

Trikings Triathlon Club

Committee Responsibilities



Committees have a responsibility to manage the Club on behalf of all members. The role of the Committee is summarised into four main categories:

1. **Plan**
2. **Organise**
3. **Lead**
4. **Control**

In general terms effective Committee members should have:

- Commitment to the mission of the Club.
- Sufficient time to devote to the Committee.
- Understanding of the role of the Committee.
- Understanding of the specific tasks required of Committee members.
- Enthusiasm and an interest in members and the sport of Triathlon.
- A willingness to accept responsibility.
- Tact, judgment, discretion and listening skills.
- Vision and Dedication.
- Good communication skills.

The specific roles of the committee are:

President: The central figure for the Club and forms part of the Club's representation with Triathlon SA. Chairs the committee meetings that are held approximately every month, chairs the Annual General Meeting and other formal activities of the Club. With the Secretary and Webmaster coordinates member communications.

Vice President: Deputises for the President and assists chairing Committee meetings, the Annual General Meeting or other formal activities of the Club.

Secretary: Coordinates Committee meetings prior to and during meetings. Assembles the agenda and provides copies to committee members prior to meetings. Minutes the Committee and AGM meetings and promptly distributes those minutes to Committee for action on decisions made. Also has an active role in the general administration of the Club.

Treasurer: Keeps a close eye on the Club's budget and maintains bank accounts. Ensures all expenses are paid promptly. Provides advice on financial matters involved with events. Produces monthly and annual financial reports for the Club. Maintains the membership database, getting excited whenever a new member joins our ever growing sport. Receives membership renewals and deposits membership fees.

Webmaster: Builds and maintains the Clubs website posting regular updates and provides regular advice to Club members.

Tri SA rep: The conduit for information flows between Tri SA and Trikings, requiring attendance at both Tri SA and Trikings meetings.

General Committee Members: Committed Club members who have good ideas about encouraging the sport and the club to grow and be enjoyed by all. Support the Club and committee in all activities.