**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.

|  |  |
| --- | --- |
| **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 |
| **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 |
| **Responsible to** | * Regional clubs and members * Chair of the Regional Committee * Members of the Regional Committee |
| **Support available** | * Regional Chairs * Triathlon England staff * Regional Manager * National Delivery Manager * Head of Clubs and Regions |
| **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 |
| **Competencies / Experience required for the role** | * Passionate about triathlon and developing and growing the sport * Well-organised * Excellent communicator * Supportive and collaborative approach |
| 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 |
| Appointment and term of office | * Elected by either an AGM or EGM * Two-year term of office with eligibility to stand for re-election |