tasks.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Must have a sound knowledge of club's affairs, structure, activities and constitution.</li> <li>• Be methodical and organised.</li> <li>• Be able to prepare documents including minutes, action logs and AGM notices (with support from the committee/external advisers where appropriate).</li> <li>• Be approachable and a good listener.</li> <li>• Be confident in delegating tasks to other committee members, sub-committees or members of the club where appropriate.</li> <li>• Be aware of duty of confidentiality and duty to act in best interests of the club.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).</li> </ul>
Signed & dated	





## Welfare Officer

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Implement good practice, safeguarding and protection policies ensure the welfare of all club members.</li> <li>• Assist coaches and the committee in addressing welfare issues.</li> <li>• Act as first point of contact for coaches and club members regarding welfare concerns.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Supporting the club when it holds events.</li> <li>• Expect a time commitment of up to an hour a week (may be depending on the time of year).</li> <li>• Provide immediate support when required for urgent welfare issues raised by coaches, members or the committee.</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Responsible for the implementation of good practice and safeguarding policies within the club.</li> <li>• Responsible for ensuring that the club's activities are safe, inclusive and welcoming for all athletes of all abilities.</li> <li>• Ensure that the welfare of all members is given the appropriate priority when the club is organising or participating in training, racing or social events.</li> <li>• Ensure that the club operates in a way that is fair to everyone and that all club members receive fair and equal treatment.</li> <li>• Be the first point of contact for coaches and club members regarding welfare issues.</li> <li>• Monitor (or assist in or delegate the monitoring of) the club's social media accounts to ensure any welfare issues are addressed.</li> <li>• Support the coaches on any welfare issues that arising during coached sessions, including assisting the coaches in assessing an individual member's welfare needs in accordance with the policy set out on the club's website.</li> </ul>





Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised, diplomatic and have good communication skills.</li> <li>• Be familiar with the club constitution and British Triathlon club, coaching and racing rules, including the coach-athlete ratios for various activities and the coach insurance requirements.</li> <li>• Be approachable, inclusive and a good listener.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> <li>• Keep accurate confidential records.</li> <li>• Have a good knowledge of British Triathlon’s welfare and safeguarding policy, including guidance on safeguarding for vulnerable adults. [Note that DBS checks are not needed, because the club does not have junior members.]</li> <li>• Have a basic knowledge of the roles and responsibilities of local statutory agencies and their contact details. i.e., Police, Council Safeguarding Teams</li> <li>• Manage, document and resolve welfare issues effectively, with committee input if required, as and when they arise.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).</li> </ul>
Signed & dated	



## Membership Secretary

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Be the main point of contact for new and potential members.</li> <li>• Deal with queries about membership, renewals and affiliations.</li> <li>• Manage membership database, club affiliations and individual members' EA membership.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Expect a time commitment of up to an hour a week (may be more or less depending on the time of year).</li> <li>• Provide immediate support to members when required during peak renewal period (Jan – Feb).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Ensure all queries (via email, social media, the website or in person) regarding membership are followed up.</li> <li>• Manage an accurate database of members and their contact details.</li> <li>• Responsible for membership renewal reminders.</li> <li>• Manage concessionary memberships and life memberships.</li> <li>• Manage individual members' EA membership renewals in April each year.</li> <li>• Claim and organise London Marathon Place offered by UKA/EA</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised and have good communication skills.</li> <li>• Keep accurate, up to date membership records using the club's current membership system (TeamUp) and in accordance with the club's responsibilities as a data processor under the General Data Protection Regulation.</li> <li>• Be familiar with the process for collating the membership list and reviewing, amending and deleting membership information in the club's membership system (TeamUp).</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee (when/if appropriate).</li> <li>• The British Triathlon Regional Manager (when/if appropriate).</li> <li>• The British Triathlon membership team (when/if appropriate).</li> </ul>
Signed & dated	



