



## **East Midlands Regional Committee Secretary Role Description**

The role of Regional Committee Secretary is a central role in helping triathlon to work smoothly and to grow locally.

As an integral part of the regional committee, being one of three 'table officers', you will support the Chair and the rest of the Committee to have effective and worthwhile meetings.

Preparing for and recording meetings, you will need good organisation and communication skills, as well as patience and determination.

Support is available through other volunteers locally and nationally, alongside the paid staff of Triathlon England. A network of other Regional Committee Secretaries can help to guide anyone new into the role and provide ongoing support.

You will already have some experience of meetings and admin but 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>	<b>East Midlands Regional Committee Secretary</b>
<b>Main purpose of the role</b>	<ul style="list-style-type: none"><li>• To provide secretarial support for the Regional Committee</li><li>• To act as a senior volunteer within the sport regionally</li><li>• To form part of the Regional Committee</li></ul>
<b>Key functions of the role</b>	<ul style="list-style-type: none"><li>• With the Chair, prepare timely agendas and minutes for the Regional Committee, as well as collating any supporting papers.</li><li>• Communicate details of meetings to Committee members and, where necessary, to clubs in the region</li><li>• Provide any necessary reports to Triathlon England.</li><li>• Attend Regional Committee meetings, any</li></ul>



	relevant sub-committees, and any Triathlon England meetings as appropriate.
<b>Responsible to</b>	<ul style="list-style-type: none"> <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 Chair</li> <li>• Other Regional Secretaries</li> <li>• Triathlon England staff <ul style="list-style-type: none"> <li>• Regional Manager</li> <li>• National Delivery Manager</li> <li>• Head of Clubs and Regions</li> </ul> </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 and with good planning skills</li> <li>• Able to communicate well with Regional Committee members</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>• Possible attendance at regional sub-committees, if established, and Club Chairs' Forum</li> <li>• Some time between meetings to prepare agendas, minutes, actions and to collate relevant papers</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>