Edinburgh Triathletes - Committee Roles 2021-2023

President: **Ciara Webb**

* Be available as the public representative and spokesperson of the Club;
* Chair all Committee meetings and Extraordinary meetings in the absence of the Secretary;
* Report on the activities of the Club to the Annual General Meeting;
* Chair the Appeals Committee as set out in [clause what?] of the Constitution;
* Assist Committee members in the execution of their duties;
* Liaise with Committee and Club members to seek input and decisions regarding the development of the Club and its activities;
* Update/provide a Club Development Plan on a bi-annual basis;
* Liaise with Triathlon Scotland, local authorities, venues and other organisations as necessary, to make representations or arrangements on behalf of the Club;
* Direct and support the Club in achieving its purpose, as defined in the Club Constitution, and ensure that it has policies and procedures in place to enable it to operate to a high standard.
* Is a member of the Governance Sub-Group
* Supervise Events and Training/Coaching Sub-Groups

Vice-President: **JP Vitry**

* Chair all Committee meetings and Extraordinary meetings in the absence of the Secretary and the President;
* Assist Committee members in the execution of their duties;
* Support President in the execution of their duties and act for the President in their absence.
* Is a member of the Governance Sub-Group
* Supervise Club Profile Sub-Group

Secretary: **Sharon Grimshaw**

* Chair all Committee meetings and Extraordinary meetings;
* Give notice of all Committee Meetings, the Annual General Meeting and Extraordinary meetings, together with an appropriate agenda;
* Record the proceedings of all such meetings and document them as Minutes;
* Distribute copies of Minutes to the Club membership via the website and arrange for these to be stored on the Dropbox;
* Deal with correspondence and handle all administrative matters for the Club including annual memberships of governing bodies;
* Notify Club members promptly of any appointment, resignation or removal of members of the Committee;
* Advise all Club members of any proposed changes to the constitution;
* Inform Triathlon Scotland if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (to be provided by the Treasurer);
* Maintain relationship with Triathlon Scotland and ensure that information about the Club held by that organisation is up to date;
* Seek nominations for Committee roles as needed and oversee the nomination process at the AGM.
* Is a member of the Governance Sub-Group

Treasurer: **Jules Blanc**

* Keep proper records of the Club’s financial transactions in accordance with current accepted accounting rules and practices;
* Implement control procedures to minimise the risk of financial exposure;
* Approve any expenditure on the request of the Committee (when agreed by the Committee);
* Ensure that bills are paid and funds are banked in accordance with control procedures;
* Regularly inform the Committee of the Club’s financial situation;
* Make all records, procedures and accounts available on request to the Committee;
* Prepare annual accounts to 30 September each year – these accounts should be approved by the Committee and signed by the President no later than 21 days after the Annual General Meeting;
* Present annual accounts to the Club at the Annual General Meeting;
* Management of Club grants;
* Issue invoices and receipts;
* Is a member of the Governance Sub-Group

Welfare Officer: **Kara Tait**

* Ensure that advice and assistance is available to Club and Committee members for both personal and Club-related matters;
* Responsible for the implementation of good practice and Adult Protection policies within the Club.
* Is a member of the Governance Sub-Group

Membership Secretary: **Anna Henly**

* Welcome new members;
* Maintain a database of all Club members;
* Respond to enquiries from prospective members;
* Oversee the administration of new memberships and renewals via the Club’s website;
* Provide an annual report to the Committee regarding the Club membership demographic;
* Manage the ‘ET Buddy’ system;
* Manage the Committee Google Groups;
* Manage the Mailchimp distribution list;
* Keep the Mailchimp welcome email up-to-date;
* Help the Coaching Coordinator to keep the booking system up-to-date with members;
* Add new members to ET fb group.
* Is a member of the Club Profile Sub-Group

Head Coach: **Gavin Calder**

* Responsible for coaching standards and content;
* Provide a structure within which individual coaches can plan and deliver sessions with agreed coaching points;
* Ensure coaches are working to an acceptable level of quality and with a common approach;
* Set annual structure for coaching delivery;
* Is a member of the Training & Coaching Sub-Group

