



## **East Midlands Regional Committee Club Co-ordinator Role Description**

The role of East Midlands Regional Committee Club Co-ordinator is a voluntary position to support the development of triathlon clubs locally.

The position could be combined with another role on the Regional Committee.

With a passion for triathlon and for the development of clubs, you will be an important voice for clubs at a regional level. You will also help to develop regional networks of support for triathlon clubs and help to translate national policies at a local level.

Anyone taking on the role will have a fantastic opportunity to increase their skills, develop themselves and help to grow our sport.

We encourage applications from a diverse range of people from all backgrounds and will work to support anyone with additional access requirements.

<b>Volunteer Role</b>	East Midlands Regional Committee Club Co-ordinator (may be combined with other positions on the Regional Committee)
<b>Main purpose of the role</b>	<ul style="list-style-type: none"><li>• To form part of the Regional Committee</li><li>• To represent the interests of triathlon clubs on the Regional Committee</li></ul>
<b>Key functions of the role</b>	<ul style="list-style-type: none"><li>• Attend and contribute to regular meetings of the Regional Committee</li><li>• Lead the Regional Committee's work with clubs</li><li>• Co-ordinate Club Chair's Forum (or similar) meetings on behalf of the Regional Committee</li><li>• Provide assistance and support to colleagues on the Regional Committee in performing their roles</li></ul>
<b>Responsible to</b>	<ul style="list-style-type: none"><li>• Regional clubs and members</li><li>• Chair of the Regional Committee</li><li>• Members of the Regional Committee</li></ul>
<b>Support available</b>	<ul style="list-style-type: none"><li>• Regional Chairs</li><li>• Triathlon England staff<ul style="list-style-type: none"><li>○ Regional Manager</li></ul></li></ul>



	<ul style="list-style-type: none"> <li>○ National Delivery Manager</li> <li>○ Head of Clubs and Regions</li> </ul>
<b>Pre-requisites for the role</b>	<ul style="list-style-type: none"> <li>• Must be a member of Triathlon England</li> <li>• Must be resident in or a member of a club based in the region</li> <li>• Must have relevant committee experience</li> </ul>
<b>Competencies / Experience required for the role</b>	<ul style="list-style-type: none"> <li>• Passionate about triathlon and developing and growing the sport</li> <li>• Well-organised</li> <li>• Excellent communicator</li> <li>• Supportive and collaborative approach</li> </ul>
<b>Commitment required in the role</b>	<ul style="list-style-type: none"> <li>• A minimum of four regional meetings annually, plus the AGM</li> <li>• Co-ordinating and attending Regional Club Chairs' Forum meetings periodically</li> <li>• Some time between meetings to work with other Committee members to progress with actions</li> </ul>
<b>Appointment and term of office</b>	<ul style="list-style-type: none"> <li>• Elected by either an AGM or EGM</li> <li>• Two-year term of office with eligibility to stand for re-election</li> </ul>