

Roles and Responsibilities***Office-Bearers******President***

The President is elected to Chair meetings of the Club and to act in accordance with the powers given to them by the Committee in accordance with the constitution.

The President is expected to be a collaborative leader, the primary spokesperson for the Club and manage the activities of the Committee for the benefit of the Club.

Vice-President

The Vice-President is elected to support the President and to be first alternate in the performance of the President's responsibilities.

The Vice-President is required to act in accordance with the powers given to them by the Committee in accordance with the constitution.

Secretary

The Secretary is responsible for:

- Preparing notices of meetings and agendas for meetings
- Taking minutes at Club meetings and distributing meeting minutes
- Keeping records and statutory returns up to date
- Maintaining the clubs records
- Maintaining club registrations and registers of members
- Governance advice to the Committee and members

Treasurer

The Treasurer is responsible for:

- Ensuring the financial records of the Club are maintained
- Ensuring that financial records are audited and provided to the relevant authorities, members and the Licensed Club
- Maintaining the Club's bank accounts
- Processing all payments and reconciling bank transactions
- Ensure sponsorship and supporter arrangements are in place and reporting requirements met

Core Committee positions***Registrar***

The Registrar is responsible for:

- Ensuring that systems are in place for members to join the Club
- Manages the commercial relationship with the service provider of these systems
- Provides regular reports to the Committee on the total number, category and other relevant details of the club membership
- Ensures that systems are in place for other electronic registrations and payments for club events and sales

	<ul style="list-style-type: none">• Provides advice to the Committee and Club members regarding online registrations and payments processes.
<i>Event Coordinator</i>	<p>The Event Coordinator is responsible for developing and maintaining procedures and protocols for running club events. This role is not responsible for running events but ensuring that the right steps are taken so they are run effectively. Events may include:</p> <ul style="list-style-type: none">• Internal club events for members only• Intra club events• Public events• Support for Club members at events
<i>Uniform Coordinator</i>	<p>The Uniform Coordinator is responsible for:</p> <ul style="list-style-type: none">• Managing uniform stock• Ordering of new stock• Maintaining sale order records and payment details
<i>Equipment Coordinator</i>	<p>The Equipment Coordinator is responsible for:</p> <ul style="list-style-type: none">• Managing the Club equipment• Ensuring that it is maintained• That its location is known• Providing advice on replacement and new purchases• Providing support and advice on the use of Club equipment
<i>Coaching Coordinator</i>	<p>The Coaching Coordinator is the key contact for Club coaches and for regularly coordinating and reviewing training programs. This role is not responsible for coaching but ensuring that all coaching activities are coordinated and well planned. Coaching activities include:</p> <ul style="list-style-type: none">• Regular club training and ensuring that suitable coaches can provide training• Facilitating the delivery of training plans• Novice Program• Trystars Program
<i>Social Coordinator</i>	<p>The Social Coordinator is responsible for coordinating and encouraging members to interact socially, reinforcing the family friendly nature of the club. This role is not responsible for running events but ensuring that the right steps are taken so they are occur and run effectively. Events may include:</p> <ul style="list-style-type: none">• Presentation night / annual dinner• Christmas party• Family friendly events• TACT awards and other events

- Other social opportunities

Communications Coordinator The Communications Coordinator is responsible for ensuring that club communications are regular, relevant and in line with Club policies. Communications include:

- Club newsletters
- Training and event updates
- Club website
- Social media activities
- Privacy issues

Key responsibilities of the Committee

The following are responsibilities that are managed by the Committee. Each responsibility is listed noting the delegated responsible Committee member and the primary Office-Bearer holding responsibility or with the capacity to provide support to the nominated Committee member:

Key responsibility	Committee member	Office-bearer
Delegate to Triathlon ACT	Vice president	President
Sponsorships and supporter agreements	President	Treasurer
Annual memberships	Registrar	Secretary
Novice program	Coaching coordinator	Vice president
Trystars program	Coaching coordinator	Vice president
Training	Coaching coordinator	Vice president
Equipment	Equipment Coordinator	Treasurer
Financial management	Treasurer	President
Presentation / annual dinner	Social Coordinator	President
Annual awards	Social Coordinator	Secretary
Events	Event Coordinator	Vice president
Uniforms	Uniform Coordinator	Treasurer
Communications	Communications Coordinator	Secretary