## Coaching Co-ordinator

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Main liaison point between the club, the committee and the coaching team.</li> <li>• Manage the coaching calendar and rota.</li> <li>• Deal with any issues arising regarding coaching cover.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 committee meetings per year.</li> <li>• Approximately 4 – 6 coaching meetings per year.</li> <li>• Expect a time commitment of up to an hour a week (may be more or less depending on the time of year).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Attend committee meetings and report on coaching issues when required.</li> <li>• Attend coaching meetings and report on committee action points.</li> <li>• Act as liaison between the committee and the coaches.</li> <li>• Keep members informed of opportunities to join the club's coaching team.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised and have good communication skills.</li> <li>• Keep up to date records of the club's coaches, their contact details and qualifications.</li> <li>• Keep an accurate record of the sessions coached by each club coach.</li> <li>• Be familiar with the club constitution and British Triathlon club, coaching and racing rules, including the coach-athlete ratios for various activities and the coach insurance requirements.</li> <li>• Be approachable and a good listener.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The club coaching team.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).The British Triathlon Coaching Team (when/if appropriate).</li> </ul>
Signed & dated	



## Publicity Officer

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Promote the club and its activities to existing and potential members, via social media, email newsletters, the website and other methods as appropriate.</li> <li>• Grow the public image and reputation of the club.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Supporting the club when it holds events.</li> <li>• Expect time commitment of around 2 hours per week plus attendance at committee meetings (may be more/less at different times of year).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Monitor email, social media and website and deal with any enquiries (or forward to the appropriate committee member).</li> <li>• Keep up to date with the club's activities and members' results/achievements and publicise these where appropriate.</li> <li>• Keep social media and website up to date regarding the club's activities, including training sessions, racing and social events (liaising with the coaching co-ordinator, club captains and social secretary as required).</li> <li>• Produce and send a monthly club newsletter for members.</li> <li>• Establish contacts with local media as appropriate.</li> <li>• Provide results and stories to local media as appropriate.</li> <li>• Support the secretary in preparing for the AGM as required, including circulating the notice of AGM to members within the required time period.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised and have good communication skills.</li> <li>• Be aware of the club's responsibilities regarding members' personal data as a data processor under the General Data Protection Regulation (GDPR), including the right to be removed from our mailing list.</li> <li>• Be familiar with the process for adding and removing information from the Facebook group and page, Instagram, TeamUp (the club's membership and session booking system) and the club's website (run through WordPress).</li> <li>• Be familiar with the process for creating and launching a newsletter using the club's template in MailChimp.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> </ul>
Signed & dated	



## British Triathlon delegate

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Act as a representative between the club and British Triathlon.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Expect a time commitment of up to an hour a week (may be more or less depending on the time of year).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Attend British Triathlon regional and national meetings as required.</li> <li>• Represent the club at regional British Triathlon meetings as required.</li> <li>• Establish good working links between the club and regional British Triathlon representatives.</li> <li>• Report news and developments from British Triathlon to committee (and to publicity officer for circulation to members if appropriate).</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised.</li> <li>• Be a good communicator.</li> <li>• Be able to build effective relationships.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).</li> </ul>
Signed & dated	



## Kit Officer

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Manage and facilitate club kit and coaching kit orders.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year</li> <li>• Attend training sessions when needed promote kit orders/deal with sizing queries etc.</li> <li>• Expect a time commitment of up to an hour a week (may be more or less depending on the time of year).</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Assess whether new items of kit are needed.</li> <li>• Work with suppliers to achieve the best prices for club kit.</li> <li>• Liaise with suppliers to run the kit shop twice a year (usually in January and August) and liaise with publicity officer to ensure members are aware of the kit shop dates.</li> <li>• Ensure members have opportunity to try on sizing kit before ordering.</li> <li>• Order coaching kit as required by coaching team.</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised.</li> <li>• Be a good communicator.</li> <li>• Be able to build effective relationships.</li> <li>• Keep clear records.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• In relation to coaching kit, the coaching co-ordinator.</li> </ul>
Signed & dated	



