**Regional Committee**

**Club Co-ordinator**

**Role Description**

The role of 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.

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| **Volunteer Role** | London Regional Committee Club Co-ordinator(may be combined with other positions on the Regional Committee) |
| **Main purpose of the role** | * To form part of the Regional Committee
* To represent the interests of triathlon clubs on the Regional Committee
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| **Key functions of the role** | * Attend and contribute to regular meetings of the Regional Committee
* Lead the Regional Committee’s work with clubs
* Co-ordinate Club Chair’s Forum (or similar) meetings on behalf of the Regional Committee
* Provide assistance and support to colleagues on the Regional Committee in performing their roles
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| **Responsible to** | * Regional clubs and members
* Chair of the Regional Committee
* Members of the Regional Committee
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| **Support available** | * Regional Chairs
* Triathlon England staff
* Regional Manager
* National Delivery Manager
* Head of Clubs and Regions
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| **Pre-requisites for the role** | * Must be a member of Triathlon England
* Must be resident in or a member of a club based in the region
* Must have relevant committee experience
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| **Competencies / Experience required for the role** | * Passionate about triathlon and developing and growing the sport
* Well-organised
* Excellent communicator
* Supportive and collaborative approach
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| Commitment required in the role | * A minimum of four regional meetings annually, plus the AGM
* Co-ordinating and attending Regional Club Chairs’ Forum meetings periodically
* Some time between meetings to work with other Committee members to progress with actions
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| Appointment and term of office  | * Elected by either an AGM or EGM
* Two-year term of office with eligibility to stand for re-election
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