



ANNEX ONE TO EDINBURGH TRIATHLETES CONSTITUTION: COMMITTEE ROLES

Members elected to the Committee at the AGM will deal with the affairs of the club. All Committee posts will be confirmed by a vote at the AGM. Those Committee posts that are required to attend committee meetings are trustees of the club. The following posts will form the Committee, and shall carry the following responsibilities:

President

- To set the strategy and direction for the Club.
- Coordinate the production the annual plan.
- Direct other Committee members in their roles.
- Chair all formal Club meetings.
- Represent the Club as required with external agencies, e.g. triathlonscotland.

Vice President

- Assist the President in all of the above and deputise as required.
- In the normal course of events the Vice-President would succeed the President at the end of their term of office.

Secretary

- Notify members of formal meetings, including the AGM and any EGMs.
- Produce the agenda, take minutes and circulate these as required, for the above and Committee meetings.
- Maintain any agreed Action Grids.
- Receive and circulate information as required from outside agencies, e.g., triathlonscotland and *ad hoc* enquiries.

Treasurer

- Maintain the accounts of the Club and report on these to the Annual General Meeting.
- Receive and make payments as required.
- Contribute to strategy development through forecasting revenue and expenditure.
- To monitor profitable and loss making activities and provide information on these to the Committee.

Membership Secretary

- Responsible for activities related to persons joining the Club, providing them with membership cards and packs.
- Updating the Committee on membership information.
- Sending renewal reminders etc.

Welfare Officer

- Ensuring that relevant Club members (e.g. coaches, event organisers and volunteers) understand what they have to do with regard to child and vulnerable adult welfare, in the context of the Club's activities.
- Attending relevant training.
- Being a member of a triathlonscotland welfare e-group to keep up-to-date and provide feedback to triathlonscotland.
- Encouraging good practice.

- Making and maintaining contact with other relevant agencies.

Coaching Coordinator

- Contribute to the formulation of Club strategy, and from this formulate an annual coaching plan in conjunction with the Club's coaches via bi-monthly meetings
- Liaise with coaches to establish an appropriate rota of coaches and cycle leaders for duties.
- Encourage the development of coaches, by having development plans (not necessarily specific to individuals) and encouraging coaching training and progression to higher levels.
- To organise structured training weekends and events.

Club events coordinator

- Contribute to the formulation of Club strategy, and from this formulate an annual plan for competitive closed to Club and open events.
- Liaise closely with the Coaching Director to coordinate the development of closed to club events.
- Liaise closely with the Race Directors of open events and receive updating reports from them pre and post events.
- Arrange timekeeper rotas etc. for club events (such as Silverknowes time trial).

Communications Coordinator

- Maintaining and developing the Club's website.
- Producing Tribull.
- Promoting the Club through other internal and external communications as required.

Social Convenor

- Arrange social activities informed by views of membership.
- Arrange Christmas night out.

Equipment coordinator (non-attending Committee member)

- Inventorying Club equipment.
- Reviewing the requirements for further equipment as demand and resources permit.
- Review the serviceability of equipment and make proposals for replacing damaged or obsolete equipment.
- Liaising with those who physically store equipment.

Club kit organiser (non-attending Committee member)

- Ensure stock of club training and racing kit in club colours.
- Maintain inventory of kit.
- Sell kit to club members and maintain appropriate records.
- Ensure value for money from kit suppliers.

Gullane race director (non-attending Committee member)

- Lead on all arrangements for the annual Gullane Beach Triathlon.
- This includes (but is not exhaustive):
 - Liaison with external bodies (PoliceScotland, East Lothian Council, TriathlonScotland);

- Publicising the race and organising the entry system;
- Set up and dismantling of race venue;
- Managing volunteer marshals to ensure that the race is as well signposted as possible and that participant needs are accommodated as far as possible.

New Year's Day race director (non-attending Committee member)

- Lead on all arrangements for the annual New Year's Day Triathlon.
- This includes (but is not exhaustive):
 - Liaison with external bodies (PoliceScotland, City of Edinburgh Council, Edinburgh Leisure, Holyrood Park Authorities, TriathlonScotland);
 - Publicising the race and organising the entry system;
 - Set up and dismantling of race venue;
 - Managing volunteer marshals to ensure that the race is as well signposted as possible and that participant needs are accommodated as far as possible.

In addition, Committee members without portfolio can be added to the Committee as required. The Committee will meet at least five times a year and minutes of the meetings will be maintained, with summary information distributed at regular intervals to members.