## Social Secretary

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Arrange a variety of social activities throughout the year either on an ad-hoc basis (e.g., the curry night) or as agreed by the committee (e.g., the summer party and the annual awards evening).</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Supporting the club when it holds social events.</li> <li>• Expect a time commitment of up to an hour a week (may be more or less depending on the time of year). Note that the time commitment in the period of organising the awards evening (usually from Nov – Feb) is likely to be several hours a week.</li> </ul>
Main Tasks	<ul style="list-style-type: none"> <li>• Arrange a variety of ad-hoc social activities throughout the year.</li> <li>• Arrange Parkrun buddy and open water swim buddy sessions on an ad-hoc basis.</li> <li>• Arrange the club's annual awards evening (usually in late Jan/early Feb) and any other formal social events as approved by the committee.</li> <li>• Run the members' vote for the club's annual awards (athlete of the year, most improved athlete, club person of the year and the hammer award).</li> <li>• Aid the club captains with ordering the club championship awards.</li> <li>• Promote the club's social activities on social media (Facebook group and page and Instagram).</li> </ul>
Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised and a good communicator.</li> <li>• Be able to build effective relationships.</li> <li>• Keep clear records.</li> <li>• Be familiar with using social media (Facebook page and group and Instagram) to promote the club's social activities.</li> <li>• Be approachable, inclusive and a good listener.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> </ul>
Signed & dated	



## Club Captain(s)

Responsible To	<ul style="list-style-type: none"> <li>• Chair</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Represent views of club members to the committee.</li> <li>• Promote healthy competition via the club championship.</li> <li>• Promote/organise the club's participation in other events.</li> <li>• Organise the monthly social bike ride.</li> <li>• Organise the member of the month award.</li> </ul>
Commitment	<ul style="list-style-type: none"> <li>• Approximately 8-12 meetings per year.</li> <li>• Supporting the club when it holds events.</li> <li>• Expect a time commitment of up to an hour a week (may be more or less depending on the time of year).</li> </ul> <p>Note that the time commitment in getting the club championship table up and running (Jan and Feb) and the period running up to the awards evening (usually from Nov – Feb) is likely to be several hours a week.</p>
Main Tasks	<ul style="list-style-type: none"> <li>• Encourage member feedback about the club's training and racing plans and ensure that the views of club members are reported to the committee (feedback about training sessions to be passed on to the coaches by the coaching co-ordinator).</li> <li>• Encourage member participation in training sessions and races and to support new members in joining in the club's activities where appropriate.</li> <li>• Find and promote a range of club recommended events of various distances and disciplines, suitable for a range of participants.</li> <li>• Organise and promote the annual club championships, including publicising the rules about eligibility and calculation of points and publishing interim results and standings throughout the year.</li> <li>• Calculate the end of year award winners for the annual club championships and liaise with the social secretary to order awards for the winners.</li> <li>• Organise and promote the monthly social bike ride.</li> <li>• Organise, promote and manage the member of the month award.</li> <li>• Promote the club's training and racing activities on social media (Facebook page and group and Instagram).</li> </ul>





Qualities / Skills Required	<ul style="list-style-type: none"> <li>• Be organised and a good communicator.</li> <li>• Be able to build effective relationships.</li> <li>• Keep clear records for the club championships and be familiar with using an Excel spreadsheet to calculate championship points.</li> <li>• Be familiar with using social media (Facebook page and group and Instagram) to promote the club's training and racing activities.</li> <li>• Be approachable, inclusive and a good listener.</li> <li>• Be aware of duty of confidentiality.</li> <li>• Be aware of duty to act in best interests of the club as a whole.</li> </ul>
Support Received from:	<ul style="list-style-type: none"> <li>• The committee.</li> <li>• The regional British Triathlon committee and Regional Manager(when/if appropriate).</li> </ul>
Signed & dated	