



## **East Midlands Regional Committee Vice-Chair Role Description**

The role of East Midlands Regional Committee Vice-Chair is an important volunteer role supporting development of triathlon in clubs and athletes locally, whilst providing a link to the paid workforce of Triathlon England.

Vice-Chair is a position that can be combined with another role on the Regional Committee, aside from Secretary and Treasurer. Providing regular support to the Chair, you will help to will steer the agenda of development for triathlon in the region.

The role may be a development stepping-stone to becoming a future Regional Chair. A network of other Regional Committee Chairs can help to guide anyone new into the role and provide ongoing support.

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>	Vice-Chair of the East Midlands Regional Committee (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 Chair meetings in the absence of the Regional Chair</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>• Chair meetings in the absence of the Regional Chair</li><li>• Support development of the agenda for Committee meetings</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>• Chair of the Regional Committee</li><li>• Members of the Regional Committee</li></ul>



	<ul style="list-style-type: none"> <li>Regional clubs and members</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> <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</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>Possible attendance at regional sub-committees, if established, and Club Chairs' Forum</li> <li>Some time between meetings to work with the Chair and other Committee members to develop agendas and 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>