Coaching Coordinator: **Marlene Orth**

* Manage Coaching schedule;
* Review new coaching applications (with Head Coach);
* Maintain a register of who has coached what on a monthly and annual basis;
* Regularly communicate coaching offering to Club membership;
* Organise regular coaching meetings;
* Organise sessions with partners organisation (spinning, S&C, etc.);
* Manage the booking system
* Is a member of the Training & Coaching Sub-Group

Partnership Manager: **Sandy Legget**

* Negotiate Club membership discounts with retailers and suppliers;
* Negotiate Club membership discounts for race entries;
* Maintain relationships and sponsors and partners;
* Liaise with Treasurer regarding new deals and mechanics of deals;
* Inform membership of new partnerships and benefits
* Is a member of the Events Sub-Group

Web Master: **Colleen Tait**

* Update website as requested by other Committee members;
* Responsible for the programming and maintenance of the Club’s website in conjunction with site host;
* Ensure onsite and offsite backups of the website happens on a scheduled basis.
* Manage the booking system
* Is a member of the Club Profile Sub-Group
* Is a member of the Training & Coaching Sub-Group ?

Events Coordinator: **Ian Gillon**

* Responsible for organising the annual Ian Gowan Duathlon;
* Support Race Organisers for New Year’s Day and Gullane races;
* Report back to Committee on an annual basis on the progress of Club events and agree budget with the Treasurer.
* Is a member of the Events Sub-Group
* Is a member of the Club Profile Sub-Group

Equipment Coordinator: **Gavin Calder**

* Arrange storage of Club-owned equipment;

Club Kit Organiser: **Phil Parr-Burman**

* Facilitate Club kit orders via approved supplier;
* Notify Club members when the order window for kit is open;
* Liaise with Squad Coach and Club members regarding kit design, subject to Committee approval.
* Is a member of the Club Profile Sub-Group

Communications Coordinator: **James Gibson**

* Champion internal communications with Club members;
* Share initiatives and celebrate what we do as a club;
* Work with the Webmaster to ensure that the website and Facebook/other social media pages are up to date;
* Encourage members to use the Club’s social media channels;
* Develop the Club’s brand and image and oversee its use in all social media and other communications.
* Is a member of the Club Profile Sub-Group

Social Convenor: **Abbie Hewitt & Alexander Walker**

* Manage a budget (in agreement with the Treasurer) to facilitate Club social activities;
* Make all necessary arrangements for social functions of the Club;
* Notify all Club members of the social programme, and submit the programme to the Webmaster for inclusion on the website;
* Advertise social activities to Club members via Facebook closed group;
* Submit invoices for payment of social functions to the Treasurer within 14 days of the social function;
* Seek nominations for the Club’s annual awards and organise the voting.
* Is a member of the Club Profile Sub-Group

Covid-19 Officer (Temporary role):

* Overall responsibility for oversight and risk/mitigation planning in relation to Covid-19;
* Communicating updates from SportScotland/Triathlon Scotland to Club members and the Committee.

NYD race - **John Whittaker**

Gullane triathlon - **Paul Lynch & Sam Dowie**

To enable action and monitoring of the Development plan, it is proposed that sub-groups of the committee focus on priorities for their areas, feeding back to the President/Vice-President/Committee as appropriate. The following sub groups might be considered going forward:

**Governance – reports to Committee and Club Members**

President
Vice President
Secretary
Welfare Officer
Treasurer

**Events (including interclub and hosted races) – reports to President**

Gullane Race Director
NYD Race Director
Events Coordinator
Partnership Manager
Equipment Coordinator
Club Kit Organiser

**Club Profile – reports to Vice President**

Communications Coordinator
Webmaster
Membership Secretary
Social Convenor
Events Coordinator
ET Squad Coach
Club Kit Organiser

**Training/Coaching – reports to President**

Head Coach
Coaching Coordinator
Webmaster